

# North High Booster Club Meeting

shebnorthboosterclub@gmail.com

Monday, Sept. 11, 2023

Room 119 6:30 PM

## Agenda

1. Call to Order-Michele
2. Secretary's Report- Tanya
  - a. Minutes 8/14/23
  - b. Membership Roster 2023/2024
    - i. Updates
      1. New Members were introduced
    - ii. Exec Board Terms- Tim
      1. No new updates
      2. Looking into the processes we need to do in order to change and revise the new board membership terms.
        - a. Need to spread out the 2 year term so not an entire board all at once every two years.
    - iii. By-Laws Update/Vote
      1. No changes needed
    - iv. New Exec. Board Positions -Michele  
\$250 stippen for your group annually from the Board
      1. VP P.R./Sponsorship (Next Meeting) Please reach out to Michele if you know someone or if you would like to help out.
        - a. Organizing sponsorship and PR on social media and other forums
        - b. Calendar Raffle
          - i. Find a student to help with PR
          - ii. Contact robotics for help
      2. Member at Large
        - a. Person with community experience outside of North High.
        - b. Person to have a different viewpoint
        - c. Pat Ortlieb
          - i. Voted in as a new Board member. Pat comes with a great connection and a wide variety of experience in our community. Pat is also a parent to two North High Students.
          - ii. Welcome Pat
3. Finance- Jean and Tim
  - a. Group financial balances- Jean
    1. Make sure you are tracking your own balances. (Balances should match)
    2. Work with coach to determine fundraising needs, uses of funds, and prepare a budget if necessary for next season
    3. Communicate w/ Jean W. and Tim R. regarding reimbursement requests and or deposits.
      - a. Detail of invoice of purchase. What group it is for. What the purchase is needed for. Total request reimbursement of total to be paid to Name and Address
      - b. Reimbursement checks (who it is for, what it is for, and address)
    4. If you are direct billing with any of our vendors, as a financial rep:
      - a. Be sure the invoice documents for what group the purchase is for
      - b. Get a copy of the invoice
      - c. Verify it is accurate and email Jean and cc Tim to approve the payment for group
    5. Invoice for concessions please make sure you send pictures of the invoice

6. If any groups do direct deposit to Associated Bank PLEASE remember to write your group name on the deposit slip and send Jean an email documenting the deposit.
7. If there are any questions about finances please reach out to Jean email...[jeanwaibel@charter.net](mailto:jeanwaibel@charter.net)
  - ii. Budget was handed out. If you did not receive it, please contact Jean Kohler. Picnic is included. You should have received an email of the details to the picnic from Jean.
  - iii. As a booster, we made over \$14,000 for volunteering at the Kohler Picnic
- b. Membership Fee/Requirements
  - i. Reminder: Effective 10/31/23: \$25/club **auto** draft from acct.
  - ii. In Order to work the concessions, an annual fee must be paid
  - iii. In order to receive Senior Banners for the Sports and Activities the membership dues must be withdrawn.
- c. Fundraising
  - i. Calendar Raffle (Sell Nov 1-Dec 31) -Lisa/VP P.R. Sponsorship
    1. We are in the process of moving forward with the calendar. They will be ready for the next meeting on Nov 13.
    2. Calendars will be \$10 Asking everyone to sell
      - a. help pay for the senior banners
      - b. promote with your groups
      - c. We are printing 1,500 calendars. That would bring in \$15,000 for a total approximate profit of \$12,000.

#### 4. Scrip- Lisa

- a. September is 10% month!
  - i. [Kwik Trip Form Attachment](#)
    1. 10% if your group is interested please contact Lisa
    2. Tally, up your orders and collect Money
    3. Collect by Sept 18 and getting them by Sept 22
      - a. If there is an issue contact LISA
      - b. If you are doing it, please let Lisa know
      - c. Turn it into Sally at the office
      - d. or contact Lisa by email or call

#### 5. Concessions Shari/Blanca

- a. Pricing-Tim/Jean
  - i. There has been a price adjustment increase on a few items
  - ii. We have a credit card reader
    1. Needs to be \$10 minimum
  - iii. In order to work concession stand your rep needs to complete the **concessions training**:  
Dates are going to be:
    - 1. Thursday Oct 26 5:30**
    - 2. Monday Oct 30 6:30**
- b. Indoor Concession Stand-
  - i. Sign Up- Tanya
    1. Please complete the following [concessions stand form](#) by Oct 1st.
      - a. Pick your top three dates.
    2. We will do our best to get you at least one concession stand opportunity.

#### 6. School Spirit/Athletic Director Update

- a. Facilities Updates- Dan
  - i. Soccer facility is coming together
  - ii. Baseball field is coming together
  - iii. Video board and sound is up and running for football
  - iv. T-shirt Shooter

1. If your group would like to use it for an event contact Tim or Michele. Your organization would have to purchase your own T-shirts. We can possibly in the near future work on a sponsorship for that.
  - b. Senior Banners-Dan
    - i. Amy Teunissen is taking headshots
    - ii. SASD is doing the printing
    - iii. Athletes and participants will be able to take home after the season
    - iv. Try to get through fall
  - c. Teacher appreciation Sept 15 at the Football and Sept 18 for football
  - d. Homecoming Oct. 13 vs Green Bay West
7. Recent Activities/Updates-
- a. Membership successes
    - i. Dance team brat Sept 30 @ J&J Hotspot
    - ii. Band selling cheesecake
    - iii. Both soccer teams won their tournament last weekend
8. Operations
- a. **[Sheboygan North Booster Club Handbook 2023/2024](#)**
    - i. **This document is still being updated.**
    - ii. **Concession information is NOT updated**
  - b. **Sheboygan North High Booster Club** Facebook Page- Please join!
  - c. **Website:** <https://www.sheboygan.k12.wi.us/north-high/booster-club>
9. Misc.
10. Adjourn @7:40 PM

**Next Booster Meeting: Monday, Nov. 13**