

**Wolverine Band Boosters**  
**Executive Board Meeting Minutes**  
**Saturday, June 11, 2016**

The meeting was held at Beef O'Bradys and was called to order at approximately 2pm by President Danny Prejoles.

**Present**

Danny Prejoles, Kristen Black, Lynn Irwin, Heather Conklin, Thadd Chambers, Kari Ewin, Keith Langreck, Melinda Johns, Albert Ortiz, Kaleigh Alwood and Jonathon Thomas

**Business**

There was no formal agenda for this meeting. Since there were many new developments in all areas of Booster Club business, the purpose of this meeting was to get everyone caught up on what has been happening and figure out what our next steps will be.

**Incorporation**

Danny advised that he would be filing for our incorporation on Monday. The usual turnaround time for applying online is 24-48 hours. After that, he will be applying for our EIN# and once we receive that we can start the process of applying for our 501c3 status.

**Catering**

This is one area that we will need to find someone to manage the meals/catering and get things organized as soon as possible. We will need to feed the kids before games and competitions. Since we do not know our competition times, we will focus on catering the meals before the games. Kristen was able to talk at length to Lynn Manning (BBB) about caterers BHS has used in the past (Beef O'Bradys, Little Caesars, Chick-fil-a). Aramark, who provides the food in the cafeteria, is also able to feed the band but can be more pricy than other options.

Since we do not currently have someone to manage the meals for the kids, Lynn has agreed to take charge of setting up catering the before game meals at this time. She has been working with Lindy Owens of Simply Divine Catering. They would like to put in a bid to provide meals for the kids before the games. Lynn will get a quote from Lindy which will include price per meal per kid. The quote needs to stay under \$10,000 or it must be done on multiple PO's. She will also discuss having meal options for those with food allergies or who are vegan/vegetarian.

**Band Camp**

Band Camp is quickly approaching and there are many things we will need to either purchase or get donated. Kristen has started a list of items we will need. We will compile a list and get it over to Albert who will put it up on the band website. Some of the items we will need include a tent (or two), snacks (crackers, popsicles, fruit snacks, etc.), first aid kits & Band-Aids, large 5 gallon jugs (a couple), powdered drink mixes (Gatorade, Lemonade),

coolers to hold water bottles/ice/wash cloths to keep kids cold, and bottled water. We will need to see if we will be able to get ice from the cafeteria or if we will need to get it from other sources.

Albert informed us that the kids will have the option to stay on campus in between morning and evening practices and help finish up work on props or do whatever else needs to be done. There will need to be at least one school employee onsite to supervise them during this time and Kristen said she would be able to help out with this. We will also need 2 to 3 parents per session to help with each band camp session. We will create a sign up genius to ask for volunteers as well as ask for donations of the items mentioned above.

Each band and color guard member will need a water bottle for band camp. Each section of the band has chosen its own color of bottle as well. It was suggested that the Booster Club buy the first bottle for each child from Academy Sports at a cost of approximately \$5 per bottle. It was also suggested that we order 2 or 3 extra of each color in case someone would lose theirs. For a replacement, we would charge the child's account \$6 per bottle. Heather and Kristen are also going to try and contact someone at the corporate office of Academy Sports to see if we can get all or a portion of the water bottles donated.

Thadd made a motion that the WBB purchase the first water bottle for each child at a cost of \$5 per bottle and we order 130 bottles at a cost of the WBB of approximately \$650 dollars. The motion was seconded by Keith and Melinda. All present voted to accept the motion.

## **Concessions**

Kari was able to meet with Tammy and Abby of the BBB to discuss their concession operation. She found out that much of their concessions equipment was donated and is going to contact those sponsors to see if we can get the equipment for BWHS donated as well. Some examples of the equipment we will need include nacho pumps, hot dog warmers, refrigerator(s), and a pizza warmer.

We will need to continue to meet with BBB members to learn more about their operations as we go along. Kari is also going to job shadow Tammy during DCI to see how things are run during a large event. She also stated there is an urgent need to find a Beverage Manager to help her.

We will need to follow up with the BBB on another item. Kari found out from Tammy that the BBB was expecting us to work their home games and split the profits with them on those nights. (For reference, the average concession sales on a Thursday night are \$3000 - \$5000 and on Friday night it is \$7000 to \$12,000).

## **PayPal**

Albert said PayPal is running and linked to the WBB account as well. People can now use PayPal to make payments to their Charms account or to donate to the WBB. It was suggested the link to the donation site be added to all WBB emails from now on.

## **Props**

Keith has been to Lowe's to get an idea of the cost involved in building props for the show. He wants something sturdy and easy to move. He created a design and will need approximately \$261.50 to build a prototype. If the prototype works, he is estimating we will need to build about 20 of them coming to an estimated final cost of \$4,700. Kristen made a motion that we provide Keith with up to \$300 to build his prototype. The motion was seconded by Lynn. All present voted to accept the motion.

## **Truck and Trailer**

Keith talked to Wal-Mart about donating one of their trailers they don't use anymore. At this time they only have non-roadworthy ones available. Since we could use one of the trailers for storage, Albert was going to see if the school would let us keep one.

Keith also talked to the GMC dealership here in town and they are willing to let us use one of their pickup trucks to haul things in whenever we need it.

## **Finances**

We received all four debit cards and the checks for our account. At this point, we are going to need approximately \$2000 to get concessions up and running. We will need to see what fundraisers we can do in the next month to raise the money needed for this.

## **Online Spirit Store**

Melinda has been working on this and if all approvals go through the store should be open from June 13 – 25<sup>th</sup>.

## **Fundraisers**

Wally Davidson has volunteered to pay the fees associated with setting up a table at First Friday on July 1 from 4p to 8p. We were thinking this would be a great opportunity to get donations for the Veterans Wall and possibly sell chocolate. We could have the picture of the field layout, the music playing on a computer and have the booth manned by Booster Club Officers as well as band students. The chocolate sales at this event would go to the schools account as there is not really a fair way to determine what kids would get to sell the chocolate and who wouldn't. It was also suggested we include a donation jar on the table and offer to write receipts to anyone donating \$50 or more. Melinda was going to see if individual kids could walk around selling chocolate outside of the booth – this money would go to the individual student's account. It was also mentioned that we should get a banner made for this and other events like it. Kari was going to check her sources at Walmart and Keith was going to see what kind of pricing he could get from Staples.

Other fundraising ideas mentioned were: setting up a booth/table at the Orchards Park 4<sup>th</sup> of July show, Sonic cards, Yankee Candles around Christmas time and restaurant fundraisers at places like Beef O'Bradys.

## **Uniform Manager and Uniform Info**

Nancy Alwood has graciously volunteered to be our Uniforms Manager. Albert said we should be getting our uniforms on or before September 16<sup>th</sup>. We should have storage for the uniforms at school but will need racks to keep them on. Kari is going to talk to her husband who is a welder and see if he might be able to put something together for us. Albert found an example of the kind of tack he would like and it cost \$200.

## **Future Meetings**

It was suggested that we set up meeting times every two weeks so we can stay on top of everything we need to accomplish before band camp starts. We realize not everyone will be able to make it to every meeting. We also wanted to set up a general booster club meeting relatively soon to get more volunteers. The following dates/times are what was agreed on:

- (1) Board Meeting – June 21, 6pm at Beef O’Bradys
- (2) Board Meeting – July 5, 6pm at Beef O’Bradys
- (3) General Business Meeting – July 11, 6pm possibly at Centerton City Hall
- (4) Board Meeting – July 26 at the evening session of Band Camp at BWHS Band room

## **Reminder**

The Grand Opening of BWHS will be on July 29<sup>th</sup> at 10am.

## **Adjournment**

The meeting was adjourned at 8pm by Vice President Kristen Black.

Minutes submitted by Lynn Irwin, Secretary