MANSON
BOOSTER CLUB

Meeting Minutes
Date: January 26, 2024
Location: Local Grounds Coffee

Present: Fred Miller, Jarred Teague, Cappy Peterson, Nancy Morfin, Hilary Richmond
Meeting was called to order at 9:15 am.

Fred Miller, being the only current board and general member of the Manson Booster Club, voted to expand the executive board of directors.

It was proposed and accepted that the following officers of the MBC:
President/Secretary – Hilary Richmond
Vice President – Cappy Peterson
Treasurer – Jarred Teague

The proposed Amended and Restated Bylaws were reviewed. Edits and corrections were made. Several points were going to be confirmed with our attorney by Pres. Hilary. All edits were going to be made with advice from our attorney and a final draft was to be provided to the board prior to the next meeting and would be approved with a vote via electronic communication and then signed.

Pres. Hilary is also going to amend the registration with the Washington State Secretary of State.

VP Cappy explained the options for insurance for the board and general liability (GL) coverage. The Directors & Officers (D&O) would cost about $1,200 per year but would not provide GL coverage, this would cost an additional $4,000 per year. There is a possibility that we can get a combined D&O and GL coverage for around $2,000 per year but more research would need to be done by our insurance agent. Coron Polly at VIP Insurance is looking into coverage for the club. If cannot find affordable GL coverage we can purchase it as a rider for $100/per event and would only be needed when we're doing public fundraising events.

Dir. Fred gave a recap of our historic scholarship activities and status of our bank account and scholarship investment fund. The fund generates about $5k annually and the club has been able to provide four $1,200 scholarships in collaboration with the Manson Education Fund.
Without having statements in hand there is approximately $130k in the investment fund and $16k in the bank account at Wells Fargo. Dir. Fred is doing to contact Eric Nelson at Edward Jones in Chelan about the possibility of moving the investment fund under his management.

Discussion was had on developing a logo and setting up a club website. Treas. Jarred agreed to contact Vicky Valdavinos about this. MansonBoosterClub.org is available for $3 for the first year and them $20/year thereafter.

Meeting adjourned at 10:30 am

Respectfully submitted by VP Cappy Peterson

MANSON
BOOSTER CLUB

Meeting Minutes
Date: March 1, 2024
Location: Lake Chelan Boating Club

Present: Fred Miller, Jarred Teague, Cappy Peterson, Nancy Morfin, Hilary Richmond

Meeting was called to order, 9:01 am.

Agenda and Minutes were approved.

Old Business:

1. The new registered agent is President and Secretary; Hilary Richmond. The form has been filed with the State of Washington. Amended and Restated Bylaws have been approved by the Board.
2. Insurance: The board will sign up for D and O Insurance only and will purchase a certificate of coverage for individual events on an as needed basis. We will purchase insurance in June for the new fiscal year.
3. Bank Accounts: Jarred Teague (Tres.), Hilary Richmond (Pres and Sec.) and Fred Miller (Member) will meet with Erik Nelson at Edward Jones to establish an investment account for scholarship and transfer funds from an existing account held in Bellevue. They will also add banking privileges at Wells Fargo, deposit a check and open a market or savings account.
4. President and Secretary Hilary Richmond provided a review of meetings with other booster clubs (Braxton Jessup at Waterville and Liz Martinez at Chelan). Waterville recommends looking into ASB and Booster Club rules. Waterville says to be sure to spread funding around equitably and recommended offering teachers grants for extra learning opportunities. Waterville and Chelan encourage us to keep up with communication to ensure we don't take over school responsibilities. Chelan suggested reaching out to Robin Hansen. She served as Secretary and Treasurer of Chelan Boosters. A trailer is a great option for storing all of our supplies. Chelan recommends PrintMade for merchandise. Chelan recommends attending coaches meetings. When setting up the QR Code, be sure to select the "unlimited" option. Send a monthly e-mailer with Booster Club news and an annual letter to members for re-joining membership. Chelan recommends Stripe for credit card transactions. We will also look into SquareUp and offer cash membership purchases at events. Be sure to advertise membership at sporting events and back to school orientation. Utilize the commons screen for Booster Club events; streaming play off games, listing game schedules, player highlights and members list. Use the reader board in the gym to stream member names. Document the message to coaches and club managers, "Unless you ask, you don't know." The board agreed that sponsors will sponsor for the year rather than the season. Cappy will look into banner costs.
5. The Manson Booster Club shared google drive has been created and is being used by the group.

6. We now have a Canva Pro Account at no charge for the development of marketing material.
7. Logo options were reviewed and approved.

New Business/ Open Discussion:

1. Website Development; Jarred, Hilary, Nancy and Cappy will meet with Vicki Valdevinos on Wednesday, March 6th from 3-5 pm at the Lake Chelan Boating Club.
2. Membership development; the booster club will charge members $30 per year., teachers memberships will be $10. There will be a tab to donate more.
3. Document creation; Hilary will work on a membership form.
4. Marketing pages; Instagram and Facebook Page will be created in the future.
5. At some point this spring we will schedule a meeting with all interested parties; PTAC, Superintendent, Athletic Director, ASB and All Principles.
6. At some point this spring we will also survey coaches and club leaders “what are your needs?”
7. Our first committee will be Corporate Sponsorship.

Meeting adjourned at 10:20 am

Next Board Meeting: March 29th at 2 pm at the Lake Chelan Boating Club

Additional Meetings: March 6, 2024 (3 pm - 5 pm); website design with Vicki Valdevinos @ Boat Club and March 11, 2024(9 am - 10:30 am): Wells Fargo and Eric Nelsen at Edward Jones

Respectfully submitted by President and Secretary Hilary Richmond

MANSON
BOOSTER CLUB

Meeting Minutes
Date: March 29, 2024
Location: Lake Chelan Boating Club

Present: Fred Miller, Jarred Teague, Cappy Peterson, Nancy Morfin, Hilary Richmond
Meeting was called to order at 2:02 pm
Agenda and Minutes were approved.

Financial Report
Wells Fargo Checking Account Balance: $66,255.10
Edward Jones Investment Account Balance: $135,013.80
Combined: 201,268.90
Looking into CD Accounts. Would like to move 15 K to 4 month term and $15 K to 7 mth term at 4.75% leaving $36,255.10 in cash. Must renew in person before expiration at Wells Fargo which seems like a hassle. Will explore other banks with online services. Jessica Ghioni agreed to provide bookkeeping support and will prepare a Balance Sheet and Profit and Loss Statements for the next Board Meeting.

School Representative Report (Future) - need to recruit

COMMITTEES (Need to form committees)
Marketing (Current); Website design. Social Media Manager. Inquiring with Justina Riippe.
Membership - Spring - Drive traffic to website for donations and membership. Reach out to Mike Strecker. Scholarships - May (Fred Miller is point person)
Apparel - spring/summer (Heather Teague)
Field Signs - summer - sell for Fall/ Winter/ Spring 2024-25. Need a coordinator.
Review of Bill Thompson's program; 3x8 standard size. $100 to renew. $200 for a new sign from Chelan Printing and Custom Designs. Option to donate an open amount to be listed on a shared banner. Run through Manson ASB c/o Baseball program. As a comparison; Chelan charges $350 for a 3 x 6 sign and the donor must supply their own sign. Signs are hung in Spring and Fall. Baseball banners may be a stand alone program for Singleton. List of baseball supporters; Manson Volunteer Fire Firefighters Association, Real Life, Sutherland, Manson Chamber of Commerce, L&A Cleaning, England Chiropractic, North Shore Church, Manson Bay Market, Mountain View, Lake Chelan Health, Mill Bay Marine.

Old Business

- Web design update - Jarred, Cappy, Nancy and Hilary met with Vicki Valdevinos to discuss web design. Chris Raines of SunGraphics will host our site on his server for the discounted rate of $29.95/month or $350/Annually (slight discount for annual). Purchased MansonBoosterClub domain name through Square for $12. Vicki will have a preview of the website for us by April 5th. Boosters aim to have a basic presence in advance of Prom GoFundMe.
- Compare credit card processing provider rates: Stripe vs Square. Agreed to move forward with both. Stripe will be used for online purchases and Square will be used for In Person transactions. We will also open a business Venmo. Hilary will establish accounts before the next meeting.

- Develop: Funds Disbursement Request Form - Use CABC as model
- Insurance - purchase in June
- Schedule a meeting with all interested parties; PTAC, Superintendent, Athletic Director, ASB and All Principles.
- Next step: Membership

New Business/Open Discussion

- MBC monthly meeting moved to the 2nd Friday of the month.
- Field condition and improvement needs where discussed. Board agreed that we will focus on smaller things that support the kids directly in the first year.
- MBC received a request for funds through the MBC email from ASB for extra costs associated with Prom. MBC members reviewed documents related to ASB/Booster Club Separation. "Booster vs. ASB and Top 10 Rules" located in MBC Google drive. Booster club can make donations to ASB but shall not commingle funds or use school channels to promote itself. MBC will donate $1500 to Manson ASB for Prom. MBC will run a Go Fund Me to recoup donation costs and Manson students may support the fundraising effort through their social media but will not post on any school related platforms.

Meeting adjourned at 3:05 pm

Next Board Meeting: May 10, 2024, 9 am at the Lake Chelan Boating Club

Additional Meetings: June 14, 2024, 9 am the Lake Chelan Boating Club

Respectfully submitted by President and Secretary Hilary Richmond

MANSON
BOOSTER CLUB

Board Meeting

Minutes

May 10, 2024

Lake Chelan Boating Club

Meeting called to order at 9:10 am.

Attendance: Fred Miller, Nancy Morfin, Jarred Teague and Cappy Peterson.

Agenda and Minutes were approved.

Financial Report - Treasurer, Jarred Teague reviewed the Balance Sheet and Profit and Loss Statements. Advisor Fred Miller estimates that $12,000 of our balance sheet belongs to the Football team. President and Secretary, Hilary Richmond reported that Stripe is working but needs further programming for membership level transactions. We have received three electronic payments as of this writing, one as a test and two for trucker hat alumni sales.

Action Items:

- Treasurer, Jarred Teague will update the profit & loss statements to include a line item for all sports, write a check to ASB for the Prom Go Fund Me, move $30,000 to a CD account at Morgan Stanley for a higher yield and find out when our 2023 tax payment is due as well as the 2024 tax payment with the new year end.
- Advisor, Fred Miller will provide details for the football income and expenses.
- President and Secretary, Hilary Richmond will order a card processor from Square and ask CPA, Chris Cullison if she will file Booster Club taxes.

School Representative Report - In the future we will use these meetings to generate information for a quarterly newsletter. We are still in the recruiting process for this position.

Committees

Fundraising - The board reviewed the list of projected income sources and briefly discussed the Trojan Scramble. Planning for the first booster club sponsored Trojan Scramble will begin this winter. Need to recruit a scramble lead from membership.

Membership Drive - Shared pricing plan generated in the first membership meeting with VP, Cappy Peterson and Membership Chair, Mike Strecker. Membership levels and the flier will be approved at the next meeting in advance of the all school membership drive mailing. Advertise the drive on Cozy. Request use of non-profit mailing rate from Manson Schools. Print in English and Spanish. Nancy Morfin recommended Ruth Escalara to help design the flier. Include a QR code for our website on the mailer. ASB agreed to the concessions coupon books. (5) $1

coupons per book. The kickoff package is for the inaugural membership year. Would Cozy offer a free public service announcement?

Marketing channels include: Cozy, apple blossom alumni event, Fourth of July, Haunted Manson, Winterfest, Facebook and Instagram and Quarterly newsletter.

Merchandise - Amy Hutchison is kicking off merchandise work. We will request that she prioritize 4 items; stickers, foam pad, blanket and a sports chair in 2 styles. Some items should be pre-ordered to limit inventory. One board member shared that the school is planning to streamline Manson gear inventory. Will learn more about their plan at our upcoming meeting.

Scholarship - Fred sent an email inquiring about the candidates and is waiting to hear back.

Banner Program - We need a lead. (lots of logistics) Severtson approved having them at the MAC, new gym and under score boards. Consider premium pricing for scoreboard.

Old Business

Website design - Stripe button is now live. Our photos have been added and Amy will work on a merchandise page for gear sales.

Go Fund Me for Prom - Paypal non-profit status confirmed and funds should transfer by May 25. Overall, Go Fund Me's return of funds process has been slow compared to Stripe or Square. We raised roughly $2500 from the Go Fund Me so it was valuable. Proceeds beyond $1500 will be split evenly between MBC and ASB.

Action Item:

- VP, Cappy Peterson will purchase insurance for the board.
- Pres and Sec, Hilary Richmond will schedule a meeting with the Superintendent, AD and Principals to share "what we do" and hear what they would like help with. Board members will meet with ASB and PTAC next fall. The meeting will occur after the end of the school year. AD to share a list of items they are looking for help with.

New Business and Open Discussion

Booster near terms deliverables: scholarship, training camps, team meals, PA System, Newsletter. We would like to be able to purchase a trailer to house all Booster Club supplies Including banners) and be able to serve meals from it. Estimated cost of cargo trailer ($4500). If the trailer serves food we may need a health permit. In the interim, we can store Booster Club items in Heather's room. The Board agreed to host the Trojan Golf Scramble next Memorial Day, May 26. Discussed tapping Kellen Wiggum for banner program and Stripe programming.

Action Item: VP, Cappy Peterson will look into the cost of PA System.

Adjournment: 10:40 am

Special membership drive meeting: May 30

Next Board Meeting: June 14

MANSON
BOOSTER CLUB

Board Meeting

Minutes

June 13, 2024

Lake Chelan Boating Club

Meeting called to order at 9:06 am

Attendance: Fred Miller, Jarred Teague and Cappy Peterson.

Agenda and Minutes were approved.

Financial Report - Treasurer Jarred Teague reviewed the Balance Sheet and Profit and Loss Statements and reported that two CD's were opened. $30,000 was invested with a 3 month maturity and $15,000 invested with 7 month maturity; both at 4.75 %. A Recommendation was made to consider Edward Jones at 7% after the first maturity. It was also recommended that we add a line item to separate fundraisers from donations. Jarred also reported that the Football account donations and expenses are in process.

Action Item: Treasurer, Jarred Teague will purchase a Square Card Reader

School Representative Report - We are tabling the newsletter for now but would like to start meeting with the school on a periodic basis for information sharing. Our first meeting is June 18 @ 2 pm.

Committees

Fundraising - The board reviewed revenued channels and determined that the Banner Program is lowest hanging fruit and should be tackled this summer. President Hilary Richmond will reach out to Tara Kalian and Mike Strecker to head up the banner program. The Booster Club should sponsor a field banner and have a second one for booths. Tara and Mike will be invited to the next Booster Club meeting in July.

Membership – The board reviewed the membership postcard and agreed that 4/x 6 is the best size. Will add nonprofit permit number and mail to all businesses and local residents. A mailing is targeted for late August/ early September. At the admin meeting we will ask the school if our postcard can be included in back to school mailing and if we may have a presence at the back to school event and advertise our membership drive on the Reader Board in town. We will also advertise the drive on Cozy and social media channels. VP Cappy Peterson will assist Hilary Richmond with the creation of the concessions coupon book. It was noted that 200 MBC Stickers have been ordered and 20 blankets will be ordered for members. We also plan to have a flash sale in early September and will ask merch manager, Amy Hutch to prepare a flash sale.

Kellen WIggum is researching CRM Software. VP Cappy Peterson will create a google sheet attached to our website as an interim step.

Scholarship – 3 graduates were selected at roughly $1500 each. Check issued for $5000.

Banner Program - Plan on premium pricing for scoreboard. Ask the school for recommendations on where to post member recognition. Agreed that we will not delineate between giving levels.

Old Business

Website design - Stripe buttons are in place for each level. Time to test the system. Next task is to add a merch page.

Social Media – Heather Teague is establishing our presence on Insta and Facebook.

PA System – Will discuss idea with school. Is this the best project for us to focus on as a deliverable for 2025?

New Business and Open Discussion

Preparation for Manson Admin Meeting:

Who We Are: A group of parents working to support Manson Schools and its students in all enrichment activities.

Booster near terms deliverables: offset prom expenses, provide scholarships, facilitate funding for summer tournaments and summer jerseys, gift a new PA System.

Reviewed list of questions (see attachment)

Future Planning:

Get involved with awards banquet – facilitate coaches gifts and senior dinners (provided by junior classes). Gift certificate for student of the month and artist spotlights.

Adjournment: 9:50 am

Next Board Meeting: July 12 @ 9 am, Lake Chelan Boating Club

Additional Meetings:

Vicki Valdovinos: May 17 @10 am location TBD (Rescheduled)

Manson School Admin Meeting: June 18@ 2 pm @ District Office. Meet at 1:30 pm to look at locations for banners and member recognition at school.

MANSON
BOOSTER CLUB

Board Meeting

Minutes

July 12, 2024

Manson Schools

Meeting called to order at 9:06 am

Attendance: Fred Miller, Jarred Teague, Nancy Morfin, Hilary Richmond, Tara Kalian, Mike Strecker.

Agenda and Minutes were approved.

Financial Report - Treasurer, Jarred Teague confirmed the Square Card Reader has been purchased and will work on setting it up for processing. Monthly financials were not provided this month. Jarred is working with Jess on separating donations from fundraisers and creating a line item for each sport.

School Representative Report - President and Secretary, Hilary Richmond provided a summary of the club's meeting with Manson Admins. (See notes in google drive.) Highlights included discussion about locations for the banners. The board suggested that they would like to purchase a new PA System as our first deliverable. Treasurer, Jarred Teague is taking the lead with Eric Severtson in getting an updated bid and installation details. The administration shared that supplementing expenses at State for meals and apparel would be much appreciated as well as a flagpole at Singleton. Key dates: August 21 (High School Orientation). August 22 (Middle School Orientation). August 27 (Back to School Open House and BBQ)

Action Items:

Hilary Richmond - follow up with Morgan Thornton about Concession Coupon Book. Follow up with Tabatha Mires and Eric Sivertson about banners on the elementary fence. Follow up with Tabatha Mires about including our postcard in their back to school mailing and/or using their electronic messaging platform for the membership drive. Meet with PTAC.

Jarred Teague - get bids on PA System and reader board for under second scoreboard.

Committees

Fundraising - The booster club will sponsor a field banner and have a second one for booths.

Membership/Merchandise – Membership Drive is scheduled for August/September. The postcard will be mailed late August/ early September. We will also advertise the drive on Cozy and social media channels. We now have stickers, flags, blankets and hats on hand. We would like to order

seat cushions with funds from banner club members. Hilary Richmond to follow up with merch manager, Amy Hutchison on a flash sale once we have a specified number of members.

Action Item: VP Cappy Peterson is creating a google sheet attached to our website as an interim step.

Banner Program - Tara Kalian and Mike Strecker are making plans to launch our banner program. They have met to take measurements and layout banners and are working on documents for pricing, sponsorship and thank yous. Tara raised the question of what large donors would receive and we discussed stadium chairs and a free banner. The next banner program meeting is August 7th at 2 pm at the boat club.

Marketing/ Social Media - Social Media Manager, Heather Teague and Hilary Richmond launched our facebook and Instagram pages but they were quickly blocked by new, more stringent security. Heather is working to get them back on line.

Old Business

Website design - Next task is to add a merch page.

New Business and Open Discussion

Nothing new was discussed.

Adjournment: 10:20 am

Next Board Meeting: August 9th, 9 am at Lake Chelan Boat Club

Additional Meetings:

Banner Program Meeting, August 7th, 2 pm the Lake Chelan Boat Club

MANSON
BOOSTER CLUB

Board Meeting

Minutes

August 9, 2024

Lake Chelan Boating Club

Meeting called to order at 9:13 am

Attendance: Fred Miller, Jarred Teague, Hilary Richmond.

Agenda and Minutes were approved.

Legal: Our first annual meeting will occur in June 2025 once membership base has been established.

Financial Report - Treasurer, Jarred Teague presented our financials. The Booster Club has $205,675.91 in assets. Jarred is working with our bookkeeper to finetune the organization and presentation of our financials. Examples include; listing total assets for the Football Team, completing accounting for the prom fundraiser, adding a line item for Inventory Assets (hats, blankets, flags, stickers). As a policy, the booster club will not maintain merchandise inventory beyond that of give-aways to its members. The board will track interest in purchasing stadium seats and purchase once we reach an appropriate threshold. We will organize a flash sale for merch once we reach a threshold of members. As a policy, the booster club will provide loans to teams and clubs to purchase inventory and will expect those loans to be repaid in a timely fashion.

School Representative Report - President and Secretary, Hilary Richmond stated that our postcard is being included in the Back To School Mailing on August 12th and we will have a booth at the Back to School BBQ on August 27. Going forward we will invite Superintendent Mires to board meetings and send her our agenda. In place of a booster club reader board under the scoreboard, Treasurer, Jarred Teague is looking into pricing for a scorekeepers table. Installation and storage of both PA system and scorekeepers table will be coordinated with the AD.

Action Items:

Hilary Richmond - Pres and Sec. Hilary Richmond still needs to meet with PTAC and is awaiting a response from Morgan Thornton on the concessions coupon book. We are also awaiting an updated bid for the PA system from the AD.

Committees

Banner Program - Banner Program Managers Tara Kalian and Mike Strecker are reaching out to existing banner holders, Manson Chamber List and other key supporters. We have the following banners on hand; Sign Girl, Reeds, Lush, England Orchards, Mountain View, England Chiro, Lake Chelan Building Supply, Manson Growers, Lake Chelan Helicopters. MBC has purchased 3 banners from Bestofsigns.com; one for the gym, one for the scoreboard and one to verify the quality of the mesh option for high wind locations.This company has a two week turnaround. These signs are significantly less expensive ($35-$40/ banner) and we want to test the quality before recommending it to our members. It was agreed that we will not offer a discount for purchasing banners for each location.

Action Item: Set a date to hang banners before the start of school.

Membership - August marks the start of our membership drive for individual and banner club members. At this time we have 7 members and have generated $950.

Action Item:

Pres, Hilary Richmond, Treasurer, Jarred Teague and VP, Cappy Petereson will meet to test the website for "ease of process" for purchasing memberships on the mobile and desktop version.

VP, Cappy Petereson will add a button on the membership page directing those interested in the banner club to Tara Kalian and Mike Strecker.

Pres, Hilary Richmond will create an invoice for those who have filled out the form but not purchased through the Stipe button and will send thank you letters with tax deductible information and giveaway items according to purchase level.

Pres, Hilary Richmond will also work on finalizing the "Manson Local" postcard mailing which will be sent to 2,265 Local Residents.

Merchandise – We now have stickers, flags, blankets and hats on hand. We would like to order seat cushions with funds from banner club members. Hilary Richmond to follow up with merch manager, Amy Hutchison on a flash sale once we have a specified number of members. We received a recommendation for branded puffy vests which could be purchased through the Flash Sale.

Marketing/ Social Media - Social Media Manager, Heather Teague re-launched our facebook and Instagram pages with a drawing incentive to "follow and repost." We will use these channels to drive traffic to our membership page. At the time of this writing we have 73 followers and have been live for 3 days. We are not going to advertise on Cozy at this time but will inquire about free advertising when Cozy broadcasts Manson Games.

Action Item: Ask AD when Cozy is broadcasting our games.

Old Business

Website design - VP Cappy Peterson created a JotForm to capture all members. We will continue to focus on fine tuning the membership sign up experience for mobile and desktop users.

New Business and Open Discussion

Next event: Host booth at Back To School BBQ - August 27, 5:30 pm to 7 pm

(sell hats/ blankets, bring Square reader, computer and postcards for member sign ups).

Booster Club Tailgate - October 17 or 18 (create a team)

Adjournment: 10:40 am

Next Board Meeting: September 13th, 9 am at Lake Chelan Boat Club

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

September 13, 2024

Lake Chelan Boating Club

Welcome and Call to Order at 9:30 am

Attendance and Guests: Cappy Peterson, Nancy Morfin, Fred Miller, Hilary Richmond and Superintendent, Tabatha Mires

Agenda and Minutes Approved

Financial Report: The Booster Club has $209,360.43 in assets. An increase of $3,685 from the previous month. Jarred is working with our bookkeeper to finetune the organization and presentation of our financials. Examples include; listing total assets for the Football Team, completing accounting for the prom fundraiser, adding a line item for Inventory Assets (hats, blankets, flags, stickers).

Action Item: October; Schedule renewal of 4 month CD. Carve out Football team earnings and expenses (Flag purchase and sales).

School Representative Report: Superintendent, Mires and AD, Eric Sivertson invited to all meetings. School approved the concession coupon books! Booster Club Members are being included in all fee based game programs.

Committees:

Banner Program: 10 Banners - 4 under scoreboard. 160 prospects from Manson Chamber.

Membership: 22 Members - Booster Club Booths were well received at Back to School BBQ and first home football game. Sold memberships, got the word out and sold merch. Definitely worth doing. Sign up experience needs some tweaking. Change wording to make the purchase step more obvious. Thank you letters, merch and tax receipts being sent in a timely fashion. Holding on additional letters until concession coupons arrive.

Action Item: Translate thank you letter through ChatGPT. Set a reminder to notify members of renewal in June 2025.

Merchandise: Amy Hutchison is working on seat cushion selection/purchase stadium chairs. Time for trucker hat reorder. Sell flags at games. Note inventories at the next meeting.

Marketing/Social Media: Superintendent Mires will give a shout out to the Booster Club at the next Cozy public service announcement. Mike Strecker talking to Cozy about going on air for banner sales. Announcer is giving the Banner Club a shout out during games. Social Media manager, Heather Teague posted game schedules and directions to subscribe! (116 followers). Superintendent Mires offered to have Manson Schools follow and promote our instagram. Mires also recommends providing a weekly post on events and recommends printing schedules and posting on school bulletin.

Scholarship: This year there are 60 Seniors. 609 Students for funding. 620 headcount.

Old Business

Booster Club Deliverables: PA System bid in process. IMPORTANT: Superintendent Mires noted that Booster Club should install to save on installation costs. Co-purchase with PTAC? Still looking for a major donor. Scoreboard Table bid also in process. Score Board is an important deliverable because it's our way of listing members.

B**ooster Club Tailgate:** - This event is turning into a Community Pep Rally with Chelan High School. Details: October 9, 6 pm at Riverwalk Park. Boosters help provide the meal. More details forthcoming from Chelan. Manson will host next Fall. The athletes would eat for free and then we could do a meal deal for others. End profits would be split between the two schools.

New Business and Open Discussion

Game Dinners: Discuss at New board meeting.

Chelan Invite: See above.

PTAC - work together- promote each other. PTAC working on pulling together a Flash sale.

Football - T-Mobile fundraiser. Background provided by Superintendent Mires. Joey Preparing a Video - top prize - new field, also $5 K. Promote on our social media. Deadline is mid-October.

Cross Country is expressing interest in raincoat gift. Band may need new uniforms.

Action Item: Create a Request for Funds Form and post on the website.

Close: 9:57 am

Next Board meeting: October 11th @ 9 am, Lake Chelan Boating Club

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

October 11, 2024

Lake Chelan Boating Club

Welcome and Call to Order at 9:04 am

Attendance and Guests: Cappy Peterson, Nancy Morfin, Fred Miller, Hilary Richmond and AD, Eric Sivertson

Agenda and Minutes Approved

Financial Report: MBC has $85,205.80 in gross profits, an increase of $15,871.62 from the previous month. We are renewing $15,000 of the original $30,000, 4 month CD at 4.16%. (The previous rate was $4.75). An amount TBD (estimate $11,809.53) is being moved from our general donations into a Football Club account.

School Representative Report:

Community Pep Rally Learnings for next year: Plan the event in the first few weeks of school, not on a week when we play Chelan. We fed roughly 200 players. The event cost $888.24 and made $562. Costs were split equally. We are issuing a check for $163.12 to the Chelan Booster Club. The hosting school will buy all food and manage sales. We'd like to include both bands. Initial feedback favored hosting at Manson Bay. Heather Teague and Anita Johanson could be the leads. MBC would like to serve pull pork instead of burgers and hot dogs. Need to get a cost estimate.

State Playoff Support: Girls volleyball is requesting support for a rooter bus to State playoffs. The cost estimate is $2,250. ASB plans to charge $7-10 per rider. AD, Eric Sivertson recommends offering a general package that is consistent for all State attendees. MBC agreed to provide $150 for each athlete going to State. The goal is for these funds to cover meals and a sweatshirt. In addition, MBC will donate $500 for each rooter bus headed to State tournaments. A bus will cost $7/ mile.

Requests for funds: AD, Eric Severtson shared that he asked coaches not to make funds requests of the Booster Club this year. The Booster Club plans to send coaches a survey to get a sense for future asks. Title 9 requirements came up in discussion and it was recommended that boys and girls teams share in fundraisers to balance funds. Discussed posting Visitor, Home, Band and Student sections on outdoor bleachers and possibly purchasing Fathead stickers for the gym.

Action Item: Order Visitor, Home, Band and Student signs.

Committees

Banner Program: Banners - 3 of 4 banners are up under scoreboard. 5 banners are up in the gym. Waiting on 8-10 banners. $2400 cash received thru September. Banners are really profitable. The MBC will recruit some more people to reach out to businesses.

Action Item: VP, Cappy Peterson will ask Kevin Cameron.

Membership: 44 Members. Double that of last month when we had 22 for a total revenue of $6,420 and net profit of $5,736. The MBC Booth at the home football game was really successful. Some people joined to buy merch. MB is also getting recognition from game time announcements and the program member list. The sign up experience is working for most but we've had a few people miss the payment button. Thank you letters, merch and tax receipts are being sent in a timely manner. The Spanish version of the thank you letter is being added to the thank you letter. We need a method for notifying members of renewal in June 2025. The next Booster Table will be 10/17 @ 4 pm (may be postponed).

Merchandise: Blankets and hats have been reordered. Merchandise Manager, Amy Hutchison is working on seat cushions and stadium chairs. Print Made is not doing pop-up shops at this time and they require a minimum of 30 items per design. Media Manager, Heather Teauge will see if Print Made will make an exception. Merchandise Manager, Amy Hutchison, will ask Austin Hinderer if he knows of any pop-up options. Merch is not a big revenue source. We give away most of it through membership.

Marketing/Social Media: The MBC currently has 149 Instagram followers, up from 116 at last meeting. Mike Strecker is talking to Cozy about going on air for banner sales. Announcers are giving the Booster Club and Banner Club Members a shout out during games. Social Media manager Heather Teague is posting the athletic schedule for the week each Sunday.

Action Items: Have Manson Schools follow and promote our Instagram. Promote at Walk In Wednesday on Cozy.

Scholarship: On hold until May.

Old Business

Booster Club Deliverables: The MBC decided to move ahead with funding the PA System and will look for a donor to purchase the Scorekeepers Table.

New Business and Open Discussion

The board discussed accepting funding requests for review on a quarterly basis; August, November, February and May. President Hilary Richmond will send a survey to coaches to find out their top 3 needs/ wants and a cost estimate.

The board discussed the next fundraiser; the Trojan Golf Scramble. VP, Cappy Peterson agreed to be the Booster Club lead. Treasurer, Jarred Teague will assist and they will recruit, Kevin Cameron, Mike Strecker and possibly, Scott Ward.

Action Item: Create a Request for Funds Form and post on the website. (Cappy Peterson)

Close: 11:17 am

Next Board meeting: November 8th @ 9 am, Lake Chelan Boating Club

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

November 8, 2024

Lake Chelan Boating Club

Welcome and Call to Order at 10:12 AM

Attendance and Guests: Cappy Peterson, Fred Miller, Hilary Richmond and AD, Eric Sivertson

Agenda and Minutes Approved

Financial Report: MBC reports are being fine tuned to reflect recent transactions and will be provided in December. The banner program generated $2,900 in sales last month. The MBC checking account has $46,321. MBC CD's are due; 1/6/25 and 2/6/25. The CD's have generated $809 and the MBC Edward Jones account has generated $345. MBC received a $5000 donation. It is earmarked for academic scholarships and athletes in need.

School Representative Report:

2024-25 "On To State" Package for athletes and managers is a monogrammed Nike cinch backpack with treats and an item TBD for non-athletic competitions. Estimating 50 State attendees per season. AD, Eric Sivertson is compiling a list of all competitive sports and clubs. MBC to provide AD with a coaches survey requesting a list of their greatest needs and cost estimates. Home and away fan signs approved. MBC will order band and student section signs and hang them at top of bleacher stairs for spring season.

Committees

Banner Program: Added Kevin Cameron to the team and met.

- Looking for a big donor for the Scorekeepers table.
- Spotlight new banner members with a MBC Instagram post.
- Waiting on 6 banners (account owners following up with businesses).
- All businesses have assigned owners
- Kevin Cameron is following up with Damon at Chelan Printing about fast tracking our signs. Offer to post a sign for free in exchange for fast tracking.
- MBC advertising banner with a QR Code approved.
- Banner Club team will be interviewed on Kozi, Wednesday, Nov. 13th.
- Treasurer, Jarred Teague will remove and store outdoor banners, Sunday, Nov. 10th.
- AD recommended Vista Print and Canva.
- Future purchase: consider buying a banner printer for school.

Membership: 47 Members. MBC is recognizing members on its website. The next membership booth will be at the home basketball games, Saturday, 12/14/24.

Merchandise: Blankets and hats are restocked. Merchandise Manager, Amy Hutchison ordered 97 seat cushions. Working with BSNS Sports on stadium chairs. No minimums! We plan to have a holiday pop-up store for stadium chairs and possibly a few other items. Promote through REMIND, Instagram, direct email to members.

Marketing/Social Media: The MBC currently has 186 Instagram followers, up from 149 at the last meeting. Announcers are giving the Booster Club and Banner Club Members a shout out during games. Social Media manager, Heather Teague is posting the athletic schedule for the week each Sunday and will spotlight Banner Club members going forward. Email out to division heads asking for student achievements to spotlight.

Scholarship: On hold until May.

Old Business

PA System - Treasurer, Jarred Teague will order equipment. Targeting 12/22/24 for install.

Request for Funds Form is in process.

New Business and Open Discussion

- T-Shirts for Take Hope to The Hoop - MBC approved $300. President Hilary Richmond to find out how much Chelan Booster Club is donating.
- Athletic Awards night - Coaches gifts are on hold.

Close: 11:16 AM

Next Board meeting: December 13th @ 9 am, Preschool Conference Room

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

December 13, 2024

Manson Early Learning Center

Welcome and Call to Order at 9.04 AM

Attendance and Guests: Cappy Peterson, Fred Miller, Nancy Morftin, Hilary Richmond and AD, Eric Sivertson

Agenda and Minutes Approved

Financial Report: Treasurer, Jarred Teague reviewed December financial statements following a meeting with book-keeper, Jessica Ghioni. Jarred Teague will seek further clarification on Edward Jones earnings for 2024. The board agreed to add a third CD and space renewals out to keep cash available as needed. Each CD will have $10,000.

School Representative Report:

The Board reviewed the senior class request to fund their senior trip and elected to remain consistent with their chart of supporting Manson students athletic and academic endeavours. MBC will help offset decorations for the Senior awards night and/or graduation. President, Hilary Richmond is following up with Manson Schools Controller, Morgan Thornton regarding funding sources and budget for those senior events. VP, Cappy Peterson is inquiring about refunds for booster bucks.

MBC agreed to purchase a table cloth and white board easel for the ticket sales booth.

MBC's next gift is a Score Keeper's Table. Treasurer, Jarred will explore product options and report back. We will order in time for Fall 2025 sports.

MBC will provide the Manson AD with a membership document on a monthly basis.

Rollover from November Meeting: MBC to provide AD with a coaches survey requesting a list of their greatest needs and cost estimates. MBC will order band and student section signs and hang them at top of bleacher stairs for spring season.

Committees

Banner Program: The Banner Club is expanding their prospect pool and is looking for a big donor for the Scorekeepers table. President, Hilary Richmond will provide the Banner Club with updated pricing on the Scorekeepers Table. MBC will add a link to business websites on our webpage.

Membership: MBC now has 51 members, an increase from 47 Members. MBC plans to have one to two Booster club booths per season and will host its first winter season booth, Saturday, 12/14/24 and again for the Manson Chelan basketball games on 01/10/25.

Merchandise: Learnings from the holiday pop-up store for stadium chairs; buyers need to see the item before buying. Banner club volunteer, Tara Kailan will head up a campaign to collect retro Manson gear for a future Retro night.

Marketing/Social Media: The MBC currently has 226 Instagram followers, up from 149 at the last meeting. Social Media manager, Heather Teague is posting the athletic schedule for the week and will spotlight Banner Club members going forward. She is also recruiting Justina Riippi and Ruth Escalara to support the team. MBC is planning to send a direct mailing to the Manson zip code in 2025.

Scholarship: On hold until May.

Old Business

PA System - on schedule.

Golf Scramble - No update.

New Business and Open Discussion

Basketball Tournament - MBC will explore this for 2025.

Hall of Fame - Lots of interest from MBC for 2025

Close: 10:49 AM

Next Board meeting: January 10 @ 9 am, Preschool Conference Room