MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

January 10, 2025

Manson Early Learning Center

Welcome and Call to Order at 9:07 AM

Attendance: Cappy Peterson, Fred Miller, Nancy Morftin, Hilary Richmond (no guests)

Agenda and Minutes Approved

Financial Report: Treasurer, Jarred Teague reviewed financial statements. MBC is in good standing on all accounts. The board agreed to add a line item under Income for P&L sheet for "Edward Jones Interest and Dividend derived YTD". MBC is adding an account for the Cheer Team. Cheer Team is running a fundraiser, January 20th to raise money for new uniforms and MBC will provide them with a Stripe payment button and our Square reader for payment collection. Treasurer, Jarred Teague will seek further guidance regarding a 1099 for individual contractors. Z Electric and All Season both donated their time to the installation of the new PA system. President, Hilary Richmond will send them thank you notes.

School Representative Report: Board Advisor, Fred Miller advised that Manson Schools should add the new PA system to their insurance coverage. Board President, Hilary Richmond will follow up with Manson Schools business manager about coverage. The board further discussed the senior class request for funding and board president, Hilary Richmond proposed sharing in the cost of senior class banners that appear in downtown manson during graduation week with PTAC. Board Advisor, Fred Miller suggested a dedicated fundraiser for banner costs. Board President, Hilary Richmond will explore costs and options and report back at the next meeting.

VP, Cappy Peterson suggested making more frequent use of the Manson photo backdrop for games and other events.

Committees

Banner Program: Three new banners were added to the gym. The majority of the wall is now covered. The Banner Club's next meeting is Wednesday, January 15 at The Store.

Membership: MBC now has 53 members, an increase from 51 Members. MBC will host its second Booster Club Booth at the Manson vs. Chelan basketball game on 01/10/25. The board voted to gift Ruth Escalara a MBC membership in recognition for her ongoing design work.

Merchandise: Rollover from last meeting: 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 239 Instagram followers, up from 226 at the last meeting. Social Media manager, Heather Teague is collecting Banner Club member logos to promote their business on our social media. Rollover from 2024, MBC is planning to send a direct mailing to the Manson zip code in 2025.

Scholarship: On hold until May.

Old Business

PA System - Installation was successful and positive feedback is already coming in. VP, Cappy Peterson advises additional anchoring for the base unit.

Trojan Golf Scramble: The first announcement for this fundraising event will be made at Manson home basketball game, Friday, January 10, 2025.

New Business and Open Discussion

Close: 10:20 AM

Next Board meeting: February 7, 2025 @ 9 am, Preschool Conference Room

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

February 7, 2025

Manson Early Learning Center

Welcome and Call to Order at 9:04 AM

Attendance: Cappy Peterson, Fred Miller, Nancy Morftin, Hilary Richmond, Eric Severtson (guest)

Agenda and Minutes Approved

Financial Report: Treasurer, Jarred Teague reported that Cheer Team had a successful fundraiser netting $900 after t-shirt payment. MBC provided all financial transaction support and logistics through Square, check deposits and a custom Stripe button. Funds are sitting in the MBC Cheer account and will likely be used to purchase new uniforms. Treasurer, Jarred Teague is seeking guidance regarding a 1099 for individual contractors.

School Representative Report: Board President, Hilary Richmond reported that she discussed sharing the cost of the Senior Banners with PTAC and is working in partnership with the school to complete the project. The Board will prepare a sample banner for the school to compare to the current supplier. The new supplier, Best of Signs, represents a $2300 savings. The school will prepare all senior photos and a template and will collaborate with MBC for completion. The Board is building a wish list of items for donation and will prioritize them in partnership with the school.

Committees

Banner Program: Board President, Hilary Richmond reported that we now have 29 members and $9,360 in revenue. The Board discussed the proposal to add honorary members and three additional honorary members were recommended by Eric Severtson. The next meeting is February 26th, 9 am at The Store. Athletic Director, Eric Severtson proposed allowing the MBC to coordinate Title Sponsors for specific games as a fundraiser.

Membership: Board President, Hilary Richmond reported that MBC now has (55) members, an increase from 53 members for a total of $8590.

Merchandise: Seat cushions arriving week of 2/24/2025.

Marketing/Social Media: The MBC currently has 270 instagram followers up from 239 Instagram followers at the last meeting. The instagram page includes 43 posts to date. In 2025, MBC plans to add activities of competitive clubs. .

Scholarship: New contact for scholarship applications is Gear Up Advisor, Josh Little.

Old Business

PA System - Additional locks are in place.

Coaches Survey results will be discussed at the next meeting following a second request from Athletic Director, Eric Servertson.

Golf Scramble Fundraiser, VP and Committee manager, Cappy Peterson will confirm the date with the Lake Chelan Golf Course and the MBC will begin getting the word out to golf teams. MBC will promote the program on Instagram and other channels.

New Business and Open Discussion

Club Surveys

Close: 10:20 AM

Next Board meeting: March 14, 2025 @ 2 pm, The Store

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

March 14, 2025

Manson Early Learning Center

Welcome and Call to Order at 9:05 AM

Attendance: Jarred Teague, Cappy Peterson, Fred Miller, Hilary Richmond

Agenda and Minutes Approved

Financial Report: Treasurer, Jarred Teague reported on 2025 financials to date. The board discussed moving funds from Wells Fargo to Wheatland Bank.

School Representative Report: Board President, Hilary Richmond provided an update on the Senior Banners project. PTAC is no longer planning to support this project. MBC will allocate funds from the Prom fundraiser for this expense. ASB did not end up needing funds raised by the MBC through the GoFundMe in 2024.

Committees

Banner Program: Board President, Hilary Richmond reported no change to the member list this month. The Board continued the discussion on adding honorary members and determined that the honorary members names should be placed on a single banner, preferably one that can have additional names added. Board President Hilary Richmond will research.

Membership: Board President, Hilary Richmond reported no change to (55) members list. The Board agreed that additional support will be needed for the golf tournament, game day sponsor representation and the throwback Project.

Merchandise: 97 seat cushions have arrived. Marketing will promote the product through instagram and a few Booster Club Booths at Spring sporting events. The Throwback Project team (TBD) will start with items found in the attic. President Hilary Richmond will ask ASB to help out.

Marketing/Social Media: The MBC currently has 278 instagram followers up from 270 Instagram followers. Board president, Hilary Richmond and marketing manager, Heather Teague met with ASB advisor, Lauren Griffith about adding senior achievement highlights (with help from ASB). Marketing team will meet before the next board meeting.

Scholarship: Board Advisor, Fred Miller shared that on average the scholarship fund donates around $5,000 + per year.

Old Business

VP, Cappy Peterson reported on the Coaches Survey. To date, 4 coaches have responded with a wide variety of wish list items and suggestions. Treasurer Jarred Teague will work on developing an annual budget to chart out our funding approach.

Golf Scramble Fundraiser, VP and Committee manager, Cappy Peterson will confirm the date and form a committee. Initial feedback is very positive. President, Hilary Richmond will provide details from prior scrambles. MBC will promote the scramble on Instagram and other channels.

New Business and Open Discussion

The Board reviewed and approved changes to the website verbiage.

Close: 10:20 AM

Next Board meeting: April 11, 2025 @ 9 am, Manson Early Learning Center

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

April 11, 2025

Manson Early Learning Center

Welcome and Call to Order at 9:01 AM

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

Guest: AD Director, Eric Sivertson

Agenda and Minutes Approved

Financial Report: Treasurer, Jarred Teague reported on the transition of funds from Wells Fargo to Wheatland Bank. Edward Jones investment account currently has roughly $3500 available for scholarship. This is a recent reduction resulting from market fluctuations. Board Member, Fred Miller recommends retaining dividends to preserve profits and cash. AD Director, Eric Sivertson encourages Zack Phelps to reach out to the hotel regarding a refund for double payment. VP, Cappy Peterson will send Treasurer, Jarred Teague the remaining tax payment due for the PA project.

School Representative Report: Board President, Hilary Richmond provided an update on the Senior Banners project. Banners are in their final proof review and should go to print in the next week. The quoted delivery date is April 30th. Board discussed banner policy going forward and agreed that fundraising should fall to Senior classes and they can decide if they want to build a tradition going forward. AD, Eric Sivertson shared that the fencing around the elementary school pond is available for the banner program and the booster club will meet with coaches at the August coaches onboarding meeting to share details about our program. Board President, Hilary Richmond shared that the club will have its first annual meeting in June. VP, Cappy Peterson shared the results to date from the coaches survey. This led to a discussion about court resurfacing and the possibility of finding a court sponsor. The board also discussed "Going To State" gift ideas for State attendees, particularly WIAA State Pins which likely need to be pre-ordered. Our AD will research this option for us. The board agreed to participate in Teacher Appreciation. Treasurer, Jarred Teague will purchase Gift Certificates from the Coffee Cabin for all Manson staff. Board President, Hilary Richmond will get an exact staff count.

Committees

Banner Program: Board President, Hilary Richmond reported no change to the member list this month. Field banners have been reinstalled for the season. The Banner Program will work on getting more field banners this spring.

Membership: Board President, Hilary Richmond reported no change to members list. Member Promo Booths are: Baseball, Friday, April 18 @ 3 pm (volunteers TBD), Track, Tuesday, April 29 @ 4:30 pm (Kevin Cameron), Soccer & Cultural Night April 6, 2025 5:30 pm (Richmonds and Teagues). Include information on memberships, annual meeting, golf scramble, merchandise and cash for transactions. President Hilary Richmond will set up a notification for membership auto renewal.

Merchandise: No change.

Marketing/Social Media: Marketing is working on Instagram templates for announcements, recruitment and achievement. Team is meeting again, Friday, April 18th @ 2:15 pm. Team now includes, Manager; Heather Teague, Justina Rippii and an alumni member.

Scholarship: Board Advisor, Fred Miller is meeting this month.

Old Business

Golf Scramble planning is ongoing.

New Business and Open Discussion

Track equipment request redirected to AD. New Funding Request documents approved.

Close: 10:20 AM

Next Board meeting: May 9, 2025 @ 9 am, Manson Early Learning Center

Board Meeting

Meeting Minutes

June 13, 2025

Manson Early Learning Center

Welcome and Call to Order at 9:05 AM

Attendance: Cappy Peterson, Fred Miller, Nancy Morfin, Hilary Richmond

No guests

Agenda approved, no minutes from May as we did not have a quorum.

Financial Report: MBC moved 20k from Wells Fargo to Wheatland Bank. The rest will be moved in September when the cd's expire and we will close the Wells Fargo accounts. Still waiting for the basketball boys credit from the rooms for the tournament in Reardan. Preparing budget for MBC Annual meeting.

School Representative Report: Board President, Hilary Richmond shared that Senior Banners were well received as were the "Going To State" packages. Securing WIAA State Pins in a timely fashion was difficult and inventory was limited for various sports. The president does not recommend purchasing pins in the future but the custom State t-shirts provided by Plateau Prints were professionally done with a quick turn around and served kids, coaches and parents. Teacher/ Staff gift certificates were moved to Fall Kickoff and VP, Cappy Peterson will have them re-printed. The "From" line will say, "Fall kickoff gift from Manson Booster Club and Coffee Cabin" and the "To" line will say, "Amazing Manson Teachers and Staff Members." There was one formal request for assistance/sponsorship from the Yearbook Club for $500. The board agreed that further information was needed and the President will provide that at the next meeting. We are awaiting a formal request for funding from the Band for UW Band Day. The president will also follow up with AD, Eric Sivertson about banners for individual athletes who place 1st in State.

Committees

Banner Program: (30) - $9,510 (Increase of 1)

Pitch sent to Chelan Chamber. This summer we will focus on adding banners to the field, lower school fence and on completing banners for honorary members.

Membership: (57) - $9,090 (increase of 1)

Renewals through Stripe are coming in. Those not on Stripe will be contacted directly about renewals.

Merchandise (no change)

Marketing/Social Media (305 followers +20!)

Actively looking for social media support staff.

Scholarship

3 recipients for Class of 2025 at $1500 per scholarship. Education Aid and Manson Booster Club will not partner in 2026 and investment funds will be returned to Education Aid.

Old Business

Going to State packages for Spring were; custom State T-shirts, gift bags with goodies and good luck cards provided by MS leadership and State pins or stickers. The average cost was roughly $50 per athlete. Senior Banners could be provided by MBC IF the senior advisor chooses to champion the project.

New Business and Open Discussion

Annual Meeting;

Annual Meeting; Notification of annual meeting will be sent by email and through social media. At the annual meeting the annual report will be presented and there will be an election of officers. Sign ups for committee chairs will also be made available.

Close: 10:09 AM

Next meeting: June Annual Meeting; proposed date, June 26 @ 5 pm in HUB

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

July 7, 2025

Manson Early Learning Center

Welcome and Call to Order at 9:05 AM

Attendance: Jarred Teague, Fred Miller, Nancy Morfin, Hilary Richmond

Guest: AD, Eric Sivertson

Agenda and minutes approved

Financial Report: Preparing 2025-26 budget for clubs. Working with our bookkeeper to finetune reporting. Meeting with Edwards Jones to open a money market account and liquidate funds for scholarship. Still waiting for the basketball boys credit from the rooms for the tournament in Reardan. The board's liability insurance policy was renewed for the 2025-26 school year.

School Representative Report: AD, Eric Sivertson will invite MBC to the coaches meeting in August as well as parent meetings for each sport throughout the year. The group also agreed that 1st in State banners will be put up for each player who has earned 1st in State. Thus, three banners will be added this year for past and current recipients. The AD also plans to refer donors to MBC for directed giving. The next project will likely include improvements to the weight room. This month MBC will send checks to scholarship recipients and order the Score Keeper's Table. Coaches receive $500 per season and the funds rollover and accumulate. MBC will not fund the yearbook request and is requesting further information for the Band request.

Committees

Banner Program: (30) - $9,510 (No change)

The Banner Club will meet again this summer to recruit new members and process renewals. This summer we will focus on adding banners to the field, lower school fence and on completing banners for honorary members.

Membership: (57) - $9,090 (no change)

Renewals through Stripe are coming in. The President and Secretary shared a copy of the renewal message members receive ahead of their renewal. Those not on Stripe will be contacted directly about renewals and encouraged to renew through Stripe. There are 15 non- Stripe members.

Merchandise (no change)

Marketing/Social Media (305 followers +20!)

Actively looking for social media support staff. Need to notify followers about major achievements and encourage renewals.

Scholarship

Sending checks to scholarship recipients this month. Education Aid and Manson Booster Club will not partner in 2026 and investment funds will be returned to Education Aid. Member At-Large, Fred Miller is working on getting the number of the original investment. The Board is considering a fundraiser to close the gap when Education Aid funds are returned.

Old Business

The Annual Meeting was attended by board members and one member. The current board was voted in at the meeting. A search for the replacement of the member at large is ongoing.

New Business and Open Discussion

Fall projects include the Back to School Fair on **August 26**, from **5-7 pm**, installation of a score keepers table, specific instructions for use of the PA system, a fall Tailgate, promotion of the idea of a hall of fame and follow up to Manson Schools' controller regarding reimbursement of booster bucks.

Close: 10:05 AM

Next meeting: August 6th, 9 am at Manson Early Learning Center

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

August 6, 2025

Manson Early Learning Center

Meeting called to order at 9:03 AM

Attendance: Jarred Teague, Fred Miller, Nancy Morfin, Hilary Richmond, Pete Boden

Guest: Eric Sivertson, Athletic Director (AD)

Agenda and minutes approved

The board welcomed new member Pete Boden, replacing Fred Miller, who is retiring. Pete will serve in an advisory role.

Financial Report

Treasurer, Jarred Teague reported meeting twice with our bookkeeper to finetune reporting. Jarred also noted that we will close the Wells Fargo account in September and consolidate funds at Wheatland Bank. Jarred met with the account manager at Edwards Jones to open a money market account and liquidate funds for scholarship and issued all scholarship funds. Jarred also reported taking delivery of the scorekeeper's table and noted that we are awaiting funds from Manson Music Booster. Going forward Manson Booster Club will manage Manson music department funds.

School Representative Report

AD, Eric Sivertson reported that the coaches meeting will be August 21st, 6 -9 pm in the HUB. The Parent sports meeting and Back to School BBQ are on August 26 at 5 pm and MBC attendance is requested. MBC will send 1-2 representatives over to the parent meeting. Eric believes he can make two cellular enabled ipads available for our registration booth. Eric also noted that first in State banners are being ordered August 18th for each player who has earned 1st in State. Eric suggested sending the Chelanathon Volunteer sign up through the class distribution accounts. MBC noted that VP, Cappy Peterson is working on getting all staff gift certificates printed and delivered to division level secretaries for distribution. We also discussed targeting September 26th for the 1st Booster Club Tailgate. The Morfin Family is taking the lead on food. MBC will promote the event through social media and email and the school bulletin.

Committees

Banner Program

Board president, Hilary Richmond reported that the Banner Club Committee met twice in July. They are targeting renewals and an expanding field program called the Home Team Bench Program. An MVP Banner is in the design phase and banners will appear on the field and in the gym.

Membership

Board president, Hilary Richmond shared a draft of the revised postcard for mass mailing. Verbage was updated. The postcard will reach over 2000 local addresses.

Merchandise

Manson Athletics is launching team stores for every sport through BSN with two day shipping. MBC will promote through social media.

Marketing/Social Media

Social Media manager, Heather Teague organized and launched a promo campaign thru August to highlight student achievement, showcase booster club accomplishments and encourage membership.

Scholarship

The board is considering a funding drive after membership drive is over to recoup funds returned to Manson Education Aid.

Old Business

Fall projects include the Back to School Fair on August 26, from 5-7 pm, installation of a score keepers table, specific instructions for use of the PA system, a fall Tailgate (September 26th), promotion of the idea of a hall of fame and follow up to Manson Schools' controller regarding reimbursement of booster bucks. Note, a box is being made to enclose the PA system. The top items of the annual gift list are; soccer goals, drop down flag for the gym and player chairs. We may put the choices out to the membership.

Close: 10:35 AM

Next meeting: Wednesday, September 10th, 9 am at Manson Early Learning Center

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

September 10, 2025

Manson Early Learning Center

Meeting called to order at 9:06 AM

Attendance: Hilary Richmond, Cappy Peterson, Pete Boden

Guest: Jill Hannem

Agenda and minutes approved

Financial Report

MBC President, Hilary Richmond reported financial results through August 2025. VP Cappy Peterson suggested moving the majority of cash to our money market account for a higher yield when Wells Fargo CD accounts are closed. We will keep $15,000 in cash in Wheatland Bank. A music club account was opened with funds from the previous Manson Music Booster Club. MBC agreed to donate $1000 to UW Band Day. MBC received an anonymous donation of $15,000 to be used for weight room improvements.

School Representative Report

VP, Cappy Peterson reported that the coaches meeting went well and coaches were appreciative of our support. The new score keepers table was unveiled at the event. Parent sports meetings seemed to take a lot of traffic from the Back to School BBQ. Next year MBC recommends having those meetings just before or after the BBQ. Cappy also reported that the back-to-school gift cards for all staff were well received. Eric Sivertson confirmed that State banners have been ordered for the 3 athletes who earned 1st in State. MBC secured 41 student volunteers for Chelanathon and raised over $3,000 for their respective sport. ASB is partnering with MBC on the fall tailgate. MBC will have a sign up booth at the event. Morfin Family is taking the lead on food and Hilary Richmond will coordinate with ASB. MBC will promote the event through social media, email and the school bulletin. MBC will set a date for a fall sports Booster Club info booth at the next meeting. The board also discussed the next "Going to State" gift and

agreed that further research is needed. We'd like to create a 4 year rotation of gifts by season and standardize messaging. Jill Hannem may assist with this project but we will also put a volunteer ask out to our membership through email. (Hilary and Cappy to work on email).

Committees

Banner Program

Board president, Hilary Richmond reported that the Banner Club Committee met twice in July. They are targeting renewals and the expanding field banners called the "Home Team Bench" Program. A "Good As Gold" Banner was put up on the field recognizing longtime supporters and a second one will be ordered for the gym. We also plan to add Stripe Payment buttons to the Banner Club webpage.

Membership

Board president, Hilary Richmond shared a sample of the membership drive postcard sent to 2000 local residents. The group reviewed the current membership list and onboarding process and determined that we are ready for CRM software. Pete Boden will research programs that pair well with Stripe. The board agreed that renewals will receive a postcard confirming renewal but no additional gift. Hilary Richmond will work on the booster club postcard for renewals.

Merchandise

Manson Athletics is launching team stores for every sport through BSN with two day shipping. MBC will promote through social media.

Marketing/Social Media

Social Media manager, Heather Teague organized and launched a promo campaign thru August to highlight student achievement, showcase booster club accomplishments and encourage membership.

Scholarship

The board will launch a scholarship funding drive in November/ December to recoup funds returned to Manson Education Aid and

Old Business

Top items of the annual gift list are; soccer goals, drop down flag for the gym and player chairs. We may put the choices out to the membership.

Close: 10:25 AM

Next meeting: Wednesday, October 8th, 9 am at Manson Early Learning Center

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Board Meeting

Meeting Minutes

October 8, 2025

Manson Early Learning Center

Meeting called to order at 9:06 AM

Attendance: Hilary Richmond, Cappy Peterson, Pete Boden, Jarred Teague, Nancy Morfin

Guest: Athletic Director, Eric Sivertson and Jill Hannem

Agenda and minutes approved

Financial Report

MBC September Financials were not available for this meeting but the financials were reviewed the previous week by the MBC, President, Treasurer and bookkeeper.

- A plan to move $30,000 from Wheatland checking to an Edward Jones money market account yielding 4.5% was proposed by Treasurer, Jarred Teague and approved by the board.
    - This shift boosts interest income significantly compared to the current 0.4% yield in checking.
    - Jarred explained that the money remains accessible within a day, preserving liquidity while improving returns.
    - This approach helps increase scholarship payouts to the $10,000 goal from earned interest without depleting the corpus.
- Edward Jones investments have gained over $11,000 fiscal year-to-date from appreciation, interest, and dividends.

- Volunteer compensation through donations was discussed but will not be pursued at this time given the potential of unknown regulations and the fact that over 40 people volunteer as coaches.

School Representative Report

- **Weight room equipment** orders totaling $15,000 will be processed using the priority list of items previously created, with links and details to be shared between the AD and our treasurer.
- A dedicated **cross country tent** costing $3,500 was approved for purchase. The tent is being reimbursed by a MBC member.
- The recent **tailgate** event served over 135 taco plates, resulting in a manageable $52 loss after $530 in costs and $478 in revenues. See 2025 Fall Tailgate Notes for a detailed summary.
- **Booster bucks** program is proving successful with high redemption rates, requiring reordering of the vouchers. This month MBC reimbursed concessions $74.
- **Basketball fundraiser** planning is in early stages for December 30th, featuring a 4 PM varsity game followed by an alumni game at 6 PM. This may be an ideal time to roll out a **scholarship fundraiser**.

MBC GIFTS

- **Goal posts**: Manson Schools estimates having $2,500 from the athletic department budget to put toward the purchase. Ordering is scheduled for late February.
- **American Flag**: Placing the flag to the north wall was proposed as a safer alternative. From there it would reveal the Trojan banner while avoiding court interference.
- Budget estimates for the flag project range from $5,000 to $8,000, with electrical work being a significant cost factor. Eric has reached out to Zuluaga Electric for a bid.

STATE SENDOFF

- Cross country, Thursday, November 6th. Time TBD.
- Volleyball, Monday, November 10th. Time TBD
- All purchased items for state-bound teams need to arrive by November 3th to accommodate the send-off timeline.
- Cross country estimates 9 athletes and 3 coaches traveling in two vans, while volleyball estimates 12 players and 5 coaches taking a bus. (30 gifts)

- Gift planning centered around providing warm-up jackets or hoodies for the state tournament participants.
- Gift card options from the State tournament apparel vendor were explored but haven't received confirmation on availability.
- Alternative local vendor options were discussed and Jill Hannem is managing bid review for various vendors.
- Design specifications for State gifts will include the Manson Booster Club logo, participant names, and "2025 State" designation.
- Budget considerations target approximately $25 per participant for state gifts, making jackets or blankets more feasible than premium sweatshirts.
- Coach coordination will be needed to obtain correct spelling of all participant names and confirm final roster numbers before placing orders.

Committees

Banner Program

- Banner program gained nine new members and will expand to utilize fencing around the elementary school, with storage solutions needed for winter including potential breakdown of PVC structures.

Membership

- Membership increased by 11-13 new members largely due to postcard campaign success, though some $250 level members are not renewing and Stripe renewal link issues need correction.
- Customer relationship management tool research is ongoing with options ranging from $70 monthly to free versions, requiring integration with Stripe and MailChimp for membership management of under 200 members.
- Cappy and Hilary Richmond planning to meet off line to set up an all member email for volunteer recruitment for a variety of roles.
- Create postcard for renewals (Working with Ruth Escalara)

Merchandise

Manson Athletics is launching team stores for every sport through BSN with two day shipping. MBC will promote through social media.

Marketing/Social Media

No update

Scholarship

- Scholarship fundraising drive planned for December or January and will include testimonials from past recipients, highlighting the community's significant scholarship contributions and student success stories.

Old Business

- **Scorekeeper's table** optimization requires a staff member and student to manage as a club or directed study. Mr. Olson and Anita Johanson were mentioned as potential candidates for the technical role. Jarred Teague will attempt to add Banner Club members before the next home volleyball game.

Action Items:

- Update Booster Club Member List
- Edit Stripe email link for renewal notification. Send to Stripe instead of the Booster Club website.
- Create postcard for renewals
- Order Going To State Gift
- Follow up with Mr. Olsen regarding scorekeeper table advisory role.

Close: 10:25 AM

Next meeting: Wednesday, November 12 th, 9 am at Manson Early Learning Center

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

November 12, 2025

Manson Early Learning Center

Meeting called to order at 9:05 AM

Attendance: Hilary Richmond, Cappy Peterson, Nancy Morfin

Guest: Kate Sorenson presenting on Financial Literacy

Agenda and minutes approved

Financial Report

(Round numbers are being reported for simplicity. Exact dollar amounts can be found in the monthly reports.) YTD income is $3,000 with revenues of $35,000 and expenses of $20,000. Note, a portion of Edward Jones' gains belong to the Booster Club scholarship fund and should not be included in the MBC P&L statement. The board recommends that accounting separate gains between Edward Jones Investments and the Money Market and move Edward Jones Investment gains to Other Income. General donations account for revenues of $8,000 and the board should send thank notes with tax receipts to these donors. The only way to track general donations is through a manual process in Stripe. A CRM system should solve for this tracking issue. MBC has cash reserves of $80,000 between Wheatland Bank and Edward Jones Money Market. $25,000 of those funds belong to Clubs.

School Representative Report

- **Financial Literacy Program:** Program manager, Kate Sorenson presented her plans to create an elementary school store for the elementary branch of the K-12 literacy program. The program aligns well with the MBC mission of supporting education for all students. MBC asked Kate to submit a Request for Assistance with additional details including budgetary cost estimates, additional funding sources and the possibility of recurring requests. If the board chooses to move forward with this request, they may create a club account for Financial Literacy, or make a one time donation.

Committees

Banner Program

- MBC created a renewal postcard and will order cards through Chelan Printing. Mike Strecker is coordinating winter storage for the field signs with our AD. Once scorekeepers training is complete, the booster club would like to stream banner club member logos during games.

Membership

- MBC created a renewal postcard in partnership with Ruth Escalera and will order cards through Chelan Printing. CRM software research is ongoing. A volunteer recruitment email is going out to our membership. The campaign highlights the importance of volunteering with a simple call to action directing responses to a monitored email for tracking engagement.

Merchandise

- MBC re-ordered trucker hats.

Marketing/Social Media

MBC should consider sending the remaining 250 postcards to a selection of our zipcode. Social Media posts are ongoing.

Scholarship

- MBC is implementing a tracking system for scholarship recipients. MBC plans to organize a scholarship drive to increase the basis to $200,000, an increase of $50,000 in anticipation of the withdrawal of Manson Education Aid Funds. The goal is to increase annual giving from $4500 to $6,000 and make these scholarships renewable. Further planning is needed. MBC is also considering partnering with Edward Jones in hosting an educational meeting targeting retirees with information on redirecting retirement distributions to non-profits for tax savings.

Old Business

- **Weight room equipment** MBC is meeting this Friday with the AD and PE teachers to review the gym equipment priority list with a goal of ordering equipment. MBC will provide a progress report to the donor on Nov. 19th.
- **Basketball fundraiser** planning is in early stages for December 30th, featuring a 4 PM varsity game followed by an alumni game at 6 PM. This may be an ideal time to roll out a **scholarship fundraiser**. This project is on hold pending additional support.
- **American Flag**: Zuluaga Electric bid is $13,000. Further discussion is needed.
- **State Send Off:** In partnership with MS Leadership, MBC presented gift bags to 33 participants including athletes, coaches and managers. This year's gift is an Arctic water bottle with a custom monogrammed STATE MBC logo, including each athlete's last name, travel snacks, good luck cards and candy bags. Cost per athlete was maintained at less than $25 per participant.
- **Scorekeepers Table:** Dave Olson has taken the lead in learning to program and implementing its functionality with a team of students. He plans to set up a training meeting with the manufacturer this Friday. He then plans to meet with the students to provide training.

New Business

- Board Recruitment: Leadership roles are a top priority, as the club will fill **vice president and treasurer positions** at our annual Meeting. The Board President plans to reach out to school principals for candidate recommendations.

Action Items:

- Edit Stripe email link for renewal notification. Send to Stripe instead of the Booster Club website. (Hilary)
- CRM Demo (Cappy, Pete, Hilary)
- Send recruitment letter (Cappy)
- Reach out to principles for board members suggestions (Hilary)
- Order Renewal postcard (Hilary)
- Put away field signs (Mike)

Close: 9:58 AM

Next meeting: Wednesday, December 10th, 9 am at Manson Early Learning Center

MANSON
BOOSTER CLUB

Board Meeting

Meeting Minutes

December 10, 2025

Manson Early Learning Center

Meeting called to order at 9:05 AM

Attendance: Hilary Richmond, Jarred Teague, Cappy Peterson, Nancy Morfin, Pete Morfin

Guest: Kate Sorenson - second presentation requesting funds for Financial Literacy Program

Agenda and minutes approved

Financial Report

Treasurer, Jarred Teague presenting the MBC financials. He noted that prior member at large, Fred Miller is requesting $26,000 be returned to Manson Education Aid. Jarred will request documentation of this amount and initiate sale of investments.

School Representative Report

- **Financial Literacy Program:** Program manager, Kate Sorenson presented additional details supporting the Financial Literacy Program (FLP). Kate requested a $2000 donation this year and a recurring donation of $1500. Board President, Hillary Richmond and Treasurer Jarred Teague will meet with Superintendent, Tabatha Mires to further explore funding support.

Committees

Banner Program

- MBC has received Banner Club renewal postcards and is collecting contact information from volunteers for mailing. The scorekeepers table high school team is requesting digital copies of banner club member logos for gametime advertisements.

Membership

Renewal postcards have been mailed to all renewing members to date. CRM software research is ongoing.

Merchandise

Additional trucker hats have been received.

Marketing/Social Media

A volunteer recruitment post is in process.

Scholarship

Scholarship drive planning is ongoing. MBC will reach out to a target audience in January requesting scholarship funds for a $20,000 match.

Old Business

- **Weight room equipment** The majority of equipment has been installed and the donors were notified and thanked for their generosity.
- **Basketball fundraiser** - No update
- **American Flag**: Zuluaga Electric bid is $13,000. Further discussion is needed.
- **Scorekeepers Table:** Students are running the table at every home game with plans to start promoting banner club members.
- **Board Recruitment:** President, Hilary Richmond has created a potential board slate with recommendations from each division principal.

Action Items:

- Edit Stripe email link for renewal notification. Send to Stripe instead of the Booster Club website. (Hilary)

Close: 10:05 AM

Next meeting: Wednesday, January 14, 9 am at Manson Early Learning Center