RUHS Booster Club Board Meeting

Persons in attendance at the **July 28, 2019**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Incumbent** |  | **Position** | **Incumbent** |  |
| Co-President | Allison, Janice | x | Treasurer | Steenson, Ana | x |
| Co-President | Allison, David | x | Secretary | Baltes, Beate | x |
| Vice President | Will, Cindy |  |  |  |  |

**Courtesy Seat**:

**Excused Absences:** Cindy Will

The meeting was called to order at 5:05 pm by Co-Presidents Janice and David Allison, held at Starbucks on 190th Street, Redondo Beach. The required quorum was met.

**Important Information** and phone numbers was shared with the board members**.**

**To Do List:**

Update Banking info, set up new debit cards, cancel old ones, etc. Ana will investigate next steps.

* Before camp starts, set up new contacts with camp roster list
* Passwords need to be collected for the following Websites.

|  |  |
| --- | --- |
| runruhs.comrunruhs@gmail.comquicken.compaypal.comivolunteer.comsignupgenius.comwordpress.com | memberplanet.comgodaddy.comsquare.comdropbox.comG Suite.com chase.com |

* Fees need to be paid and Ana will investigate: goDaddy, Taxes, GSuite, Accountant, Insurance
* Website and Parent emails Update

**Important Dates and Events:**

|  |  |  |
| --- | --- | --- |
| **July 2019** |  |  |
| July 11, 2019 | Summer Kick-off party at Seaside Lagoon | Great success  |
| TBD | Order Team Uniforms | * Order from eastbay
* Screen print
* Embroidery
 |
| July 31, 2019 | Shoe Night | Roadrunner Sports; 25359 Crenshaw Blvd, Torrance, CA 90505No involvement from Booster Club necessary |
| **August 2019** |  |  |
| Aug 5 to 9, 2019 | Big Bear Camp | * Get list of kids that are invited (usually it’s all returning athletes and then Bob picks out the new athletes).
* Sent out forms to be filled out
* Collect money and forms
* Athletes have to be checked in on Monday before they can get on the bus.
* Chaperones at this point are Izzy and Farooq
 |
| August 6, 2019 | Booster Club Website | Marcia is trying to upgrade the old Website as it contains all the pictures from the last few years. |
| August 10, 2019 | Alumni Race & Mandatory Parent Meeting | Beate will draft invitation letter.We need:* A timer
* Volunteers (registration, finish line, course guides, bike guides)
* Tags, safety pins, 4 poster boards for posting results
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| August 26/27 | Uniforms | Uniforms will be sold; Marcia chairs this |
| August 16, 2019 | Team Bonding Experience | Girls t-shirt making at 11 amBoys beach party at 3 pm |
| August 22, 2019 | School registration make-up days for children that are in Big Bear during regular registration | August 8: 12th grade (during Big Bear)August 9: 11th grade (during Big Bear)August 12: 10th gradeAugust 13: 9th gradeAugust 22: Make Ups – 8:30 to 12:30 am |
| August 29, 2019 | Entradero Race – Dual meet with Santa Monica | * Will need a Timer
* Find out if we will need Bibs or tags, safety pins, and poster boards
* Volunteers: registration, finish-line, course guides
* Will need to buy food and order Taco Truck (Ana is getting proposals)
* Uniform distribution:  will need volunteers
* Signups for fruit and snacks for meets (don’t really have to do this)
 |
| **September 2019** |  |  |
|  | Varsity Trip to Portland  | * September 28 in Portland
* Book airlines, hotels, cars, restaurants, etc.
* Fundraiser
* Forms to be filled out
* The 7 varsity boys/girls plus 5 alternates from each gender will be invited to go
 |
| **October 2019** |  |  |
|  | Races in Redondo | There are no Bay League Meets at Redondo this year and hence, we will not have to plan anything for that |
|  | Banquet Planning | Start to prepare Cross Country Banquet; Ana will check with Marriott hotel about potential costs for having the event there. Other options are that parents bring salads and dessert and the Booster Club purchases main courses. Salad could be placed on tables before the event to shorten the time in the food line. Take home boxes should be purchased so that care packages can be put together for coaches. |
| **December 2019** |  |  |
|  | Christmas Gifts | For coaches: How and when to collect money |
| TBD | Banquet |  |
|  | Track and Field | Order uniforms |

**New Business**

* Meeting was adjourned at 7:21 PM.
* Next Board meeting is scheduled for Sunday August 18 at 6 pm at the house of co-presidents Janice and David at 2808 Timothy Ave., Redondo Beach, CA. 90278

\_\_\_\_electronic signature\_\_\_\_\_\_

Beate Baltes, Recording Secretary Minutes approved on August 18, 2019

**Appendix A: To Do Lists for Events**

 **Seaside Lagoon**

* usually Thursday night, 6:30 to 10 pm (can’t get into Seaside Lagoon till 6 pm so need time to set up)
* Need to book a date with Redondo Recreation.
* Fill out an application
* Get Certificate of Liability insurance
* Pay for facility
* Post date and info on Booster Club website
* Set up sign up genius (just RSVP with number and what to bring)
* Need volunteers to grill
* Send out invitation email
* Coordinate with Carlos for Gatorade (not necessary)
* Buy/bring:

o   Hamburger patties

o   Hot dogs

o   Hamburger buns

o   Hot dog buns

o   Water

o   Condiments

o   Lettuce (need to cut)

o   Tomatoes (need to cut)

o   Plates, napkins, forks

o   Charcoal (lighter fluid if required) (2 bags)

o   Cooking utensils

o   Serving utensils

o   Paper towels

o   Clorox wipes

o   Plastic tablecloth for tables, tape to tape down, scissors, (paper tablecloth doesn’t tape down well)

o   Tubs for water and ice (not necessary)

o   Ice (not necessary)

* For 150 people that RSVP (7 packs 24 ¼ patties, ? hot dogs, ? buns, 3 -40 packs water, 1 package ketchup, mustard, relish, 4 heads lettuce, 20 tomatoes), 2 packages of napkins

**Mammoth**

         Book transportation

         Send email, permission slip, release of liability

         Collect $$

**Big Bear**

* Reserve dates
* Make payments
* Reserve Transportation before school is out with the school’s athletic office
* Sign contract
* Send email, forms
* Collect $$, forms, etc.
* Athletes must be cleared with the school
* Temperature verification check the night before

**Alumni Race (Cross Country tryout)**

* Get volunteers
* Timer – It’s usually Dave Dill
* Athlete check-in
* Finish line
* Course guides
* Bikers
* Name bibs, safety pins, numbered index cards, poster boards (4) for results
* Course map

|  |  |
| --- | --- |
| **Varsity Trip*** Location
* Raffle tickets
* Book airline
* Book hotel
* Email
* Forms
* Collect money
 | **Banquets*** need chairpersons
* find venue
* volunteers
* coaches gifts
* senior gifts
* senior baby pictures
* Bob Leetch scholarship
 |
| **Hosting Meets*** Snack bar
* volunteers
 | **Senior Recognition Meet*** send email out
* get flowers
 |
| **CIF State*** hotel reservations
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