

RUHS Booster Club Board Meeting

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

Position	Incumbent		Position	Incumbent	
Co-President	Allison, Janice	x	Treasurer	Stenson, 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.com runruhs@gmail.com quicken.com paypal.com ivolunteer.com signupgenius.com wordpress.com	memberplanet.com godaddy.com square.com dropbox.com G 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	<ul style="list-style-type: none"> • Order from eastbay • Screen print • Embroidery
July 31, 2019	Shoe Night	Roadrunner Sports; 25359 Crenshaw Blvd, Torrance, CA 90505 No involvement from Booster Club necessary
August 2019		

Aug 5 to 9, 2019	Big Bear Camp	<ul style="list-style-type: none"> • 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	<p>Beate will draft invitation letter.</p> <p>We need:</p> <ul style="list-style-type: none"> • A timer • Volunteers (registration, finish line, course guides, bike guides) • Tags, safety pins, 4 poster boards for posting results
August 26/27	Uniforms	Uniforms will be sold; Marcia chairs this
August 16, 2019	Team Bonding Experience	<p>Girls t-shirt making at 11 am</p> <p>Boys beach party at 3 pm</p>
August 22, 2019	School registration make-up days for children that are in Big Bear during regular registration	<p>August 8: 12th grade (during Big Bear)</p> <p>August 9: 11th grade (during Big Bear)</p> <p>August 12: 10th grade</p> <p>August 13: 9th grade</p> <p>August 22: Make Ups – 8:30 to 12:30 am</p>
August 29, 2019	Entradero Race – Dual meet with Santa Monica	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none">• Location• Raffle tickets• Book airline• Book hotel• Email• Forms• Collect money	Banquets <ul style="list-style-type: none">• need chairpersons• find venue• volunteers• coaches gifts• senior gifts• senior baby pictures• Bob Leetch scholarship
Hosting Meets <ul style="list-style-type: none">• Snack bar• volunteers	Senior Recognition Meet <ul style="list-style-type: none">• send email out• get flowers
CIF State <ul style="list-style-type: none">• hotel reservations	