

RUHS Booster Club Board Meeting

Persons in attendance at the February 16, 2024 meeting:

Position	Incumbent	Present
President	Jules, Nicole	X
Vice President	Abel, Michelle	X
Member At Large	Trinh, Linda	x
Treasurer	Pasqua, Leonard	X
Secretary	Lerch, Caroline	X

The meeting was held on Zoom and was called to order at 5:35 by President Nicole Jules.

The required quorum was met.

Discussion Points

1. NIKE

Reviewed NIKE spreadsheet with breakdown of responsibilities.

- Checked which schools have paid in advance
- Some checks came day of
- Last year Julie prepared packets, lanyards, printed materials, list
- Need to identify leads
- Schedule a Volunteer meeting with Coach
- CKL to be Volunteer coordinator
- CKL to contact Julie Moscol about packets
- Matt will instruct athletes to sign up for shifts

Spreadsheet specifics:

- Medals: received and in storage
- Will Nedra Yost distribute medals this year?
- Medals separated into RUHS and West Torrance
- Portable Toilets – Nicole ordered port a potties Coach Bob to organize
- Trash and Recycle bins – Waste management handles
- Kristin - handles officials
- Checks – Leonard to handle and have ready at end of shifts
- Announcer, DJ and Director, Nike officials (8) – checks for them
- Square – Leonard to make sure items up to date and set up volunteers to use
Can set up a set up/training in advance
- Senior Citizens – 65 and older

- Reviewed admission prices
- Students \$5 – RUHS and others
- Announcer – Bob handles
- Tables and Chairs – Bob
- Cross bars, rakes, etc – Bob
- Trainer – Bob
- Custodial Services and Lights – Bob
- Walkie-talkies
- Admissions
- Volunteer Sign-up – Caroline
- Student Volunteer – Coach Matt
- Concessions – Michelle and Linda
- Hip numbers – CKL to order
- Grocery – Linda to go to business Costco
- Michelle checking with her friend to see if we can order hot dogs (3,000) and hamburgers (3,000 – 21 cases) through them. But they arrive on Wednesdays and we would have to store them for two days.
- Vendors – Bob
- Coaches Shoe Pick Up – Bob
- Gatorade – Michelle has arranged already – delivery is Thursday
- Volunteer t-shirts – Nicole to order
- Cash admissions - \$400 in \$1s and \$5s (all cash boxes)
- Wristbands – Linda to handle, should purchase today or this weekend. Three Colors: One color for Fri, One for Sat, and One for two-day. Nicole will look in her records to see how many we had last year. 10,000 – 1,000 Fri (Yellow), 8,000 Sat (Red), and 1,000 for both days (White). Should have a legend for Admissions
- Security – Coach Bob
- Community Letters – Bob
- Track Prep – Bob
- ROTC Color Guard – Kirsten
- CKL to look up leads from last year and figure out who are leads, set up Volunteer meeting
 - When volunteers arrive they check in, get a tshirt,
 - Coffee and a ticket for a free lunch
 - Volunteers also to get snacks and drinks – athletes to come around with a wagon full of things to offer them.
- Grills – Three functioning grills at upper concessions
 - Two in lower concessions one may work, the other may not.
 - Could bring one from upper to lower.

Could reach out to Andrew Salzman to see if we can order
More but probably
Need two grills in each area
Need to do a test of the grills next week.
Probably need to get propane tanks

Area Leads:

- Concessions – Michelle and Linda
- Volunteers – Caroline – print volunteer badges
- Admissions –
- Athlete Check In –
- Team Check In – Caroline/Julie
- Fan Gear – Nicole, plus a couple of volunteers
- Signage - Leonard

The meeting was adjourned at 6:50pm.



Caroline K. Lerch, Recording Secretary