



NEWBERG BOOSTERS

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Wednesday, **September 21, 2022** • General Meeting Minutes

6:30 pm at Newberg HS West Commons

Call to Order @ 6:32

In Attendance: Lisa Thomas, [Kristina Duggan](#) Mark Brown, Bridgit Nipp, Kay Sunnes, Megan Fisher, Jen Yahn

Absent: Amanda Bowlby, Krysty Palmer, Kristina Davidson, Julie

New Business:

- **Approve Previous Months Minutes Review** [LINK](#)
 - Bridgit Nipp motioned to approve the August minutes, Kay Sunnes 2nd, motion approved
- **Vote for Budget Approval** [LINK](#)
 - Kay Sunnes motioned to ammend the 2022-2023 Budget, Bridgit Nipp 2nd, motion approved
 - We would like to revise the apparel income line to \$6000.00,. Add expense line for \$4800.
 - Megan Fisher motioned to Approve the amended 2022-2023 Budget, Kay Sunnes 2nd, motion approved
- **New Grant Requests**
 - We have a new grant process. Small grants will proceed through Mark Brown for approval and disbursement. Large Grants will still be processed by the Boosters
 - Set Grant review meeting for October 1 and decision will be made on the October 19 in executive session. Mark will send the email to coaches Sept 22.
- **Volunteer Shoutouts**
 - Golf Tournament raised **\$16,890.25!** Thanks Jen, Boosters Exec team, Kellan our pro, Mark Brown, CVGC Golf Tournament volunteers: Krysty Palmer, Bridget Nipp, Nancy Ho, Sarah Moore, Troy Fisher, David Flores, Amanda Bowlby, Ainsley, Avery Hansen, Michael Rubottom, Lori Little, Heather Roque, Kari Boome, Kira Bradshaw, Kristen, Chris, Jaylene Hardeman
 - Chehalem Valley Brewing anniversary event went well- Thanks Amanda, Lisa, Krysty, Bridget, Jen and Megan
 - Concessions and Tailgate season are in full swing! Kudos to EVERYONE who is working so hard on being there and open. Concessions rock stars: Stephanie Johnson, Julie Terry, Tiana Shearer, Swim Coach Erin Fincher, Dax / Alex, Megan Fisher, Tabitha Greller, Sarah Moore, Erin Johnson, NHS Sophomore Anahi, Jen Graham, Kristee Hampton, Troy Fisher, Matt Nipp, First Federal,

Hunter Shalberg, Jenny Smith, Samuel Swan, Young Life, Chris Bolek Facepaint booth with Kay for homecoming

- **New Concessions Volunteer Incentive Program(CVIP implemented)**
 - We will review this policy at the meeting tonight. This provides a new way for teams to raise money
 - Parents students and staff can participate. The lead signs and verifies the time worked. Whatever team is drawn at the end of the year from our form will earn an extra \$500 for their programs
 - VIP program(different from CVIP) can be run sport for non OSEAA events and then they would get 40% booster keep the rest
 - Clarity on what is a special event and community event. These are the same thing! We want the wording to be Special Events. We are aligning it with the line. More discussion next year.
 - [Kristina Duggan](#) follows up with vendors to make sure they send up the 10% kick back from their sales
 - Discussion was had about the possibility of selling reserved seats for the football games
- **Senior Nights - send them as you get them**
 - Jen will email Senior Nights
 - Megan will check in with Cross Country
 - Foodtrucks
- **NHS Update (Mark Brown)**
 - Homecoming is done and went well
 - Enrollment is up. October is when we will know. Trying to find volunteers is always a challenge.
 - Graduation is Jun 9th
 - Benevolence
 - Picture Retakes are Oct. 21
 - PSAT Oct 25
 - OSAA adopting the shot clock for basketball
 - Any feedback on the grant process from coaches?
 - Any financial update?

Old Business

- **Volunteer needs-** Concessions Co-chair(Priority position), Communications Chair, Auction Chair

Officer & Sub-Committee Reports:

- **Treasurer Report (Bridget Nipp):** Snapshot in print at meeting [LINK](#)
We need sand for the turf and track pit. We will pay it out of the turf fund that is there from the Turf Money market account
- **Concessions (Julie Terry):**
 - Julie has a few packages she is putting together
 - There is a new cheese and Salsa process
 - New display stands purchased by Jen
 - Thanks to the Nipp family for the donation of an upright freezer

- Kristina is donating a TV for electronic menu
- Excess cabinets are being removed - done!
- Revised budget for improvements is \$650-\$1125(originally \$1300-\$2900)
- Lower Concessions during the games are awesome!
- Cash and Card signage would be helpful and maybe some stations
- Buy a new safe Kay motioned to buy a new safe Kristina seconded, motion passed.
- **Performing Arts (Kay Sunnes):**
 - restaurant fundraisers Abbys on 10/6, pumpkin regatta golf ball booth 10/16 Performance start next month
- **STEM (Patrick Verdun):** none
- **Auction Chair (OPEN):** Pending chair Chehalem Cultural Center is already reserved for 3/18/23
- **Golf Tournament:** results \$16890.00 raised! Save the date for next year 8/20/2023, The team benefit is going to mens basketball we will pay it out of
- **Special Events (Kristina Duggan):**
 - Every game has sold out, We will fill all of the rest of the games with trucks
- **Booster Scholarship (Outgoing- Lisa Thomas):**
 - Michelle Wood will be our Scholarship chair. We would like to secure 1 other readers for this group? Lori Little and Bridgit Nipp have also volunteered.
- **Apparel (Krysty Palmer):**
 - Senior Night banner has been ordered - show and tell!
 - We should have the full apparel ready for this coming week
 - Pink out game and then jersey game
 - Customized shirts for senior night will be available. They will figure out the details on how that works
 - Megan Fisher has a hot Spot for them! She will pick it up this week at the DO(Amended the District office changed their mind and will not give us another hotspot)
 - Would boosters be willing to pay for throw away shirts. Partnering with Tiger Den has been awesome!
 - There have been some delays ramping up / getting product in to be printed, but with no game this week, we expect a full display of apparel for next week's game!
 - Hats were a big hit last week (no surprise), so we'll have more for the upcoming games, and lots of hoodies (working on sweat pants too)!
 - Next week is pink out and last game is jersey out – we have some fun stuff planned for apparel at those games
 - Krysty meeting with Kaylee tomorrow to finalize plan for remaining football games, discuss any involvement with Senior Nights (on-site sport specific printing of shirts), and possibly ideas for basketball.
 - Open to any requests for product offerings – stickers? Buttons? What else is cool?
 - Tiger Manufacturing is up and ready to create products for us. Any other ideas besides engraving cups?
 - Pure Vida bracelet idea from Jen – maybe try for winter?
 - Volunteers have been awesome – love seeing repeat folks, makes it so easy! Can we do volunteer shout-outs somehow?
 - Were we able to get another hot spot? (fingers crossed!)

- **MARKETING:**

- Booster swag – everyone has their shirts! \$15 is due from Megan and Bridget – payable to boosters and Bridget will collect/reconcile!
- NB Loves our Seniors Sign – Jen to show and tell...looks great! Can we confirm these are the dates for senior night events for fall sports?
 - 10/1 – Cross Country @ Champoeg (there’s a “mile relay” at Newberg later in October, but not sure which one is for senior night)
 - 10/17 – Boys Soccer
 - 10/19 – Volleyball
 - 10/24 – Girls Soccer
 - 10/28 – Football
- Fall sports program booklet – Thank you Mark for including an ad for Boosters – and right in the middle at the staple!! Awesome!
- Would like to explore costs for printed tablecloths (qty. 5) – will bring more info next meeting!
- Throw away shirts – ASB is throwing shirts during games, I offered to Kaylee that Boosters would purchase the shirts for ASB to throw if we can have “powered by boosters” printed on them. They’d be \$5 per shirt.
- Student Passport contest thing – what was the app ASB used before and the one George Fox used? Any other ideas of how we can support increasing attendance at games/performances? How can we partner with you Mark or ASB?
- Will there be a “winter sports preview” event like the fall one? If so, when?

Upcoming Events

- Concessions continued- [LINK](#) for sign up
- Performing Arts Boosters Meeting 7:00 pm | October 10, 2022 | Orchestra Room at Newberg High School

Meeting Adjourned @ 8:10

Next meeting: Oct 19, 2022 6:30 pm in the West Commons

[Schedule/Events Calendar](#)

[Athletic Calendar](#)



NEWBERG BOOSTERS

Upcoming Events

2022 - 2023

Fri Sep 16	Tailgate: Homecoming	6pm
Wed Sep 21	Boosters Meeting: Budget Vote	6:30pm
Thur Sept 22	Ladies Night at the Driving Range	6:30pm
Thur Oct 13	Tailgate	6pm
Wed Oct 19	Boosters Meeting	6:30pm
Thur Oct 20	Ladies Night at the Driving Range	6:30pm
Fri Oct 28	Tailgate	6pm
Wed Nov 16	Boosters Meeting	6:30pm
Wed Dec 21	Boosters Meeting	6:30pm
Wed Jan 18	Boosters Meeting	6:30pm
Sat Mar 18	Auction	All Day

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Snap Shot • September 19, 2022

Beginning Cash Balance as of 9/2022 **\$ 131,326.05**

	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>
INCOME			
Accounts Receivable	\$ 773.73	\$ 773.73	-
Apparel	\$ 1,600.00	\$ 1,348.11	\$ 251.89
Auction	\$ 30,000.00	\$ -	\$ 30,000.00
Community Events	\$ 1,500.00	\$ 245.13	\$ 1,254.87
Concessions	\$ 30,000.00	\$ 4,350.38	\$ 25,649.62
Donations	\$ 1,200.00	\$ 424.98	\$ 775.02
Golf Tournament	\$ 15,000.00	\$ 16,081.45	\$ (1,081.45)
TOTAL Income	\$ 80,073.73	\$ 23,223.78	\$ 56,849.95

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EXPENSES

Accounts Payable	\$ 13,222.45	\$ 500.00	\$ 12,722.45
Auction	\$ 10,000.00	\$ -	\$ 10,000.00
Benevolence	\$ 3,000.00	\$ -	\$ 3,000.00
Concessions	\$ 15,000.00	\$ 4,445.00	\$ 10,555.00
Courtyard Improvements	\$ 4,500.00	\$ -	\$ 4,500.00
Golf Tournament	\$ 12,000.00	\$ 3,084.77	\$ 8,915.23
Grants	\$ 30,000.00	\$ -	\$ 30,000.00
Marketing	\$ 1,350.00	\$ 546.00	\$ 804.00
Operating	\$ 4,500.00	\$ 153.33	\$ 4,346.67
Powered by Boosters Fund	\$ 12,000.00	\$ -	\$ 12,000.00
Scholarships	\$ 6,000.00	\$ -	\$ 6,000.00
Special Events	\$ 2,500.00	\$ -	\$ 2,500.00
Uniform Rotation	\$ 15,000.00	\$ -	\$ 15,000.00
TOTAL Expenses	\$ 129,072.45	\$ 8,729.10	\$ 120,343.35

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BUDGET SURPLUS/(DEFICIT)	\$ (48,998.72)	\$ 14,494.68	
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ENDING ACCOUNT BALANCE	\$ 82,327.33	\$ 145,820.73	
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Other Columbia Accounts	Starting Balance	Activity	Current Balance
RESERVE ACCOUNT (formerly SCRIP)	\$ 25,004.73	\$ -	\$ 25,004.94
STEM Account	\$ 1,826.56	\$ -	\$ 1,826.56
TURF Money Market	\$ 1,438.45	\$ -	\$ 1,438.46

ACCOUNT DETAIL

Accounts Receivable/Accounts Payable Details

Account	Due Date	Type/Vendor	Amount
Grant	8/15/2022	Football Helmets	\$ (12,722.45)

Apparel

Type	Date	Amount
Income	2022-23	\$ 2,270.61
Expense	2022-23	\$ (922.50)
Profit		\$ 1,348.11

Auction

Type	Date		Amount
Income	2022-23	Ticket Sales, Sponsorships, Donations, Auction Sales	\$ -
Expense	2022-23	Advertising, Insurance, Fees, Food, Baskets/Pkgs	\$ -
Profit			\$ -

Concessions at a Glance

Type	Date		Amount
Income	2022-23	Sales	\$ 3,709.67
Income	2022-23	Sales (Lower Concessions)	\$ 640.71
Expense	2022-23	Cash Bags, Supplies, VIP	\$ (4,445.00)
Profit			\$ (94.62)

Golf Tournament

Type	Date		Amount
Income	2022-23	Registrations, Add Ons, Ball Drop, Sponsorships, Raffles	\$ 8,721.79
Income	2022-23	Sponsorships	\$ 2,750.00
Income	2022-23	Day of Sales	\$ 4,609.66
Expense	2022-23	Payouts, Prizes, Food/Drinks, Course, Decorations/Supplies	\$ (3,084.77)
Profit			\$ 12,996.68

Grants at a Glance

Type	Date	Fund	Amount
Starting Balance	8/1/2022	Budget Allotment 2021-2022	\$ 30,000.00
Expense			
Remaining Budget			\$ 30,000.00

Patio Improvements

Type	Date		Amount
Project Funds	8/1/2022	Remaining Budget Allotment	\$ 4,500.00
Expense			
Remaining Budget			\$ 4,500.00

Powered by Boosters Fund

Type	Date	Fund	Amount
Starting Balance	8/1/2022	Budget Allotment 2021-2022	\$ 12,000.00
Expense			
Remaining Budget			\$ 12,000.00

Special Events

Type	Date	Fund	Amount
Starting Balance	8/1/2022	Budget Allotment 2021-2022	\$ 2,500.00
Expense			
Remaining Budget			\$ 2,500.00

STEM

Type	Date	Fund	Amount
Starting Balance	8/1/2022	Beginning Balance	\$ 1,826.56
Expense			
Account Balance			\$ 1,826.56