

North Branch Quarterback Club Minutes  
8/18/15  
NB High School Room B100

**Meeting called to order:** 6:33 pm

**Members Present:**

Barb Hensch, Kim Smith, Tracy Hartmann, Karol Jensen-Schneider, Matt Kozel, Gary Amunrud, Kate Amunrud, Brad Johnson, Catherine Fair, Dave W, Lindsay Koolmo, Coach Ferraro, Karen Almendinger

**Approval of Minutes:** Done

Issue or Topic:	Treasurer Report (attached)
	Barb Hensch (Alice was unable to attend)
Points of Discussion:	<ol style="list-style-type: none"><li>1. Rat Rod = \$707.00 deposit; Brat Stand \$466.00 deposit</li><li>2. Report Attached</li></ol>
Action Required:	Continue to bring report to each meeting

Issue or Topic:	Follow-up from previous meeting
	Barb Hensch
Points of Discussion:	<ol style="list-style-type: none"><li>1. Coach's Assoc Golf Tournament went well - QB Club had sponsored a hole</li></ol>
Action Required:	None

Issue or Topic:	DQ raffle
	Kate Amunrud
Points of Discussion:	<ol style="list-style-type: none"><li>1. No Update</li></ol>
Action Required:	None

Issue or Topic:	Letter Writing Campaign
	Kim Smith
Points of Discussion:	<ol style="list-style-type: none"><li>1. 274 letters sent</li><li>2. 104 letters received</li><li>3. \$3,975 collected so far</li><li>4. Will look at doing Thank You Cards in the next couple of weeks once the donations are no longer coming in.</li></ol>
Action Required:	Kim will continue to document and report on donations received

Issue or Topic:	Rat Rod
	Amy Hunziker
Points of Discussion:	<ol style="list-style-type: none"> <li>1. went well</li> <li>2. \$707 Gross Profit - Barb proposed to not do this next year as it is too difficult to get volunteers. Should focus on higher earning fundraisers.</li> </ol>
Action Required:	None
Issue or Topic:	Brat Stand
	Tracy Hartmann
Points of Discussion:	<ol style="list-style-type: none"> <li>1. \$466 Gross Profit</li> <li>2. Barb proposed to not do this next year as it is too difficult to get volunteers. Should focus on higher earning fundraisers.</li> </ol>
Action Required:	None
Issue or Topic:	Viking Cards
	Coach Ferraro
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Approximately 660 cards have sold and more cards are still out</li> <li>2. Should be approx. 750 cards sold in total with a Gross Profit of \$15,000</li> <li>3. Have received good feedback on card</li> </ol>
Action Required:	None
Issue or Topic:	Coupon Books
	Coach Ferraro
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Around \$2,000 was made - will try to sell left-overs over Winter Break</li> </ol>
Action Required:	None
Issue or Topic:	Socks Fundraiser
	Tracy Hartmann
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Socks should be here within the next week or 2 - hopefully before the first game</li> <li>2. \$1,250 has been collected</li> </ol>
Action Required:	When inventory comes in, will sell with other inventory
Issue or Topic:	Parent Volunteer opportunity at TCF Stadium
	Tracy Hartmann

Points of Discussion:	<ol style="list-style-type: none"> <li>1. An email was sent out with information to parents</li> <li>2. Can pick number of events - suggest we start with 3?</li> <li>3. 10 volunteers required for each event - must be 18 years or older</li> <li>4. \$9/hour for 7 hours shift - scanning tickets and ushering</li> <li>5. Money earned goes to QB Club</li> <li>6. Would like to schedule training in town, but would need at least 25 to attend - may include other Booster Clubs</li> <li>7. This could replace smaller fundraisers</li> </ol>
Action Required:	Waiting for response to training attendance
Issue or Topic:	PRISM Fall sales Blast
	Barb Hensch
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Order will be ready tomorrow</li> </ol>
Action Required:	Pick up order at PRISM
Issue or Topic:	Script Cards
	Tracy Hartmann
Points of Discussion:	<ol style="list-style-type: none"> <li>1. No Update</li> </ol>
Action Required:	Will look at during Holiday time
Issue or Topic:	Scholarship
	Gary Amunrud
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Lindsay will put updated info on the website</li> </ol>
Action Required:	None - Topic is now closed
Issue or Topic:	Football Floats and Fun
	Catherine Fair
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Catherine is working on documentation</li> </ol>
Action Required:	Send Thank you to businesses

Issue or Topic:	Program
	Lindsay Koolmo
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Lindsay provided a Program Project Plan (attached)</li> <li>2. Coach will get Lindsay Coach Bios</li> <li>3. Pictures may be rescheduled to next week due to rain tomorrow</li> <li>4. Waiting on a couple of ads and pictures</li> <li>5. Working with ECM Publishers</li> <li>6. Deposit = \$690 for ads; \$100 for Senior Send Offs</li> <li>7. Will be ready for 9/18 Game (Homecoming)</li> <li>8. Barb and Lindsay are still contacting businesses (list attached)</li> </ol>
Action Required:	Coordinate to be available for 9/18 Game

Issue or Topic:	Homecoming
	Open
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Barb sent an email to Junior and Senior parents asking for volunteers and has received no response</li> <li>2. Topic Constitutes: Parade, Carnival (pie in the face), Coordinate with Student Council, DQ @ half-time for drawing, Tackle Cancer</li> <li>3. Barb can coordinate, but someone needs to learn it for next year as her term is up after this season</li> </ol>
Action Required:	Need a chair
Issue or Topic:	Senior Spotlight
	Stephanie Johnson
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Waiting on a couple of Senior Bios - Lindsay will let Coach know - Kate may have them complete them at the Team Feed</li> </ol>
Action Required:	Obtain outstanding Bios
Issue or Topic:	Team Meals
	Open
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Kozels will do the 9th Grade feed at their house</li> <li>2. Amunruds will coordinate feed Friday @ noon @ Trinity</li> <li>3. Coach would like snacks for away game on Saturday and lunch while there - approx 50 players, 65-70 people total</li> </ol>
Action Required:	Barb will place order with County Market for Snacks and Karen will pick up to bring to bus
Issue or Topic:	Home Game Sales
	Tracy Hartmann
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Tattoos are in</li> </ol>
Action Required:	Tracy will coordinate
Issue or Topic:	Half-Time Events
	Tracy Hartmann
Points of Discussion:	<ol style="list-style-type: none"> <li>1. 8/28 youth is playing during half-time</li> </ol>
Action Required:	Tracy will provide announcements
Issue or Topic:	Banquet
	Open
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Need Chair - Senior Committee may take over if no one steps up</li> </ol>
Action Required:	Need chair

Issue or Topic:	Coach's Comments
	Coach Ferraro
Points of Discussion:	<ol style="list-style-type: none"> <li>1. New Jerseys are in - all grades 9-12 have same jersey</li> <li>2. QB Club will pay the replacement cost of jerseys purchased for 2015 Seniors (\$80 each) - approx 25 jerseys</li> <li>3. Have 9 coaches this year, were at 11 last year - so have reformatted practice.</li> <li>4. A 9th grade player has had medical issues recently which has resulted in hospitalization - Coach would like QB Club to do something for his family</li> <li>5. Were changes to the JV Schedule - Lindsay will update website</li> </ol>
Action Required:	Board voted and approved to provide \$250 gas card for injured player's family - Matt Kozel will obtain
Issue or Topic:	Text Blast
	Catherine Fair
Points of Discussion:	<ol style="list-style-type: none"> <li>1. No update</li> </ol>
Action Required:	None
Issue or Topic:	Website/Communications
	Lindsay Koolmo
Points of Discussion:	<ol style="list-style-type: none"> <li>1. No Update</li> </ol>
Action Required:	Lindsay will continue to update website as new information is provided to her

Meeting Adjourned at 7:53pm

- Next Meeting: 8/25/15 @ 6:30 NBHS Room B100

**Treasurers Report 8/18/2015**

<b>Budget Item</b>	<b>Sum of Debit (-)</b>	<b>Sum of Credit (+)</b>
<b>2014 Clothing Sales</b>		<b>\$156.00</b>
adjustment from inventory		\$30.00
misc sales		\$20.00
Sales from NB Community Expo		\$106.00
<b>2014 Football Scholarship</b>	<b>\$2,000.00</b>	
Denn Scholarship	\$500.00	
Jacobsen Scholarship	\$500.00	
Thauwald Scholarship	\$1,000.00	
<b>2014 Powder Puff</b>		<b>\$130.00</b>
Donation for game		\$130.00
<b>2015 Bagging Groceries</b>		<b>\$1,353.95</b>
Fundraising total		\$1,353.95
<b>2015 Clothing Sales</b>	<b>\$484.63</b>	<b>\$168.00</b>
adjustment from inventory		\$63.00
inventory purchase	\$382.63	
Sales from NB Community Expo	\$102.00	\$105.00
<b>2015 DQ Raffle</b>	<b>\$80.00</b>	<b>\$1,135.00</b>
misc sales		\$460.00
printing	\$80.00	
Sales at 2015 FFF		\$230.00
Sales from NB Community Expo		\$445.00
<b>2015 FFF</b>	<b>\$1,283.15</b>	<b>\$575.45</b>
Cash box for concessions	\$220.00	
Casino Drawing		\$20.25
coscession sales (including cash box \$)		\$555.20
Cost food	\$328.78	
drinks/chips/etc for FFF	\$309.15	
Jump toy	\$250.00	
Rootbeer/signage/supplies	\$175.22	
<b>2015 Football Banquet</b>	<b>\$88.50</b>	
subscription for papers for stats	\$88.50	
<b>2015 Letter Writing</b>	<b>\$200.00</b>	<b>\$2,805.00</b>
Copies	\$200.00	
Donations		\$2,805.00
<b>2015 Rec Night</b>		<b>\$500.00</b>
cosponsor rec night 3/20		\$500.00
<b>2015 Sock Fundraiser</b>	<b>\$1,118.75</b>	
half of inoice for socks	\$1,118.75	
<b>Advertisement 2015</b>	<b>\$200.00</b>	
Field Banner	\$150.00	
Golf Tourney	\$50.00	
<b>AGM meeting 2015</b>	<b>\$60.00</b>	
printing of reports	\$60.00	
<b>Beginnging Balance</b>		<b>\$6,090.33</b>
(blank)		\$6,090.33
<b>Cothing Sales</b>		<b>\$162.00</b>
Sales at 2015 FFF		\$162.00
<b>Donation</b>	<b>\$93.00</b>	
Gift Basket for Sunrise Carnival	\$93.00	
<b>Football Program 2014</b>		<b>\$227.50</b>
Ad revenue		\$227.50
<b>Fundraising: Viking Card 2014</b>	<b>\$429.85</b>	<b>\$55.00</b>

coach clinic	\$285.57	
hotel reimbursement for coach clinic	\$144.28	
misc sales		\$40.00
Sales from NB Community Expo		\$15.00
<b>Home game sales</b>	<b>\$61.10</b>	
NB Tattooes	\$61.10	
<b>Supplies</b>	<b>\$40.00</b>	
2015 Football Registration	\$40.00	
<b>Titanium Sales</b>		<b>\$45.00</b>
Sales from NB Community Expo		\$45.00
<b>Window Clings</b>		<b>\$15.00</b>
misc sales		\$15.00
<b>Grand Total</b>	<b>\$6,138.98</b>	<b>\$13,418.23</b>

**Current Balance**

**\$7,279.25**

New from previous report of 8/4/2015



## 2015 Football Program Project Plan

<u>Timeline</u>	<u>Tasks</u>	<u>Assignment</u>
<b>8 weeks prior to first game (mid-June)</b>		
	Committee Chair selected	Lindsay
	Project plan created	Lindsay
<b>6 weeks prior to first game (early July)</b>		
	Decide Theme	Classic
	Assign Tasks	More volunteers
	Solicit previous years sponsors	Barb/Lindsay
		Send letter asking to renew
		Create tracking sheet to monitor ads
	Select Printer	Lindsay
	Research	Alice
	Lead time	3 weeks
	Proof Approval	21-Aug
	Pickup/Delivery	
<b>4 weeks prior to first game (mid July)</b>		
	Meet with Captains to go over ad soliciting	Barb
	Captains contact possible advertisers	Barb
	Senior Send-offs	31-Jul
	Senior Bios	31-Jul
	All ads due	7-Aug
	Cover	Classic - Ali to photo
	Inside cover - feature	McKinney family
	Inside back	OPEN
	Back - NBQBClub	Lindsay
	School District Ad	Lindsay
	Candid pictures	Lindsay
	Home game events	Barb/Catherine/Ali
	Homecoming - Sep 12	
	Tackle Cancer - Sep 25	
	Senior's parent's night - Oct 8	
	Teacher appreciation - Sep 25	
	Youth Night - Aug 28	
<b>3 weeks prior to first game (end of July)</b>		
	Complete roster	Coach
	Youth team pictures	James Robillard
	Team picture (centerfold)	Ali/Barb
	Falls sports schedules	Lindsay
	Soccer B/G, Volleyball, Cross Country B/G, Tennis G	
	Coaches/Trainers Bio	Coach



	Coaches/Trainers Picture	Ali/Barb
	Viking Fight song	Lindsay
	Acknowledgements	Lindsay
	Chain Gang, JrROTC, LifeTouch. DQ. Olson's Youth Coaches, Taher Catering, Middle School FB	
	Captain's Picture	Ali/Barb
	Managers Picture	Ali/Barb
	Letter Writing Campaign	Kim
	Deliver copy to printer	Lindsay
<b>2 weeks prior to first game (early August)</b>		
	Proof approval	Lindsay
<b>1 week prior to first game (mid August)</b>		
<b>Day before first game (late August)</b>		
	Pick up programs	Barb?
<b>1 week after first game (beginning of September)</b>		
	Finish collecting ad money	Lindsay
	Send thank yous to paid ads	Lindsay

<u>Business Ads</u>	<u>Copy</u>	<u>Size</u>	<u>Color-B/W</u>	<u>Paid</u>	<u>Check #</u>	<u>Notes</u>	<u>2014 ads not rcvd</u>
Hair Design	no	Business Card	color	Yes	1864	Mailed actual business card - wants hours included on ad	AmericInn NO
Anderson & Koch Ford	same : half page		color	yes	81112		Bob's Barber Shop Lindsay
Lake State/Members	yes	Business Card	color	yes	23230		Clear Creek Dental Lindsay
Kaffe Struga	yes	Business Card	B/W	yes	10220		Country Valu NO
Xplode	yes	half page	color	Yes	???		Daves Coin NO
NB Physical Therapy	yes	?		NO			Dickey's BBQQ NO
Fairview Clinic NB	yes	?		NO			Empire Ins Barb
Neighborhood Ntl Bank	yes	quarter page	color	NO			Flyaways Gymnatics Barb
Prism	yes	quarter page	color	NO			Joes on Main NO
Stearns Bank	yes	half page	color	Yes	133466	place on captains page	My Time Massage NO
Everyday Joes	yes	Business Card	color	Yes	3600		Nike NO - corpei
DQ	yes	quarter page	color	N/A			North Branch Dental Barb
Rat Rod	yes	Business Card	color	N/A		2 ads	North Branch Outlets Lindsay
North Country Coffee	yes	Business Card	color	Yes	5807		Perrault Chiro Barb
County Pawn	yes	Business Card	B/W	Yes	cash		Post Haste Barb
Pizza Hut	yes	Business Card	color	Yes	cash		Ruddy's Rental Lindsay
Caseys General Store	yes	Business Card	color	Yes	cash		Stacy Bar NO
Simonson - Focus Fin	yes	half page	color	NO			Stacy Chiro Lindsay
Lampert Yards	NO	Business Card	color	yes	771483		
Sanvik Am Fam Ins	yes	quarter page	color	Yes	7357		
Post Haste	yes	Business Card	color	Yes	???		
Anderson Chiro	yes	quarter page	color	NO			
County Market	yes	half page	color	NO			
Main Street Ace Hardware	yes	quarter page	color	NO			
Rick Schwab	yes	?	color	NO			
Associated Bank	yes	Business Card	color	NO			
Peterson's Mill	yes	Business Card	B/W	NO			
Fantastic Sam's	yes	half page	B/W	NO			