**Ingraham IABC Board Meeting**

**November 1, 2016 | Minutes**

|  |  |  |
| --- | --- | --- |
| **7:00-7:05** | Tanya/ Julie | **Welcome** Attendees: Lisa White, Julie McCoy, Tanya Kwan, Debbie Ulrich, Kelli Derrig, Glenn Atwood, Peter Carlson, Karen Wilson, Holly Salowey, Gina Baden, Jen Fallon, Sue Hauck, Bruce Greeley, Grant Fjermedal, Michelle Sorrick, Lynn Lee, Margo Kober, Tristi Sirotzki, Andrea Iacolucci |
| **7:05-7:10** | Lisa  | **Approval of October Minutes**Jen Fallon made a motion to approve, Holly S seconded; passed unanimously |
| **7:10-7:25** | Holly | **Financial Report (see attached financial report)*** As of 10/31, $62K in IABC account from breakfast and sports programs
* Other revenue anticipated (i.e. Dine at Dukes)
* $26K encumbered (including for Snack Shack)
* Available balance of $35,918.94 – unencumbered, unallocated
* Breakfast net total $33,292; $4506 goes to teams (half of ticket sales), so $29,375 to general fund
* 11 founders circle members identified, who said they would donate for the next five years
* Overall, the breakfast was very successful, more money, people than last year

**Grants- discussion of how much is available to grant, how much to encumber/ reserve** $36K available * Encumber about $3000 for breakfast next year, $2500 for sports program balance for printing, consider possible expenses if we go for 501c3?
* Possibly will need to hire a book-keeping assistant
* $30K left; set some aside for possible future expenses; could also reserve some for capital/school expenditures
* Discussion of $15 k for fall grants; $10k for spring, leaving $5K for other expenses
* Proportionately similar (2/3 fall 1/3 spring) to last year, but more total money than last year
* **Gina made a motion to allocate up to $15,000 for fall and up to $10,00 for spring; Jen seconded; passed unanimously**
* Maybe another reminder to coaches that the grants can be for non-material things, like camps, team-building, etc
* Have 4 applications in hand so far, also expecting boys lacrosse and maybe others
* *Please encourage coaches to check with treasurer regarding team IABC balance before spending money; need to include tax and shipping in expense*
* Balance on website is relatively accurate but does not include breakfast money
* Teams also have ASB money, but it’s harder to access
* Go to Neela to get ASB balance before they ask for grants
* Can pool IABC team and ASB team money for a big item, if necessary
 |
| **7:25-7:50** | Julie et al | **Champions Breakfast Debrief** * Loved “We are the Champions,” student involvement
* Stories re specific needs were compelling (speed dating)
* Mixed reviews re food (but too expensive)
* Online ticketing and donating worked for users (but more challenging on back end with data); $2 fee per ticket for online purchase; needed to get something up and running quickly; can possibly work with Brown Paper tickets for next time
* Also easy to sponsor a coach
* 266 people bought tickets (200 potential donors after you back out coaches)
* 83 attendees donated $100 or above
* 53 attendees donated above the $200 ask
* Logistics went okay; registration felt hectic; too many doors
* Discussion of time of year, etc
* Linda Joss agreed to help next year; Mary is a maybe
* Traci thought it was great and well-organized
* Appreciate the many ways Dick Lee has helped over the years
 |
| **7:50-8:20** | Traci | **Athletic Director Report*** Many teams moving on to next level – volleyball in the playoffs, swim team (districts), cross country; golfers
* One more football game?
* Thursday is the in-house winter coaches meeting with Traci, followed by True Colors training; Julie, Tanya and Holly can attend to discuss IABC and grant requests
* Transportation continues to be a challenge, but getting better; Traci, IABC met with Peggy McAvoy from district; SPS released $9000 to help mitigate transportation issues by funding private, charter buses which can come later so kids can miss less school
* Still considering leasing the 12-18 passenger mini-vans for coaches to drive
* SPS and Seattle parks still negotiating Joint Use Agreement re field use times
* There will be a JVC boys basketball, and we have a coach
* Have a new girls basketball coach and assistant coach; came from Garfield
* Have a new assistant wrestling coach from Rainier Beach; also new boys soccer coach
* Assistant tennis coach still open
* Winter parent and coach meeting November 17; Traci has provided coaches with a list of questions they should be prepared to answer
* Team pictures Nov 21, 22
* Schedules up on Metro League
* Traci paying for track records board; and another popcorn machine
* Football ticket money goes to district for overhead; basketball ticket money goes to school; football concession money goes to football team meals
* Some students misbehaving at sporting events, showing bad sportsmanship
* Banners being made to hang in gym
* *But teams are supposed to have a gathering at the end of the season to give out certificates – Liaison should help coordinate or make sure it’s happening*
* Liaisons should try to communicate and help coaches
* If liaisons don’t get a response from a coach after two emails, let Traci know; she will remind them to communicate with liaisons and reiterate that liaisons are there to help with organizational/ IABC issues, not to coach
* Traci asks for 3 awards, # letters (signed certificate), and 4 year awards
* Discussion re giving each team some amount of money for end of season party?

All-Sports Banquet * All sports banquet on May 31; more of a special event than in the past
* Julie, Tanya, Traci, Mary and Linda are planning it; others are invited to join
 |
| **8:20-8:40** |  Grant | **Sports Program** * Thanks to Bruce for formatting fall shout-outs
* Getting started for Winter; setting up a “cookbook” for how to produce program
* Glenn will help next year
* Thank you letters need to go out; hand deliver with program; anyone can do it, not necessarily people who got the advertisers
* Shout-Out Promotion, deadline in early December, sell at parent meeting
* Can still sell more ads, i.e. Sam’s Club, Seattle college
* Winter Rosters and Schedules will be included
 |
| **8:40-8:55** |  Karen | **Concession Stand Update*** Passed health inspection
* Still need floor and cabinets
* **Gina made a motion to name it the “Ram Shack;” Grant seconded it, and it passed unanimously**
* Working on a menu; gathering info from other schools
* Still under budget thanks to so many in-kind donations; Great Floors donating the flooring; Dunn Lumber donating the cabinets; these donations and Rick’s generosity allow us to purchase other necessary items
* Engrave everything with IABC
* SPS charging too much for electrical work and donated a broken refrigerator
* Need to thank Rick with a gift card; also a plaque thanking donors
 |
| **8:55-9:15** | Julie/Tanya | **Grants Committee Update*** Deadline is Friday November 4; Four applications so far; Review is 11/16
* Discussion of whether Ultimate Frisbee can apply for a grant, given that they do not use IABC or ASB for finances
* Nothing in by-laws to prohibit, but original intent is for fiscal transparency
* **Glenn made a motion to “Authorize the Board to accept a grant application from Ultimate Frisbee contingent on the fact that IABC will maintain its fiscal safeguards and standards; finances must be run through the IABC or ASB.” Andrea seconded it, and it passed.**
 |
| **9:15** |  | **Other new business?** |
| **9:15 pm** | All | **Adjourn** |

***Next meeting: Tuesday 12/13/16 @ 7pm in Ingraham Library***

**Upcoming meetings - 7pm, Ingraham Library (unless otherwise noted), Tuesdays. 12/13, 1/10, 2/?, 3/7, 4/?, 5/9; 6/5 --  *IABC Annual General Meeting***