

MINUTES

John Marshall High School Booster Club

8/15/2024, 6:30 pm

Location: 4622 Summit Pointe Place NW Rochester, MN

In Attendance

Kelly Luedtke –President

Jessica Hus – Treasurer

Darcie Radel – Secretary (interim)

Members: Beth Armstrong, Seth Luedtke, Jen Thaler

Old Business

- Old popcorn poppers are too dirty to be resold. However, the nacho and hotdog steamer were sold at auction for ~\$142. The group agreed it's time to discard old poppers.
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New Business

- Important dates: Homecoming (HOCO) week Sept 16 to 21, 2024
 - The group discussed Booster club walking in parade this year. It was decided the Booster club would not walk in the parade but rather (at a minimum) find a vehicle to hang the Booster club banner on and throw out candy. This would only take two or three people and still give the Booster club exposure. It was too challenging last year as the timing is right after school but before the football game (Rocket shop trying to move down to stadium, etc.).
- Sign Up Genius pages for fall concessions stand slots are live and on the Booster club website. Clubs have started to sign up for dates. Booster club member openers and closers also needed to sign up.
<https://jmhs.rochesterschools.org/o/jm/page/school-booster-club>
- President:
 - Revised Board Members Roles online and updated bylaws on website. Final copy of bylaws signed 8/14/24.
 - In search of a secretary to fill the position, may have a new Booster club member interested.
 - Kelly asked for volunteer to update membership list/payment Google Form, reflecting current members who paid the multi-year price (4 years for \$30). Jess H volunteered.
 - Kelly updated the online membership form, removing the RS coupon or giveaway opportunities as they create some confusion in the bookkeeping.
 - All meeting minutes and agendas on Booster Club website.
 - Request was made to adjust regular Booster Club meeting time due to work schedules. The group agreed that the new meeting time moving forward would be Wednesdays at 6pm, first Wed of the month. Jess H first motion to approve, Beth seconded. All agreed, no opposition.
- Club funding request for upcoming school year: Request form is available on the Booster club website. The due dates to turn in the request will be Oct 1, Feb 1 and April 1. That group will then be required to come

to a Booster club meeting to present their request, with potential for payout that following month's meeting.

- Treasurer report:
 - Jess provided a Treasurers Report. The club has a positive financial status at this time.
 - Jess would like to handle cash bags distributed to RS or concessions this year such that the group will always maintain the same bag and the starting \$200 cash, just turning in the excess cash beyond the starting amount. Jess will also create a form she would like for members to use/document each time cash is turned into the treasurer.
 - Monthly expenses similar to last year, including Hotspot (Wi-Fi to run Squares) and QuickBooks accounting software (increased to \$35/mo). Food license/ health inspection is this week as well, costing around \$380.
- Fall Festival is now a Booster Club event:
 - Discussion on the date to hold Fall Festival was determined to be October 12, 2024 from 4-7pm.
 - The goal is to get donations of 1,000 hotdogs, chips and water. Jen T will talk to Ryan at Sams Club to ask about donations.
 - Concession will sell candy and pop again.
 - Rocket Shop will be open.
 - Seth L will review inventory of Fall Festival t-shirts from last year and re-order sizes that are low.

Committee Reports

- Concessions:
 - Stands need cleaning and reorganization after summer construction in the building. Jess will work with additional volunteers this week to resolve missing items (racks, tables, shelving, etc.)
 - First concessions for the year will be Aug 22, 24 down at the stadium concessions and Aug 29, 2024 at the gym concessions for swimming.
 - Football tailgating group has requested the Booster club be available again this year to sell drinks only.
- Rocket Shop (RS):
 - Orders from Superior have arrived, pending receipt of order from Print Local.
 - There is time to place another order to arrive before Homecoming week, so Beth received approval from the group to spend an additional \$2,000 in merchandise to be stocked up before Homecoming week.
 - RS is unpacked and set up following the summer construction project. The only items that were not able to be found were a box of hats (baseball style with cord on bill) and the medium hangers. Hopefully once all the teachers are back in the building and unpacking, the hats will be found.
 - First sales of year taking place at schedule pick up for freshman August 15, 24 from 3-5pm and upper classman August 16, 2024, from 11-2pm. Sales on Aug 15th were ~\$2,000.
 - Homecoming week: Century spirit wear group has reached out to discuss spirit wear sales again at Dakota this year. Note: Century and JM homecoming weeks overlap this year. Darcie will reach out to John Adams staff to inquire if they would be interested in Rocket Shop coming to JA to sell spirit wear the week of HOCO as well.
 - Beth has a tentative calendar of dates she'd like the Rocket Shop to be open, including three volleyball games (one is swim/vball). Two of those Vball games are week of HOCO, which

would make sales that week two Vball games, Friday lunch, Friday patio after parade, Friday football game.

- The group noted that the Wednesday of HOCO is a JM Alumni event. RS should consider selling during that event as well.

Future Agenda/Parking Lot

- None.

Next Meeting

Wednesday, Sept 4th at 6:00 pm, JM Room 2-310