

KOKOKAHI GYMNASTICS TEAM BOOSTER CLUB MEETING AGENDA

KGT BOOSTER CLUB BOARD MEMBERS (as of May 19, 2023)

Interim President - Stephanie Jurgenson

Interim Vice President - Wendy Ferri

Co-Secretaries - Liam Connel and Anja Loomis

Treasurer - Tiara Kalopodes-Faagata

Fundraising Committee - (Chair) Julie Reid, Amanda Luko, Tyra Ramirez, Kali Carvalho

Marketing (formerly Spirit) Committee - (Chair) Becky Newbold, Angel Porter, Deirdre Stearns, Ina Young

Sponsorship (formerly Concession) Committee - (Chair) Perry Howel, Ariel Kishimoto, Allison Schaeffer

Minutes and Agenda:

Meeting Time and Location: 7/10/2023, 5:00pm, KGT Conference Room

Call to order and Roll

President Report:

- We are officially incorporated. Paperwork in hand. Next step ASAP, open bank account.
- We are here today to discuss next steps in planning golf tournament fundraiser, with Kauai to support. This meeting should be used to make decisions and clearly outline action steps for a successful first golf tournament fundraiser.
- Hand it over to Kauai for updates and thoughts on October 9 tournament

Minutes taken by Co-secretary, Liam:

Minutes of July 10, 2023 Kokokahi Booster meeting; 1705; Liam, Steph, Tiara, Wendy (4 of 5) board members, giving us a quorum. First proposal - approve meeting minutes from previous two meetings. Steph proposed approval, Liam seconded, all voted to approve.

Next item, Kauai is present to discuss more golf tournament information. Concern that October 9, 2023 may be too soon, given need to assign responsibilities.

Kauai: all events have sponsors; \$20 was added to each player to create cash prizes; 144 players is the tentative plan; events she does the event sponsor matches the prize money, so total prize money could be as much as \$17K. Hawaii Kai sent their contract to Kauai, and there are many charges that she was not expected. Bill for 144 players is \$23K, including 21% tip, food, golf, carts, banquets, tables, all charges, that we would owe Hawaii Kai. We would need to charge \$170 per player to break even; add \$20 per player for cash prizes. Kapolei would be \$175 per person (just to break even is my assumption). A letter out to sponsors is a first step we should consider taking, to local businesses, such as Nissan, seeking their financial support, and offering what we would do in return. Charging \$250 per person would be high, but the golfers she contacted had the first question of "what will the prizes be?" If we only add \$20 per person for prizes, we would only have +/- \$2,800 for prizes, and that wont be enough to attract

golfers that are willing to spend \$250 or more. Sponsors are what can make up the difference, in getting more cash, or plane tickets to Vegas, or items such as coolers, etc., to entice golfers.

Kaui recommends we consider pushing to next year, March of 2024 can be a good time, to give us time to look into sponsors, to "build our fund", to advertise.

Steph said we don't want to do our golf tournament and have it not go well, setting our reputation as Koko booster club negatively.

Kaui said in past events she has done, it has been almost an entire year of planning - planning for a March event would not be bad. We want to avoid time of breaks.

We could do "cosmic bowl" and other pre-golf tourney fundraising, that could in turn allow us to establish our base for eventually offering big prizes at a golf tourney, to draw golfers.

Starting small with fundraising, and working our way up to a golf tourney, was discussed. Ka'i suggested we do grant requests as well. Steph and Casey said they have other draft letters, potentially to Stevedores and Marcus Mariota Foundation.

Consequently creating a fundraising committee could be our start. The time of year when companies want to make charitable donations to nonprofits depends on how they calculate their fiscal year - for some it would be in September as the end of the fiscal year. Meet season starts in September/October.

Steph summarizes - we are not doing a golf tourney in October, that we should vote on (as we had previously voted to do it). Motion made to push golf tourney to another time. Discussion had over whether to do after meet season and after summer. Timing will be determined later. Fishing tourney also mentioned as possibility. All are in favor of pushing a golf tourney out past the 2024 gymnastics tourney season. Motion passes. Kaui was thanked, and she departed Koko booster club meeting.

Lindsay asked if we have decided what the funds we raise will be used for - we have not decided this yet. Tentative idea is to cover meet fees and help with travel expenses. We don't have the meet schedule yet; but once we do, that will give us an idea of how much we need to fundraise, in terms of meet fees and anticipated travel expenses.

Steph proposes the booster club meeting once a month. We have our Articles of Incorporation filed; now we can set up bank accounts. Before our next meeting we need to set up our bank account. We need to set up committees; we have fundraising, spirit, and concessions, as general concepts for our committees, based on what other booster clubs have. But we may not even need a concessions committee, as Koko already has a concessions group, that sells items at meets. Next meeting? Should be based on board members schedule. 6 pm on Mondays, second or third Monday of each month? Decision is it will be the second Monday of each month; when there are holidays we can push to another time for that week. So next meeting will be August 7 at 6 pm, then September 11.

Regarding committees, spirit is now marketing, concessions is now sponsorship.

Communications/marketing committee could create social media pages for the Koko booster club; the sites could be linked to the Koko site. Before the next meeting we will set up our bank

account, at First Hawaiian, same bank that Koko uses. Spirit will be the communications/marketing committee. Concessions committee, since not needed will become sponsorship committee and will be tasked with working from existing drafts to draft sponsorship/donation request letters. Fundraising committee will brainstorm, come up with ideas like a top ten list. Marketing/communications committee will work with Holly to create a booster club web page and social media post

Meeting adjourned at 5:56 pm

Q&A

Adjourn

Next Meeting: August 14, 2023 @ 6:00pm (monthly, 2nd Monday)