

KOKOKAHI GYMNASTICS TEAM BOOSTER CLUB MEETING AGENDA

KGT BOOSTER CLUB BOARD MEMBERS (as of August 14, 2023)

Interim President - Stephanie Jurgenson

Interim Vice President - Wendy Ferri

Secretary - Liam Connel

Treasurer - Tiara Kalopodes-Faagata

Fundraising Committee Co-Chairs - Julie Reid, Amanda Luko

Marketing Committee Chair - Becky Newbold

Sponsorship Committee Co-Chairs - Perry Howel, Allison Schaeffer

Minutes and Agenda:

Meeting Time and Location: 8/14/2023, 6:04pm, KGT Conference Room

Call to order and Roll

Board members in attendance: Stephanie, Liam, Tiara, Julie, Amanda, Perry and Allison

President Report:

- We are making great progress. This needs to be a “many-hands-on-deck” effort until we get rolling. I understand this is volunteer work and we all have priorities that aren’t this booster club. Trust me, I do get it; which is why “many” not “all” hands are what’s asked. But we are here because we want this to be successful, so let’s take action on that success outside of these meetings. Otherwise, this just doesn’t work.

Agenda

- **President:** Organization set-up status:
 - Incorporated and EIN (required even if not employing anyone), completed
 - Non-profit app filed (Form 1023EZ), not yet confirmed by IRS, up to 9 mos
 - Costs paid by Steph: \$687.50 (receipts can be found in google drive here: https://drive.google.com/drive/folders/1ldOJUgkje6qtvqJPmRR6SHemMkqOOm9?usp=drive_link)
 - Request vote for first funds in to reimburse for these set-up costs. This was proposed and approved unanimously.
 - Eager to pass the floor to other board and committee members to share updates on projects since our last meeting, tracked here <https://docs.google.com/spreadsheets/d/1TanHJq07M4FICr7oUPX4D29hMDuAAQU2iuFxV9NeQmY/edit?usp=sharing>
- **Treasurer:** Bank account status update. Seeking to get in touch with Debbie, to track with Koko on how funds are tracked. Steph received debit cards; pointed out that even though checks require two signatures, there will be debit cards for both Steph and Tiara.

Allison suggested by-laws state amount that officers can approve and spend on their own authority, without permission of the entire board. Another decision will be how to document reimbursements; it was noted that Koko has a form, and we will use that same form. On a check and the debit card our official name is "KGT Booster Club"

- **Fundraising committee chair or designated rep:** Share suggested first fundraising starters to quickly and easily start depositing in the bank. Panda Express is an easy first one, that Jessica has agreed to set up - but we need to provide Jessica (mother of level 5 gymnast) our bank account info; CPK is another option; Zippy's tickets; Rainbow Gymnastics Instagram has examples of their robust fundraising; "Mochisadas" guy (sells Mochi-Malasadas) also offers fundraising; cooking T-Giving turkeys in an Imu also discussed, that is done at Aikahi Elementary; football blocks? KGT Booster Club booths at Koko hosted meets? But Holly noted that Koko does not make money from concessions at meets at gymfest, because we have to feed so many people; so if we did a booth, with baked goods, or candy leis, or flowers, we would not be taking money away from Koko concession. Koko Rec showcase is October 1, potential first opportunity for table/booth, lei, sales; Rec showcase theme is fall/Turkeys, per Holly. October 31 meet would be second opportunity for fundraising. How do we get parents involved? We need to send a message out in Band to all parents, and figure out how we will do sign ups, what parents are able to provide. Koko has a shave ice machine, new, never used, that we could borrow. Musubis are always a good option. Raffles at gymfest also discussed. Who will chair this committee? It will be co-chaired.
- **Sponsorship committee chair or designated rep:** Share sponsorship letter drafts. Allison provided drafts of sponsorship letters, 3 pages; Allison will update letters using info from Koko website "about us". Sponsorship banners, patches on clothing discussed; meets hosted by Koko, telling potential sponsors of exposure discussed. Question asked - what would it cost to sponsor one gymnast for a year? By next meeting, we should see if Koko board would approve us putting banners from sponsors up in the gym, and at meets hosted by Koko. Steph plans to attend Koko board meeting and raise these questions. Perry and Allison agreed to co-chair the sponsorship committee. Discussed that at end of season, we could provide sponsors a personalized team photo, or similar item, in appreciation; using stationary for thank you letters, for example after a travel meet; a post card. Local businesses (i.e. Sullivan Family, owners for Foodland) is target audience. These will work best if we have a personal connection to the business. We should create a tracker of who we are reaching out to; sponsorship letter, once finalized, could be pushed out to all parents via Band, seeking their help. \$25,000 should be high level that we ask for sponsorship, recognizing that we may not get any takers.
- **Marketing/Comms committee:** Share booster club page on Koko website and Koko social media post announcing booster club. Becky is chairing this committee, but she is not present at August 14 meeting (no one from this committee is present); she told Steph she often cannot make Monday meetings. Becky and Deirdra and both working with Holly at Koko on marketing ideas on Instagram, including an announcement that Koko Booster now exists - board unanimously approved Holly to send out announcement. "Landing Page" also under construction, link from Koko website. KGT Booster meeting

minutes could be posted there. We should get a functional KGT Booster email account; also list fundraising activities; link to the sponsorship forms. Becky and Holly authorized to continue working these ideas.

- **President or designated rep:** Share by-laws update, and mission and vision, statements update. Link to these will be sent to additional board members created at today's meeting. We will do electronic notice, not mailing addresses.
- **Other agenda items:**
 - Co-secretary position; Anja plans to submit letter withdrawing from co-secretary position, leaving Liam as sole secretary.
 - Committee chairs to become non-officer board members
- Motion to approve 7/10/2023 meeting minutes; approved.
- Meeting adjourned at 7:02

Next Meeting: September 11, 2023 @ 6:00pm (monthly, 2nd Monday)

Minutes taken by Liam
