

**Bartlett High School  
Booster Club  
Meeting Minutes**

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Meeting Date: 07/09/02

Meeting Time: 7:00pm

Presiding: Silvia Stade

Officers Present: Silvia Stade, Diane Markowski, Tom Connor, Len Hardy, Dan Kallenbach

Directors Present: Bruce Werner (Cheer), Dan Palmer (Student Council), Ken Kaduk (Soccer), Pip Tegtmeier (Fine Arts), Jim Watt (Dance Spirit), Bob Pastor (Football), and Barb Jozwiak (Softball)

Regular Members: 8 present

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The meeting was called to order at 7:00pm.

**President's Report – Silvia Stade**

- Appointments are filling up for the athletic physicals being offered by the Booster Club and Dr. Busse. Physicals will be offered on July 24 and on August 14 at Bartlett High School. The Booster Club will receive a portion of cost of each physical.
- BHS turnout at the July 4<sup>th</sup> parade was great. Marching band, cheerleading, and Dance Spirit all participated.

**Athletic Director's Report – Dan Kallenbach**

- Joe Schroeder has been hired as the new men's soccer coach. Mr. Schroeder is also a chemistry teacher.
- The excavation is wrapping up for the new artificial turf at Millennium Field and the first layer of gravel will be going down shortly. Current estimates are for an August 10<sup>th</sup> completion. August 23<sup>rd</sup> is our first football scrimmage, and August 30<sup>th</sup> is our first football home game. The turf company is squeezing in Millennium Field between installations for the Detroit Lions and the Chicago Bears.

**Treasurer's Report – Tom Connor**

- The end of year report for 2001-2002 was distributed earlier via e-mail and in hardcopy form at the meeting. Starting with next month's report, Dance and Poms will be combined under the heading of Dance Spirit. All of the funds for Dance and for Poms will also be combined under Dance Spirit.
- Tom noted that if deposited checks were returned for Non-sufficient Funds, a notice would be given to the Treasurer for the individual club. The next month's Treasurer's Report will reflect the returned check and if collection is unsuccessful the club's balance will be adjusted appropriately.
- Tom also noted that Dan Palmer and the Bartlett Police Department has been successful in collecting on deposited checks returned for NFS. Dan said that typically if the check is for a donation it will be written off, but if it is for services or goods it will be treated as a theft.

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**Club Report's**

**Football – Bob Pastor**

- Football requested a check for \$800 made out to Corky's for the deposit on the 2002 kick-off dinner.

**Fine Arts – Pip Tegtmeier**

- At the last Fine Arts meeting there were not enough members present to vote on the \$50 donation for the purchase of the defibrillators.
- Things are moving along nicely on the Craft Fair. 100 invitations were issued to crafters, 65 reservations have already been sold.

**Student Council – Dan Palmer**

- 48 days left until school starts, applications have been made for the permits for Hawk Fest and for the parade.
- Student Council is requesting a donation from the Booster Club for the fireworks.

**Cheer – Bruce Werner**

- Bruce made a motion to allow Cheer to have two car washes for fundraisers. Both would be held at Walgreen's and the dates are July 27<sup>th</sup> and August 17<sup>th</sup>. The motion was seconded by Ken Kaduk and was passed unanimously.
- Bruce also made a motion to allow Cheer to have a cookie dough sale in February. This motion was seconded by Bob Pastor and was passed unanimously.

**Committee Report's**

**Hawk Wear – Silvia Stade**

- The first shipment has arrived. If we can secure enough volunteers it will be on sale at the Steak Fry in August.

**Concessions – Diane Markowski**

- Tom Connor stated that each club had two options in how to run concessions. Option "A" is the most lucrative to the individual clubs and requires the clubs to purchase and maintain all product and inventory. Option "B" is to continue under the current plan. It is very important that the person responsible for concessions for each club contact Tom about the details if they are going to pursue option "A". Procedures concerning receipts and bills must be abided by to facilitate proper accounting.
- Diane Markowski noted that any club that will be purchasing their own product is welcome to use the Booster Club Sam's Club card, and the Booster Club Discover Card. The Sam's Club card has tax-exempt status associated with it, and the Discover card earns the Booster Club "cash back".
- Dan Kallenbach stated that Soccer needs to think about their concession plans as there will be times when there are 4:30pm and 6:30pm games being played at Millennium Field. Decisions need to be made as to whether concessions will be available at both games. Also some coordination will be required with Football because of the sharing of Millennium Field.

**Ways and Means – Tom Connor**

- A Request for Proposal (RFP) in the form of a letter has been mailed to all pizza vendors within 4 miles of Bartlett; this amounted to 14 vendors. Any vendor interested in being considered for the concession business of the Booster Club was asked to return the self addressed, stamped envelope. Several requirements were presented in the letter and they will be considered in the final decision. Considerations for the final decision include; price, taste, timely delivery possibly

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outside of normal business hours, and the provision of a working pizza warmer. All interested vendors will be contacted to attend a "taste test".

- Good progress has been made towards organizing the Steak Fry.
  - The First Annual Steak Fry will be held on August 17<sup>th</sup> from 5pm-10pm at Apple Orchard West.
  - **This is an adult only (over 21) event.**
  - Tom noted that they already have the tents, the tables, the band, the beer, and the pop arranged.
  - They are currently looking for steak vendors.
  - Tom is asking that each club donate 3 - \$50 prizes for use in the silent auction and raffle. These prizes can be donated to the club, or purchased by the club.
  - We are looking for sponsors for various aspects of the Steak Fry. For example, the beer has been donated. Individuals or businesses can sponsor all, or part, of the band, the tents, the steaks etc.
  - The name of the band that will be performing is "Used".
  - We will either be running "pull tabs", like those used at the July 4<sup>th</sup> fest (which may have licensing issues) or split-the-pot.
  - There will be a total of 400 tickets available at \$25 per ticket. Each club will be asked to sell 20 tickets. The tickets are being produced now and should be completed this week.
  - Professionals will cook the steaks.
  - Dan Palmer noted that the request for the liquor license and the request for the amplifier permit are on the agenda for the Village Board meeting on Tuesday, July 16<sup>th</sup>. These permits are being discussed at the Park District Board meeting on Tuesday, July 9<sup>th</sup>.
  - The following clubs have already volunteered for the indicated jobs:
    - Football – cleanup and takedown (Tent takedown is included in the rental)
    - Ways and Means – Oversee setup (Tent setup is also include in the rental)
    - Dance Spirit – Beverage ticket sales and distribution
    - Soccer – Parking

### Old Business

- Silvia asked the clubs for their status on the \$50 donation for the defibrillators. Bruce Werner commented on the recent news story of a boy being killed by a misused defibrillator. Dan Palmer noted that this was a hospital grade defibrillator, which did not have the built in safeguards that are present in model that we are buying. Football, Dance Spirit, and Soccer committed to the \$50 donation. Fine Arts indicated that this would be voted on at their next meeting.
- Bruce Werner suggested that it would be beneficial to put together a committee to review the bylaws in light of the issues that were encountered with the Officer Election. Dan Kallenbach agreed that this would be a great idea, as they haven't been reviewed in several years. Dan suggested that Ken Kaczynski chair this committee as he has the most experience and the best historical perspective on the bylaws. Ken will be contacted about this when he returns from vacation.

### New Business

### Announcements

- Dan Palmer reminded the Booster Club that the National Night Out is Tuesday, August, 6<sup>th</sup>, and that Summerfest is scheduled for August 9<sup>th</sup> through August 11<sup>th</sup>. The mini Vietnam Wall will be at Bartlett Park, near the gazebo during this festival.

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The meeting was adjourned at 7:55pm.

***Next Board Meeting, Tuesday, August 13 at 7:00pm, Bartlett High School Library.***

Respectfully Submitted,

Len Hardy  
Secretary, BHS Booster Club