



ATHLETIC BOOSTER CLUB

## St. Francis Athletic Booster Club Meeting Minutes

### Call to order

A meeting for the St. Francis Athletic Booster Club (SFABC) was held at Beef O'Brady's on April 24, 2022 at 3:00PM.

### Attendance

#### Voting Members in attendance:

- Torson, Tracy | President
- Krause, Brad | Vice-President
- Rothbauer, Lorne | Treasurer
- Bakken-Kleven, Jessica | Secretary
- Cotton, Noah
- Cotton, Sarah
- Girard, Steve
- Hass, Andy
- Holcomb, Brian
- Kleven, Nick
- Krause, Reanna
- Torson, Danye

#### Members not in attendance:

- Antinozzi, Heidi
- Fryer, Lisa
- Girard, Danielle
- Norton, Matt
- Norton, Tracey
- Rothbauer, Jackie

### Approval of minutes

The March 20, 2022 meeting minutes were reviewed. There were no corrections noted. March 20, 2022 meeting minutes approved.

### Treasurer Report

Our account has been opened. We have \$50 in our account.

### Unfinished business

*Items that the board has previously discussed that are ready for formal approval.*

#### Bylaw Approval

- The bylaws have been approved and signed. Tracy Torson will scan a copy of the bylaws and make them available to the Google Drive.



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### Donation Letter

- Wording change: “Upon receipt of your donation we will mail you a letter of thanks and appreciation as well as documentation of a receipt for your records” to “Upon receipt of your donation we will email you a letter of thanks and appreciation as well as documentation of a receipt for your records.”
- Update to the last paragraph: remove Tracy Torson’s personal contact information in the last sentence.
- Tracy Torson will post our donation letter to social media.
- Tracy Torson will send our donation letter to the St. Francis alumni.
- We will hold off on sending our donation letter to businesses. We will plan to approach businesses at a later time with a specific ask.

### New business

*Items that may be voted on, amended, tabled, moved to committee for consideration or postponed.*

#### Bylaw addendum

- Tracy Torson will create a bylaw addendum that reflects the Saint Francis Athletic Booster Club will be allowed 20 members. Member re-election will happen in May of each year.

#### Go Fund Me

- We will do away with the go fund me plan at this time.

#### Donation Letter

- Sarah Cotton will look into options we have to email our letter to emails the basketball association currently has on file.
- We will approach current coaches to help share the letter with current families and alumni.

#### Alumni Letter

- We will use one letter, the donation letter and do away with the alumni letter idea.

#### Website Donations

- Nick Kleven looked into options between PayPal, Stripe and Square.
  - PayPal: 2.89% + \$0.49 per transaction.
  - Square: 2.9% + \$0.30 per transaction.
    - Free card reader and pay 2.6% per tap/swipe/dip and \$0.10 per transaction.
  - Stripe: 2.9% + \$0.30 per transaction.
- We are planning to use square. The square transaction fees are lower than both PayPal and Stripe.
- Square also has features to keep a log of everyone that has donated as well as their contact information.
- Nick Kleven looked into DonorBox. They charge 1.5% and you must use Stripe or PayPal and pay those processing fees. They can help us to manage donations and letters and have many other donation features. We will hold on the usage of DonorBox. If donations become unmanageable, we can add this as an option at a later time.

#### Local District Businesses

- A list has been compiled. The list includes a google search of Ham Lake, East Bethel, Bethel, St. Francis, Oak Grove and Nowthen restaurants, bars, and breweries. The list also includes



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businesses from the Oak Grove city website, East Bethel and Bethel Chamber of Commerce businesses.

- Jessica Bakken-Kleven will continue to fine tune the businesses list. We still need St. Francis Chamber businesses as well as zip codes.
- We will wait to send letters to businesses and wait until we have a specific ask.
- Jessica Bakken-Kleven will update the businesses document to reflect when a business has been contacted, what they donated, and when a thank you letter has been sent.
- Jessica Bakken-Kleven will upload this document to the google drive.
- Ideally, we would like to plan to contact local businesses annually.

### Reimbursements

- Tracy fronted costs for the purchase of the domain, website, and email software. Once we get some cash flow, we will reimburse these costs.

### Tax Donation Receipt

- Jessica Bakken-Kleven completed this receipt.
- Jessica Bakken-Kleven will edit the document to contain a combined thank you letter plus receipt.
- Jessica Bakken-Kleven will add this to the Google Drive once completed.

### Website

- Tracy Torson will look into options to add some additional text (similar to what is written in the 3<sup>rd</sup> paragraph of the donation letter) to the opening/main page of the website.
- If businesses sponsor, we will plan to thank them publicly on our Facebook page as well as on our website.
- Website editors will include Tracy Torson, Brad Krause, and Nick Kleven.

### Sponsorships

- We are tabling sponsorships at this time. We will revisit as we gain cash flow.
- Business Plaque. If a business chooses to sponsor the SFABC we would like to offer them a plaque. We will table this at this time.

### Alumni Event

- Possibility of doing alumni event. Table at this time.

### Bags Tournament

- The group agreed that we would like to proceed with a bags tournament to help get our club advertised to the local community.
- A bags tournament is based on skill, so no gambling permit is needed.
- Looking to hold the bags tournament event on Saturday, June 4, 2022.
- Danye Torson will contact Beef O'Brady's to request a food/liquor percentage donation. Danye Torson will also clear the June 4 date with Beef O'Brady's.
- Danye Torson will contact King's County Market to request usage of their parking lot for our event.
- We may need to obtain a special event permit. Sarah Cotton is going to contact the city of St. Francis to investigate what is needed.



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### Fins and Feathers

- Steve Girard will investigate what would be “in season” for Fins and Feathers and report back at our May 13 meeting.
- Andy Hass will investigate options of having this event at the winery.
- We would like to do this event the weekend before MEA.

### Other Discussion

#### Future Meeting Minutes

- It will be each member’s responsibility to review the digital meeting minutes that will be electronically emailed out. We will no longer be supplying paper copies of the meeting minutes. First item of business at each meeting will continue to be approval of the previous month’s meeting minutes.

### Next Steps/Assignments

- Tracy Torson will scan a copy of the signed bylaws and make them available to the Google Drive.
- Tracy Torson will make the following donation letter changes:
  - “Upon receipt of your donation we will mail you a letter of thanks and appreciation as well as documentation of a receipt for your records” to “Upon receipt of your donation we will email you a letter of thanks and appreciation as well as documentation of a receipt for your records.”
  - Update to the last paragraph: remove Tracy Torson’s personal contact information in the last sentence.
- Tracy Torson will post our donation letter to social media.
- Tracy Torson will send our donation letter to the St. Francis alumni.
- Tracy Torson will create a bylaw addendum that reflects the Saint Francis Athletic Booster Club will be allowed 20 members. Member re-election will happen in May of each year.
- Sarah Cotton will investigate options we have to email our donation letter to the emails that the basketball association currently has on file.
- We will approach current coaches to help share the letter with current families and alumni.
- Jessica Bakken-Kleven will continue to fine tune the local district businesses list. We still need St. Francis Chamber businesses as well as zip codes.
- Jessica Bakken-Kleven will update the businesses document to reflect when a business has been contacted, what they donated, and when a thank you letter has been sent.
- Jessica Bakken-Kleven will upload this document to the google drive.
- Jessica Bakken-Kleven will edit the tax donation receipt to also contain a combined thank you letter plus receipt.
- Jessica Bakken-Kleven will add the tax donation/thank you letter to the Google Drive once completed.
- Tracy Torson will investigate options to add some additional text (similar to what is written in the 3<sup>rd</sup> paragraph of the donation letter) to the opening/main page of the website.
- Tracy Torson will add Nick Kleven as an editor to the website.



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- Danye Torson will contact Beef O'Brady's to request a food/liquor percentage donation. Danye Torson will also clear the June 4 date with Beef O'Brady's.
- Danye Torson will contact King's County Market to request usage of their parking lot for our event.
- Sarah Cotton will contact the city of St. Francis to investigate if we need a special event permit.
- Steve Girard will investigate what would be "in season" for Fins and Feathers and report back at our May 13 meeting.
- Andy Hass will investigate options of having this event at the winery.

### Announcements

#### Next Meeting

- Friday, May 13, 2022 @ 5:30PM. Location to be determined.
- Going forward, starting in June, meetings will be the last Sunday of the month at 3PM.
  - June 26, 2022
  - July 31, 2022
  - August 28, 2022
  - September 25, 2022
  - October 30, 2022

### Adjournment

- 4:57PM