Concession Meeting – 8/5/2019

Attendees- present not present

Lindsey Svatba – chair Blair Williams

Maryl Brennen Angi Ilhi

Michelle Miller will likely add to committee

John Mann

Crystal Mann

Colleen Fitzpatrick

Bruce Hutter

Discussion Items –

1. Dates – Colleen will send Maryl the dates she has for soccer. We have the football schedule already. Not sure if there is a Freshman team for Football and will need to check to see if games need to be covered.
   1. To Do Items
      1. Colleen will share soccer dates
      2. Maryl will create list of all concession dates for each sport
      3. Maryl will stay in touch with soccer parents for changes in the schedules throughout the season and inform Lindsey of any additional games that will need to be covered.
2. Volunteer Coordination
   1. We will use sign up genius like last year.
   2. Lindsey will check with Jan Kane to see if she wants to have a separate sign up genius for concessions only.
   3. Colleen created a concession manual last year and we will get copies to anyone on committee and always leave a copy in the concession.
3. New Procedures for Spending
   1. Email from Michael attached as appendix
   2. Will need to be more prepared and less last minute with new procedures.
4. Drinks –
   1. Coke Representative is Deron Breeze - phone number is (800)260-2653
   2. First order from coke has been placed for 89 cases and should be delivered on Monday.
   3. Pricing
      1. We will review the invoice that comes with the deliver to determine what we are being charged per bottle.
      2. Crystal talked to Theresa Catchen on August 5th and Theresa said we do not have to order from the coke distributorship and can buy our drinks from anywhere – we just need to use only coke products.
      3. Crystal has asked for contract from Theresa Catchen so we know exactly what the rules are
      4. Will need to check to see if we do not order everything from distributor will we be able to keep our coolers and get menu board printed.
         1. Crystal will price out menu boards from printer.
   4. Process for ordering
      1. Wednesdays – send purchase order request to Michael Kane
      2. Thursdays – Place orders
      3. Fridays – Pick up GFS items
      4. Mondays – coke deliveries
   5. Open items –
      1. need to find out which EIN will be used if paying with school account for GFS and/or Coke so the vendors have the correct information
      2. Need to ensure the word “boosters” is not listed on any invoices from vendors
5. Food
   1. We went through the menu from last year to determine what we want to offer this year.
      1. May try a few new items on a trial basis
      2. Permanently adding Popsicles to list
      3. Removed Ice Cream from Menu – will offer on hot days possibly.
   2. Will need to compare prices from GFS, Gold Products, etc. to determine what we want to purchase
   3. Candy – need to price out candy and determine what candy we want to sell.
   4. Colleen will send the GFS log in information to the group
   5. Colleen will send us the products we have ordered in the past so we know which brands to purchase.
6. Next Meeting – Thursday, August 8th
   1. Will need to include Michael Kane in this meeting as we will need to place our GFS order and will need to get the purchase order approved before ordering.

Appendix – Michael’s new spend procedures email

All

I am continuing to work up a formal SOP around how we will need to manage our sources and uses of funds, but as promised here is the email with at least some general guidelines to follow for now.

Important Points:

* Invoices made out to any iteration of the band organization including the word "Boosters" may not be paid with funds deposited to our school account.  We may use names such as Dixie Band, Dixie High School, Dixie Heights High School, but once the word "Boosters" is included we can only pay that out of the booster account.  I am working on identifying vendors where we will need to change the name of the invoiced.
* We cannot be reimbursed from our school account for anything paid for on on our Booster account debit card.
* Purchase orders MUST be filled out and submitted PRIOR to invoicing and invoices to be paid from our school account MUST be dated AFTER the purchase order.  There can be no exceptions to this due to audit concerns.  This will require forward planning, contacting of vendors for quotes, submitting purchase orders and then being invoiced after purchase orders are approved.
* For large purchases at GFS or Kroger (for concessions as an example), the school has cards we may use to make purchases, which would then be paid using funds from our school account.  These cards are available for check out from Teresa Catchen.  We would need to submit a purchase order with an estimated spend prior to purchase.
* Purchase orders should be close to the expected spend.  My understanding is that a little under or a little over will not be a problem, but wide variances will be an issue.

A general flow for non-instructor expenses would be:

* Come to me with the vendor and estimated spend (quote from vendor, if appropriate)
* If we have sufficient funds in our school account I will prepare and submit a purchase order for same
* If we do not have sufficient funds in our school account I will pay from the Booster account
* For GFS/Kroger, check out card from Teresa, make purchase and submit receipt to Teresa and also let me know what we spent
* Assuming sufficient funds in the school account, once the purchase order is approved we may be invoiced by the vendor
* The invoice, once received, would be submitted to me for record keeping and then I would submit to Teresa for payment

I should be included on any and all communications to ensure that I have all I need to keep accurate track of our funds.

Including Teresa Catchen on this e-mail to provide input where I may have missed something.

Our primary goal is to ensure that we keep adequate funds in our booster account to pay staff through the season.  This is something that if not carefully managed could easily get away from us.

Don't hesitate to come to me with questions.  Development of this process will be ongoing and I appreciate everyone's consideration and patience as we deal with something new.

Hitting 'Send' nine minutes after my own deadline... dang, almost made it... ;)

Have a good night all.

Michael

859-468-7560