

PRAIRIE RIDGE HIGH SCHOOL BOOSTER CLUB

Monday, September 16, 2024 @ 7:00pm

Meeting Minutes

A meeting of the PRHS Booster Club was held on Monday, September 16, 2024 at 7:00 pm in the PRHS Library.

Board Attendees: Sieglinde Savas, President; Kevin Koeppen, Vice Principal; Shannon Vrbancic, VP-Operations Concessions; Katie Czarnecki, VP-Spirit Wear; Margie Palmer, VP-Fundraising; Liz Insteffjord, VP-Technology; Tatiana Gray, Treasurer; Erin Kaye, Secretary

Call To Order: Prairie Ridge High School Booster Club President, Sieglinde Savas called the meeting to order at 7:06 p.m.

Approval of Minutes: A motion to approve the minutes from the May 13, 2024, meeting was made, seconded and carried.

Vice Principal Report: Kevin Koeppen welcomed all attendees to the new school year. He thanked Jeremy Horton and team for re-assembling the Wolf "Cup" Signage on the football fence after it underwent repair this summer. He also recognized the Booster Club for recruiting Jeremy's helpers for this project. Kevin congratulated the Boosters on a successful Distribution Days and acknowledged the hard work that goes into this week to make it run smoothly. He also recognized the Booster Club's involvement in the Homecoming festivities this past week. He appreciated the Booster's organization and reliability in executing special events like the Epic Race and naming of the Wolf Mascot, as well as the more established activities such as concessions and spiritwear sales. Kevin also presented a thank you card to the Booster Club from the Epic Race team for donating the spirit wear prizes for the event. Lastly, he spoke of his own children at Prairie Ridge and how much the Booster's efforts benefit his family personally.

Introduction of Attendees: Sieglinde initiated a round of self-introductions amongst the meeting attendees.

BOARD REPORTS

President's Report:

Sieglinde welcomed the attendees. She reviewed the summer activities since the last Booster Club meeting on May 13, 2024. She described a quiet summer, but highlighted the weekly Booster Club emails which celebrated a different committed senior each week. The Booster Club board also met this summer to acclimate new board members, Erin and Liz.

Booster Club Events in the New School Year:

The Booster Club has already kicked off the new school year with many fun, successful events such as Distribution Days, Fall Kick off, and the first home game – Homecoming.

Name the Mascot:

The Booster Club initiated a "Name the Mascot" contest as part of the Homecoming festivities. Congratulations to Mr and Mrs. Schremp, who named the wolf mascot "Winston".

Fall Parent Meetings:

Sieglinde thanked attendees for allowing the board members to attend 8 parent meetings for all fall sports, plus Fine Arts/Band. She reported that the board members were able to introduce themselves to new and existing families, explain the role of the Booster Club at Prairie Ridge and encourage their involvement.

History of the Booster Club:

Sieglinde gave historical context to the Booster Club as we know it today. Formally an “athletics” only Booster Club until 2 years ago, Sieglinde, Shannon and Katie worked to transform the organization to encompass all activities at Prairie Ridge, including Fine Arts, Band and clubs. They added board members, Tatiana and Margie, to the new philosophy last year, followed by Erin and Liz this current year. The new inclusion of all activities and clubs at PR has significantly improved school spirit at PR.

Upcoming Vacancies:

Sieglinde addressed the upcoming open positions of Treasurer, VP Operations (Concessions) and President for school year 2025-26. She encouraged attendees to consider volunteering and offered an opportunity for shadowing these positions this current year. Please contact any of us if you have any questions.

Rosters/Sponsors:

Sieglinde presented the Fall Roster Booklets and passed out a few copies to attendees. She explained that this endeavor will fall under the VP Administration (Fundraising) next year. The complimentary roster booklets brought in \$20,900 of funds across 25 sponsors thus far this year. She encouraged all meeting attendees to patronize these businesses. The rosters include every sport, numbers or not, including D155 Swimming CO-OP. Sieglinde acknowledged printing/toner issues prohibiting the distribution of the booklets at this time. These issues should be resolved soon and she thanked Prairie Ridge parent, Kelly Demakis, for designing the booklet and Brian Coyle, at the UPS Store Crystal Lake, for printing them.

Special Allocation for Senior Banners:

Spearheaded by Chris Schremp and the Athletic Department, Prairie Ridge has committed to assisting with the Senior Banners for all senior athletes and marching band members. The Booster Club has pledged to fund these banners, which will provide equity and consistency in signage to all senior participants. The banners will be procured through VIP; banner pictures were taken on picture night with the team pictures. Sieglinde explained that the Booster Club has allocated funds toward the endeavor, as well as established “tip jars” at the football concession stand with proceeds going toward this project. The athletic department will be responsible for executing this endeavor and Chris Schremp plans on hanging these banners in the gym once they arrive.

Social Media/Email:

Sieglinde described her weekly Friday Booster Club emails, which contain a plethora of student pictures and updates on current events. She encouraged meeting participants to subscribe to the weekly emails if they haven’t already, as well as send her pictures to include. She explained that this weekly task is a team effort with Shannon, as it takes a significant amount of time to locate and obtain the various photos.

VP Administration - Fundraising Report:

The Freeze:

Margie reported a great turnout for the Meet the Mascot event at The Freeze in August; the Boosters raised \$300. Winston, the mascot, made an appearance for the day and was well received. Thanks to all the volunteers (Pride of the Pack and Liz Instefford) for donning the costume. This event was a successful celebration to the Fall Kickoff which was the night before.

Chick-fil-A Showdown:

Margie informed attendees that this year’s crosstown challenge at Chick-Fil-A, between Prairie Ridge and Cary Grove, is the week of September 23-27, 2024. Prairie Ridge will get the front of the restaurant to decorate the Sunday before. The Pride of the Pack will be in charge of the decorations and Booster Board members will be present during the decorating. Margie explained that the Booster Club will fund the decorations. Other team spirit efforts for this event include fun and creative video submissions of students promoting the challenge on social media. The Boosters will receive 10% of sales that week. **Originally, the Boosters were informed we would receive 20% of online and mobile orders, but have since been notified after the meeting that this is not*

the case. Margie encouraged all clubs, athletics and programs to plan group/team dinners at Chick-fil-A during this week. The winner of the challenge will be announced at the Friday night home football game against Cary Grove. Margie enthusiastically proclaimed this will be the 3rd time Prairie Ridge has won the challenge and been awarded the extra \$500 for greatest sales volume. Lastly, Margie encouraged attendees to bring all family, friends and neighbors to dine at Chick-fil-A the week of September 23-27 to support Prairie Ridge. Please send us pictures of anyone dining so that we can celebrate it!

VP - Technology Report:

New Website:

Liz revealed to meeting attendees that the Booster Club website now has a new domain name: prwolvesboosterclub.com. The former web address previously included the word "athletics" in the name. Liz explained that the new name now matches the Instagram account name. This new name is beneficial for both consistency in marketing, as well as accuracy in representation of the Booster Club's support for all school athletics, clubs and activities. Liz reminded attendees to use the website to sign up for Sieglinde's weekly emails, purchase spirit wear, and purchase tickets for Ridge Fest.

Chick-fil-A videos:

Liz informed attendees that she is collecting short videos from teams, clubs and activities to promote the Chick-fil-A Showdown. These videos will be posted on social media to encourage the community to eat at Chick-fil-A the week of September. 23-27. Liz explained that videos can be submitted to her through the PR technology email listed on the Booster Club's website. She thanked all those who have already submitted a video to her.

VP - Operations (Concessions) Report:

Fall Kick-off Night/Color Toss:

Shannon updated meeting attendees on the successful Fall Kickoff event. She described a scaled back menu for the night. Hot dogs and water bottles were given away to the first 500 students, as a donation from the Booster Club. Shannon stated all students, staff and parents had a great time. She predicts those who missed out on the event this year will likely attend next year.

Football Concessions:

Shannon thanked the Marching Band for volunteering in the Concession Stand at the first home football game, which was Homecoming. The gross earnings for the game were \$9195. Shannon noted that this amount is prior to paying the vendor bills and distributing \$800 back to the Band program. Shannon relayed to the attendees that it was a hugely successful night for Concessions; almost all items were sold out.

Along with the Marching Band, Girls Soccer, Football and Baseball have also volunteered to work the concession stand for the regular football season. Wrestling, Girls Golf and Boys Basketball are in the queue for post season games. Shannon remarked that this was the first year she did not have to send out an email soliciting volunteers for the Concession Stand; teams reached out to her over the summer. She expressed her gratitude that coaches and parents realize this is a fun and easy way to raise money.

Shannon also thanked parent volunteer, Jeremy Horton, for making the new Concession menu boards on the barn doors of the Concession Stand and for making the 50/50 raffle aprons.

New 50/50 Raffle Option:

Shannon educated meeting attendees on a new fundraising option at home football games: a 50/50 raffle. She has added a sign-up slot to the team signup genius for an optional 50/50 raffle volunteer. This is an extra opportunity for the working team/activity to raise money. Shannon explained that 50% of raffle ticket sales will go to the winner and 50% will go to the working club/activity. All city permits are in place. At this past Homecoming game, Marching Band volunteers were able to raise \$1362 in 50/50 raffle ticket sales, bringing in an additional \$681 for the Marching Band, on top of the \$800 for volunteering in the Concession Stand that evening.

New Tip Jars:

Shannon reiterated Sieglinde's earlier information about the new "Tip Jars" at each window of the Concession Stand. The proceeds from these jars will go toward helping fund the Senior banners for Athletics and Marching Band.

Stadium Fence Design:

Shannon informed meeting attendees that the Booster Club purchased cups for the Homecoming 2024 design on the stadium's north fence. She thanked parent volunteers Ally McMullen, Stacy Ramirez, Reeny Seiwert, Anna Witowski, Trisha Breseman, Carol Tarnawa, and Jeremy Horton, as well as their children, for volunteering to decorate the fence.

VP - Spirit Wear Report:

Katie updated meeting attendees on her spirit wear-related activities over the summer, including procuring all merchandise and installing shelves in the Spirit Wear room to better store/display the products. She detailed for attendees the successful spirit wear sales during Distribution Days, with sales on the first day at \$4,200, second day at \$6,148, and third day at \$12,328, for a grand total of \$22,676 in gross profit. Katie informed attendees that she spent roughly \$22,000 in merchandise procurement this summer, so all additional spirit wear sales this school year will be profit for the Booster Club after the success of Distribution Days. The spirit wear sales during the Fall Kickoff event were \$1,280 and Homecoming were \$4,600. Katie informed attendees that the sales during Homecoming this year were double or triple the usual spirit wear sales during a home football game.

Treasurer's Report:

Tatiana referred Booster members to her Financial Report for the past School Year 2023/24. She noted the total income last year was \$186,657 and total expenses were \$171,861, with a net balance of \$14,796. This amount is needed to carry over into the following school year to cover initial start up costs in Concessions and Spirit Wear. She highlighted from her financial report that the Boosters were able to allocate \$65,040 last year toward clubs/sports/activities. The Boosters also awarded \$6000 in scholarships to Prairie Ridge students last year.

Sieglinde reminded the attendees that Tatiana will be stepping down from her Treasurer role at the end of this school year. She thanked Tatiana for all her efforts and encouraged attendees to consider filling this role next year, especially if they have an accounting or quick books background, or just enjoy working with numbers.

Team & Activity Reports:

Marching Band:

Rhiannon Bakk-Hanson, a Marching Band and Theater parent, updated the Booster Club with an upcoming Marching Band Pep Tunes collaboration event with Cary Grove at the Norridge Ski Resort on October 5th, 2024. More information will be coming soon.

Ridge Fest Committee:

Johanna Donahue, Ridge Fest Committee Chair, updated meeting attendees on the planning process for this upcoming fundraiser. Ridge Fest will be Saturday, October 19th, from 6-11pm, at the Dole Mansion in Crystal Lake. She reminded attendees that the link to purchase tickets is now live on the Booster Club website. The price of tickets has decreased since last year; they are now \$50/per adult. This includes heavy appetizers from Fork-It Foods, live music from Dollar Giraffes and the PRHS Marching Band, as well as raffle baskets, auction items, a bottle pull and a cashless bar. Johanna informed the group that the fundraiser has already pulled in over \$4,000 in ticket sales, through the tickets offered as part of the Roster Booklet sponsorship advertising package. She also relayed that Fork-It Foods will be donating more food this year than last, so this will cut down on the food costs for the event. She will be working on distributing a sign-up genius next week to solicit volunteers for that evening. Sieglinde will start posting thank you messages to the sponsors on social media.

Upcoming Dates

Booster Club Meetings:

Oct. 21st, 2024

Nov. 18th, 2024

Dec. 16th, 2024

Jan. 13th, 2025

Feb. 10th, 2025

March 10th, 2025

April 14th, 2025

May 12th, 2025

Ridge Fest:

Oct., 19th 2024

Raffle Drawing: Allison Woodin for Dance Team \$100

A motion was made, seconded and carried to adjourn the meeting at 8:03 pm.

Respectfully submitted,

Erin Kaye, Secretary PRHS Booster Club