

Minutes

Hamilton Southeastern Destination Imagination Boosters Board of Directors Meeting August 28, 2015

Present: Dawn Everidge, President; Greg Fullhart, Vice-President; Lexy Puzzella, Treasurer; Anne Wiseman, Secretary; Kristy Seitz, Program Director

Absent: Kathy Seitz, Robin Young, Program Directors

President Everidge called the meeting to order at 7:19 pm. A quorum was present.

August 13 minutes: Approved with updated language regarding sufficient funds available to send two team managers to Globals. Greg Fullhart made motion to approve minutes, second by Kristy Seitz

Agenda Items:

1. Review of Action Items:
 - a. HSSF – Anne reported that the HSSF (foundation) does not support individual students with financial need, but would consider team support for travel. Individual student financial support may be sought from PTO or individual organization
 - b. Dawn confirmed that Krista recommended quick books for accounting as that is what PTO uses
 - c. First meeting discussion – hold for later discussion during the meeting
 - d. Send communication to schools and email to students/parents – Kristy completed
 - e. Fact sheet handout – review later in meeting
 - f. Dr. Bourff will be in attendance for 9/8 meeting (will give brief recommendation for the program)
 - g. Website renewal – Ken Seitz will help with website – need person to coordinate website content, perhaps the communication committee
 - h. Lexy will distribute revised budget to include supply costs, etc for discussion

Dawn brought up question on fees on organizational DI website. The Indiana DI affiliate plus international make total fees \$230 per team, but since different affiliates charge different fees, appears cheaper on the organizational site as Indiana is one of more expensive affiliates

Agenda Items

1. Review of Budget Items
 - a. Leeway in budget on supplies and banquet costs, brief discussion on budgeted items

Dawn moves to approve the budget version 3, second by Kristy. Will attach revised budget to minutes

2. President update – n/a
3. Vice President update – Neon CRM will be not ready for Sept registration

- a. Discussion of opening meeting, distribution of forms. Registration first week of October
 - b. Greg thinks we can get online payment set up by early October, there will be an admin fee to use Paypal or credit card payment
 - c. Payment by check may be mailed directly to Lexy Puzzella
 - d. Need to collect participant names and contact info, birthdate, shirt size
 - e. Expectations (fees, practices) up front – can put on the site or on paper
 - f. Kristy prefers that new participants put info in Ipad to capture info
4. Treasurer update: new account #2727081 set up at FORUM Credit Union
- a. Deposit of \$525 made to account
 - b. Received check from Kristy for balance of HPE DI account this evening, that account inactive
 - c. Need to replenish scholarship account, need to pay Kate Lindeman her scholarship \$\$\$ once submitted
5. Fact Sheet
- a. Updated during meeting after discussion, Anne to send proof for review. Will distribute at all tables on Tuesday 9/1 open house
6. Open House
- a. Challenges distributed at 7:30 for current participants
 - b. Can get in school at 5 pm for set up
 - c. 7 challenge tables plus 1 for parents in café
 - d. Kristy shares list of props/what people are bringing
 - i. Challenge A. video recording/past props
 - ii. Challenge B. scene/prop/video
 - iii. Challenge C. crystal & Shield
 - iv. Challenge D. no props, maybe video
 - v. Challenge E. Prop & Video
 - vi. OR – Evan Hodes will talk about his experience
 - vii. IC – Greg will have 3 ICs available for demonstration
 - viii. Rising Stars
 - ix. Parents – Burow, Pollack
 - x. Greeters/Escorts – Tracy Gold, Lolita Braden, Annie Jansen, etc
 - 1. Talking points
 - a. Welcome, glad you are here
 - b. Can we get some basic info (collect on Ipad)
 - c. Why did you come tonight?
 - d. What are you interested in? direct to first choice challenge or encourage exploration
 - e. Props/volunteers need to be in place by 5:30
 - f. If at a table, tell how many years in DI, what's fun, why you do DI, describe other activities
 - g. Recruit, Recruit – remind about parent meeting, provide history of HSE DI Program
 - h. Greg to send mail merge email thank you to those that attended

7. September 8th Parent Meeting
 - a. Welcome, start at 6 pm – Kristy will lead
 - b. Brief overview – program directors Kristy
 - c. Video – imagine the possibilities
 - d. Dr. Bourff
 - e. Expectations – Program Directors – (team manager, practice expectations), Program Directors
 - f. Program history over the past 10 years
 - g. Volunteers Needed - Kristy
 - i. Sign up sheet, expectation, may get phone call
 - ii. Parent meeting/mixer
 - h. Costs/Booster Club – Dawn
 - i. Run thru prior to meeting - Monday at 3 pm at Lexy Puzzella's
 - i. Handouts – challenge fact sheets
 - ii. Collect parent information if not collected at 9/1 meeting
8. Recruiting Committee Chairs
 - a. All board members find 3 people to volunteer

ACTION ITEMS

- Anne to finalize Fact Sheet handout and forward for final review/Kristy & Anne to print color copies
- Kristy to give banner to Greg this weekend
- Kristy to confirm Dingo props for open house
- Dawn to get nametags for the evening
- Lexy will pick up foam IN DI letters from the warehouse to have at both events
- Kristy to send volunteer communication regarding arrival time/details of 9/1 open house

Next meeting will be held at 3 pm on Monday, September 7th at the home of Lexy Puzzella to finalize presentation for September 8th parent meeting

Meeting was adjourned.

Respectfully yours,

Anne Wiseman, Secretary