

Jefferson High School Athletic Booster Club
Monthly Meeting Agenda
October 8, 2025
6pm - Leonardo's

1. Call to Order Ben Janda
 - a. Welcome
 - b. Attendance: B Janda, A Janda, R Martin, T Boll, K Eirp, S Tapps Fee, C Deam, Christina G
 - i. Not in attendance: S Wendling, M Willman, K Wilson
2. Secretary's Report Sabrina Tapps Fee
 - a. Approval for September 2025 monthly minutes
 - i. Motion CD, 2nd AJ
3. Treasurer's Report Micki Willman
 - a. Not available at this time
4. Activities Director's Report Chris Deam
 - a. Volleyball invite 10/11. Two locations (Jefferson and Washington HS)
 - i. Meal cards provided for judges just as in the past
 - b. Hosting conference games the next week; volunteers needed
 - c. Not hosting anything at Kingston for FB this year.
 - d. Meeting next Monday for the Old Gym flooring as it needs replaced.
 - e. Softball Coach to be shared hopefully in the next week.
5. Old Business
 - a. Band Food Truck follow up
 - i. Four trucks: Hatchets has paid \$210 in cash; the deposit was given to Tiffany to include with the closing at the end of the band event. El Azul is expected to send a check
 1. Moving forward, no more than 3 trucks
 - ii. Stand 3 will not be open for these events moving forward. Facilities did not open stand
 - iii. Overall, fewer bands this year due to Prairie and Des Moines hosting events on the same day.
 1. Less bands = less spectators = less income from event
 - b. Band Coordination
 - i. Confirm invoice status for snacks provided at the September game — was one sent, and has payment been received?
 - ii. Verify pizza plans for the band: confirm delivery dates/times and ensure the pizza place has been notified.
 - iii.
 - c. Equipment updates
 - i. Square password updates, B Janda has all passwords and if anyone changes one, please make sure he gets updated information
6. New Business
 - a. **Square issues** -CD to check with district office on timing of things

- i. Updates are being done on game nights
- ii. Issues with consistent Wifi
 - 1. Some volunteers using their hotspots on phones to provide wifi

b. **Concession Stand Operations**

- **Training:** Discuss opportunities to train additional volunteers on opening and closing procedures. Do we offer double hours for volunteers that open/close? Just trying to avoid burnout for those that are currently doing it.
- **Staffing:** Consider adding extra volunteers at Stand 2 to help shorten wait times and improve overall flow. Stand 3 has a couple more people for each game. Issues arise with no shows.
- **Wait Times:** Review feedback on longer wait times at Stand 2 (up to a quarter) and discuss ways to improve efficiency.
- **Cash Handling:** Reminder that only adults should run the register; assign students alternate helpful tasks instead.
- **Card Payments:** Reminder to anyone working the registers — ensure volunteers are not processing card payments for transactions under \$3.
- **Product Sales:** Ensure all available items are being sold and promoted. Limit waste (popsicles were in stand 2 for a short time, but due to no one knowing, they weren't sold right away)
- **Food Safety:** Quick review of safe food handling practices and compliance with food safety guidelines. For example all food should be wrapped or packaged, if it is not you must be wearing gloves.
- **Volunteer Engagement:** Encourage anyone who offers to help — there's always a role for every volunteer.
- **Volunteer Balance:** Remind members not to overextend ourselves; share shifts and prevent burnout.
- **Closing Procedures:** Closers to double-check that all appliances are unplugged before locking up, and fridges, freezer and coolers are properly sealed shut.

7. Next Meeting

- a. November 12, 2025 at Leonardo's
 - i. Adjournment 7:29pm
 - 1. motion CD, 2nd AJ