

**RHS BOOSTER CLUB – Mulch 2008 Committee**  
**February 20, 2008**  
**7:00 pm – Duke's House**  
3231 Saint Augustine CT, Olney, MD 20832

**AGENDA with Annotated Minutes following each Item**

**Attendees:** Duke Owen, Pat Donnelly, Susan Weinstein, Richard Nichols, Carol Kennedy, Bob Taylor

**1. Welcome and Review Minutes**

**Duke Owen – Chair 2008**

**Richard Nichols – Chair 2009**

- Mtg Notes: Snow/Ice closed schools but the meeting went on unphased

**2. Committee Assignments**

➤ **Signs- Painting Billboards**

**Lennie Melvin, Carol Kennedy**

- Mtg Notes: Lennie agreed to paint the signs, will do in the next week per Susan,
  - helpers appreciated for outdoor snack bar location of painting

➤ **Signs- Distribution/Pickup**

**Pat Donnelly**

- Mtg Notes: Pat taking lead.
  - Will contact Ramon for his availability to help and map of locations.
  - Pat will coordinate pick up of signs on runs of mulch after 2 pm on sale day.
  - Distribution targeted for Mar 1-2 with Mar 8-9 rain dates. Bob can help if 1<sup>st</sup> or 2<sup>nd</sup>.

➤ **Fliers creation/distribution/mailing**

**Susan Weinstein**

- Feeder schools and Spanish mailing
- Mtg Notes: Susan coordinating with Colleen for run of school labels.
  - Will have metered mailing of English version of flier. Target for mailing Mar 3-5.
  - Donna will create label run for buyers from the last 3 years without kids at RHS this year. Mailing will include both sets.
  - Potential mailing to Latino community with Spanish form being investigated with Maria Bloom.
  - Thanks to Martiza Portocarrero for Spanish translation of form.
  - Susan also coordinating English/Spanish two sided flier for backpack mail at all RHS feeder schools also targeted to week of Mar 3<sup>rd</sup>.

➤ **Web updates**

**Brenda Hartman**

- Mtg Notes: Brenda doing a nice job. Fliers and minutes posted on home and mulch page.

➤ **Electronic Orders**

**Howard Hartman**

- Mtg Notes: Howard has on line form drafted
  - Duke helping with debug and wording, will send email confirmation to person ordering plus Susan and Duke
  - Duke has PayPal account set up to be able to send invoices for credit orders
  - \$2 nominal processing fee agreed on for all credit orders. Club cost will be about 3% so \$3 on the average \$100 - 20 bag order with delivery. We will lose a bit on credit orders and will assess after the sale if any increase in sales is apparent that makes it worth processing orders with credit. (A 40 bag order would be a club cost of approximately getting net income for 39 bags with income from last bag going to pay the credit cost)

➤ **Equipment**

**Bob Taylor**

- Mtg Notes: Bob is donating his four big trucks and 3 pickups.
  - We will pay his four professional drivers \$200 each for the day again
  - Bob will order fork lift from Rentals Unlimited – expected cost \$150-200
  - Notes pick up rental for those interested \$50-75 per truck per day, plus gas so about \$100 for a pick up rental for the day for interested parties
  - Pop Up Tents welcome – January minutes targeted four popups
  - Duke will have Country Boy leave their bobcat for use as well (~\$150)

➤ **Volunteers (including SSL)**

**Donna Nichols, Carol Kennedy (FORM)**

**Rockville High School Booster Club**  
Booster Club c/o RHS -- 2100 Baltimore Road -- Rockville, MD 20851

- **Mtg Notes:** Carol all over this, will work closely with Donna who was ill and could not come
  - Note to RamsNet
  - Want/Need Adults involved not just as buyers
  - Need to enlist drivers so we have a line of vehicles ready to roll at 8 am
  - Volunteers also needed for driving support vehicles (no lifting, just driving the kids behind the big trucks)
  
- **Food** **Jeanine McGrath, Phyllis Taylor**
- **Mtg Notes:** no leaders present
  - No discussion except to confirm plan for dogs, drinks, chips, morning donuts
  - Inside and outside SB plus cafeteria ice machines will be available for use
  
- **Set-Up** **Duke Owen**
- **Mtg Notes:** Duke to map out the site
  - Check with Pipe Band- will locate same as last year by band room, playground
  - General set up last year needs very little tinkering
  - Drive-up/Pick-up lane to be in parking lot not in drop off lane so less walking over the angled connector thing a majobber dirt break between lot and drop off
  - Strong director at entrance critical to triage delivery vehicles, pick up orders, day of orders
  
- **On Site Day of Orders** **D Shelly, B Wahlbrink, Linda Goldstein**
- **Mtg Notes:** No leaders present, system worked well including location
  - Donna will be unavailable day of sale, Barbara can help lead the effort- duke will confirm with her
  
- **On Site Truck Distribution** **Susan Weinstein**
- **Mtg Notes:** Susan was pleased with her system last year
  - 3-4 volunteers needed at her table in lot between load lanes
  - Carol to also work up signs for putting in vehicles to note bag capacity to help Susan and her crew know what type of orders to assign to vehicles coming in for reload and delivery
  
- **Safety and Signs** **Lennie Melvin**
- **Mtg Notes:**
  - Carol to work with Lennie regarding on site directional and identification signs and concrete pole buckets
  
- **On Site Entertainment, Shirts** **Susan Weinstein**
- **Mtg Notes:**
  - HOT 99.5 ok per Dr. Munk, likely setup near front entrance of school
  - ~50 adult shirts to be ordered for on site identification
  - ~200 student shirts to be ordered, including many more small sized ones
  - Alteration of last years logo for reuse to be considered for adult versions
  
- **On Site Excel Tabulations** **OPEN, duke will train**
- **Mtg Notes:**
  - Carol offered to help, offer dismissed due to her other critical roles
  - Need still exists
  - Student could do this for SSL
  
- **On Site Kid Supervision/Routing** **Pat Donnelly, Lennie Melvin**
- **Mtg Notes:**
  - Coordination of driver availability right away is hopeful to help engage more kids in the critical overstaffed hours of 9-11
  
- **Drivers: Vlahakis, York, Holler, English ---- Volunteer list will grow this**
- **Mtg Notes:** Carol K to sign up drivers
  - Specific call for drivers to be included in postings. Want parents aware this is a kid and adult event and we want vehicles ready to run

- **Clean-Up** **OPEN**
- Mtg Notes: Carol K to call for volunteers
  - Clean up crew 2-5 pm will clean site and be sure pallets stacked
  - Should relieve some of the pressure on all day site staff to continue thru the bitter end
  - Note that broken bag control and reserved for late delivery bags need to be accounted for and handled appropriately

### 3. Pricing –

- Mulch 3 cu ft bag – purchase at \$2.70 from Country Boy, \$4.25 sell / \$15.00 deliver
  - 45 bags per pallet
- LeafGro 1 cu ft bag – purchase at \$2.20 sell for \$3.50/bag
  - Pre-sale only, plus minimal partial pallet on site
  - 35 bags per pallet we think

### 4. Actions before next meeting

- a. Country Boy - Duke and Dick
  - b. Fliers – mail March 1<sup>st</sup> weekend, distribute to feeder schools week after
  - c. Signs – up weekend of March 1<sup>st</sup>
  - d. Equipment – Bob to contact Rentals Unlimited
- Mtg Notes:
    - All actions from last meeting accomplished. Actions coming out of this meeting:
    - Carol: post volunteer jobs
    - Pat: get billboards up
    - Susan: get mailings/distributions out
    - Duke: coordinate live online order from web site
    - Bob: reserve forklift
    - Richard: relay all the stuff we assigned to Donna to her

### 5. Next Meeting ~~03/20 (Thu)~~ or 03/27 (Thu in spring break) at Duke's house, if needed

- Mtg Notes: Thursday Mar 27
  - during Spring Break but ideal time since pre orders end 03/28.
  - Duke's house again