



## Executive Meeting Agenda

Sep 8, 2025 4:30 PM

LMSHS Library

*"To promote, aid, encourage, and enhance the development of all Lyons Middle/Senior High School students through the support of classroom and extracurricular activities including: academics, arts, athletics, social development and leadership."*

### ➤ Call to Order

### ➤ Officer Reports:

- President Report (Audra): Parent Organization Workshop Report
  - New KBE-R rule: Does not have a district employee in a board or officer position that could be considered a conflict of interest and does not allow employees to have access to or control over its funds.
    - I believe each board member and committee member technically has a conflict of interest because we each have a student in this school. It was brought to my attention that this needs to be clearly communicated at each meeting. I will include it on each agenda for liability sake.
    - Staff should not be a part of the decision-making or controlling parties in order to avoid a conflict of interest. It is ok as long as the staff member is not in charge of any funds.
    - A person who has a business that Booster Club would like to utilize should recuse themselves from any votes.
  - No sales tax to be collected from Concessions or Spiritware sales:  
"Sales made by Colorado schools and eligible school organizations are exempt from state sales and use tax. All proceeds, less only the actual cost of the commodity or service sold, must be donated to an eligible school or school-approved student organization."  
<https://tax.colorado.gov/sales-use-tax-topics-school-exemptions>
    - We do not have to collect or pay it. Katherine will triple check this and will have to look at the form.
- Secretary's Report (Allison/Meredith):
  - Approved and passed
- Treasurer's Report (Katherine):
  - The Statement of Activity was reviewed in detail
  - Sarah Rauker noticed that something was off with the After Prom account. In the future, we will write checks rather than transferring funds to have a tracking system.
  - School received a 5k grant for leadership, processed through the Booster Club
  - Starting the year very healthy

- The new budget process with individual revenue streams is working well, allows us to track each on separately (business sponsorship, Raise the Roar, etc....)
- Expense bucket looks larger around \$6,400, but it will be moved into appropriate categories.
- Report approved and passed

#### ➤ **Allocations:**

- Ms. Zema requested 4k for show choir dresses / sapphire singers. The school has had the original dresses for over 10 years and is running out of sizes and they are beginning to rip. Ms. Zema is starting to replace them and received a quote for sapphire singers AND HS choir.
  - Choir may go to uniform rotation. But Ms. Zema is ok with only every 10 years as these are not as heavily used. Band and choir shirts are replaced more frequently than the dresses. Rotating each dress for 5 years. Fine arts uniforms are going into rotation, right now at a 5 year rotation but maybe should go to 4 year rotation.
  - Suggestion - keep this as an allocation request instead of part of the uniform rotation schedule, every five years. So that we don't have to overspend if not needed. And check in regularly every year to see status on replacement needs.
  - Decision: Up to 4k for show choir dresses approved and passed.
- Ms. Ford. Original \$2500 request last month from Ms. Ford for senior banners, but allocation came in at \$3500.
  - Decision: Needs more information on the increase request amount, may need to vote on it again.
- Mr. Frank – 1k for student celebration awards and recognition. Booster funded this last year.
  - Decision: Motion approved and passed.
- Mr. Frank. \$500 to create more active recess activities such as games, and will partner with Student Council to find out what kids want out of recess. Went tech free at middle school for the first time.
  - Decision: Motion approved and passed.
- Mr. Frank. \$2400. School branding rugs to be upgraded to tie in logo around the school. Current rugs are very worn and old and not branded. This would fund 10 rugs. Front entrance, auditorium, band room, etc.
  - In the past, St. Vrain communications and marketing team have been able to pay for rugs. Mr. Frank will find out what they will offer.
  - May want to consider thinking about all branding allocation requests together, for a full financial perspective. Waiting for some quotes for the original re-branding mentioned last month, may come in somewhat higher than originally expected.
  - Decision: Need more information, Mr. Frank will talk to the District.
- Ms. Vazquez. \$655. More softball players than uniforms that fit for athletes this season. She considered athletes this season and last season. Need five more sets. Softball uniforms were paid for last year.
  - Decision: Motion approved and passed.

#### ➤ **Committee Updates:**

- After Prom: (need chairman)
  - No luck in getting a Junior parent for after prom to chair. Will keep trying!
- Concession (Savannah/Meg/Taylor):
  - Have made more than \$200 this year, and sign-ups are complete.
- Communications (Stacey/Tracey):

### Website:

- **Hosting Renewal:**
  - I was able to get the TechSoup discount and purchase our two-year Wix renewal for 60% off, **\$221.20** (\$187.20 Wix + \$34.00 TechSoup)
  - **This is scheduled to renew for \$624 on July 28, 2027 unless this same process is followed a month prior to the renewal date.**
- I've completed several website updates including the new business sponsorship page. <https://www.lyonslions.org/business-sponsorships>. (Only the slides and the sponsorship level graphics need minor updates when I get back after the 17th.)

### Business Sponsorship Banners

- Banners for all current business sponsors have been completed.
- One copy of each banner was ordered locally so that we had banners for the Community BBQ and first home football game. Polypropylene was used instead of the thick vinyl since this was a rush job due to not having all the logos until late Tuesday. This material is not as durable but
  - **(\$558.37 - Office Depot)**
  - We had some issues with the banners hung near the concession stand and these will be replaced in the online order. Unfortunately, the Cemex banner was damaged in addition to one of the bottom grommets failing.
  - All banner grommets have failed within hours of being put up, and they have been taken down by the school staff.
  - Action: Chaz will ask Office Depot for credit or refund.
- Our big online banner order (45 banners!) has been placed and will be shipped directly to the school by Friday, September 12.
  - This order includes replacements for the damaged football field banners.
  - **(\$1050 - Custom Printed Signs/Banners on the Cheap)**
- We shouldn't have any additional banner expenses unless the team adds new sponsors. This goes for next year as well. These banners should last us for at least two years.
  - **Fundraising** (Sarah): We'd like to purchase a windsock lion, Booster Club Wing Banner or banners, Booster Club sign for front of table at events. Sarah will talk to Mr. Frank.
  - LionsWear (Leissa/Lori): No updates
  - Volunteer Coordination (Yokaira): No updates
- **"To-Do" Calendar:** (Sep)

- Option 2 Checklist due after the SVVSD parent organization meeting (Treasurer)
  - Finalize plan for Fall Parent Teacher Conference Meals
    - Sept 24, Monday Sept 29, Oct 1 – all before next meeting
      - Ask Oskar Blues to cater on Sept 29
      - Ask parents to cater Sept 24 and Oct 1
  - Fundraising Posters/Fliers for PTC (Fundraising Team)
    - Last year, put the capital campaign signs up at parent teacher conference, with QR code, at every teacher door. Sarah will make the signs and laminate.
  - Coordinate volunteers for Booster/Lionswear table for home Football games (Spirit Wear)
- **Follow-up of Old Business:**
    - Uniform rotation (see current schedule created in 2009/10)- out of date (no fine arts, no cross country, can't even get same uniform after 3-4 years)
      - Add 'uniforms for choir last purchased X' in the uniform rotation plan.
  - **New Business:**
    - Commonly purchased items document. Mrs Ford is asking if it is still current and accurate. (see below)
      - Need less than 3k for seed money for Concessions each year
      - Ask Lori what is needed for Lions wear each year
      - Might be easier to show the budget financial paperwork for most up to date on what we pay every year.
      - Action: Ask Mrs. Ford her what the purpose is, and then Booster club will get her what she needs
  - **Next Meeting:**
    - 2nd Monday of Oct (13) is no school: Optional dates: Tue Oct 14th or Oct 20th (3rd Monday)
      - Agree – October 20th
  - **Meeting Adjourned**
    - Meeting adjourned at 5:43pm

## **2023-2024 Booster Club General Guidelines**

### **Annual expenses not needing a vote:**

- Concessions: \$3,000 seed money (Fall)
- Lions wear: Pay for whatever is requested
- Gym Banner: \$250 (September)
- Yearbook: \$3,000 (December)
- Senior roses: Pay for whatever is requested (May)

### **Annual expenses needing a vote because they may vary:**

- Summer programs: \$800 per sport
- Regional and State lodging or food: All lodging costs for coaches and athletes OR food up to \$350  
\*We do not pay lodging for parent chaperones
- Sports Uniforms (see rotation sheet)
- Accompanists: Booster covers evening concerts. Approx \$250/concert.
- Paint: pavement paws and "L" paint and supplies (up to \$500, then admin covers remaining)  
\*STUCO pays for the Senior Wall paint
- Professional Development for teachers: Lodging and/or food up to \$500, no airfare  
\*Principal covers required fees and books