Executive Meeting Agenda

Aug 17, 2026 5:00 PM

Lyons Community 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**

Meeting called to order at 5:10pm

- **Officer Reports:**
  - President Report (Audra):
    - Clear communication: Each board and committee member technically has a conflict of interest because we each have a student in this school.
    - A minimum of four members, of whom two must be officers, shall constitute a quorum for purposes of a special, regular, or annual meeting.
  - Secretary's Report (Meredith):
    - Report approved and passed
  - Treasurer's Report (Katherine):
    - Budget Review
    - Last year's financials:
      - Started last year with 160k, ended with close to 132k. Spent approximately 30k more than we made last year. Raised 12k less than expected. Netted positive on concessions and spirit wear. Challenge was that we did not make as much as last year. We had planned in last year's budget to spend down from our bank account 21k due to excess funds from Covid etc. However, we ended up spending down 30k.
      - About $2100 from last year needs to be carried over for a science and leadership grant. We also have a few allocations to carry over from last year.
    - This year's financials:
      - We have a bank balance of around 130k to start to draw down on. We are supposed to use these funds, rather than keep for future large projects.
      - To make the new budget, Katherine took the last two years and averaged or used the higher number (e.g. concessions, costs are more). The propped budget is that we would go into this year to lose approximate 20k and draw down from our bank funds. The budget does not reflect the one-time costs from last year (e.g. decorate athletics hall). But it does include 6k for unexpected requests.
      - It is too challenging to make a line-by-line budget for sports because we never know what sports make it to state or similar, and we typically cover those costs. It is easier to have a larger bin for total academic support to be more flexible.
    - Academic support: Does not reflect the funds that a sport team makes from concessions, which go into their club funds.

- Made around 47k last year, and that was a struggle to raise. We need to be realistic on what we can take in. Sometimes you need to spend money to make money – not a lot of funds in the existing budget to draw from to raise money.
- We need to consider ways to communicate more clearly what we are purchasing that the school would not have without us, as that may help families know what they are supporting via the booster club.
- What percentage of funds come from parents versus community? Business / community 15k out of 50k total, and growing. But there is a limit to growth in a small town like Lyons.
- Budget proposed
    - Total Revenue $84,666
    - Total Expense $104,135
    - Net Income -$19,470
- Budget approved and passed

- **Allocations:**
    - Request for 3k from Officer Rosie – community BBQ September 4. Allocation is in the budget. This is an annual request. Motion approved and passed.
    - Request from Sarah Rauker for Roar Rally Day fundraiser, to pay for a fundraising event (obstacle course, etc.) focused on middle school. We watched a video recording from Principal Frank describing the proposed new (hopefully annual) fundraising event that is using a model in place by another middle school. We would ask parents and families to sponsor kids as a way to incentivize donations because kids are doing something fun. Families will be familiar with this approach from elementary school Jogathon. It will require some more upfront costs. Goal is to make 30k. Use Fun Hub platform which is a $500 annual expense. We can save some money by borrowing bubble machine from another school. Obstacle rentals are estimated at $1200. Will also provide incentives for top classes, etc. Total budget around $4200-$4500, and we plan to do this every year. Initial focus will be on the middle school, with potential to expand to high school if there is interest. Get high school students to get volunteer to set up the course. This year request is for $4200, and follow up year $3500. Need secured storage in the future on the property that is mice proof. Move to amend the allocation request to up to $4,500. Motion approved and passed.

- **Committee Updates:**
    - After Prom: (Cheryl). Already have a great group of parents helping. Will apply to the LCF grant, which they have historically supported in the past, and ask LCF for support Prom. Will ask the kids what they want to do. For example, last year was at the school and three years ago, a casino night at Oskar Blues.
    - Concession (Savannah/Meg/Taylor): Off and rolling, sign up to staff is out. Thinking about having more fundraising for Booster Club for those not signed up by a club/group/sport. After prom will do some.
    - Communications (Stacey/Tracey): **Request**: Pass along any updates for the website page to Stacey with new volunteers, including photo, brief bio, and email. Also need the school to announce the need for a website apprentice.
    - Fundraising (Sarah): Follow up on Dine-in/out night with local restaurants.
    - LionsWear (Heather): Back to School night will have a table with some merchandise.
    - Volunteer Coordination (Yokaira): See below

- **“To-Do” Calendar:** (Aug)
  - Concessions Begins: Treasurer and Concession Manager(s) to coordinate bank account funds for beginning purchases ($3,000 seed money)
  - Attend Back-to-School Night, Booster/Lionswear table in the lobby (Anyone): **August 24th 6-8 PM**
  - Organize meal for teachers for Back-to-School night (President/Volunteer Coordinator). Going to ask if Oskar Blues they can provide some food for back-to-school night. And parents can do the other night. Kona ice will be there. Booster club to provide sandwiches etc. up to $300 for the staff. Approved and passed.
    - Vote to sponsor ice cream social for afterwards
  - Attend Community BBQ, Booster/Lionswear table by outside concessions (All)
    - Date: **September 4th**
    - Help purchase food from Sam’s (President/Concession Team)
    - Booster/Lionswear/Allumi/Fundraising table (President/Fundraising VP/Heather?)
  - Vote to fund Community BBQ food and entertainment (only if allocation was forgotten). BBQ and football game. Opportunity to sell spirit wear and to also advertise fall fundraiser. Officer Rosie has some help this year. Need to find out what he actually needs.
  - Establish plan for Fall Parent Teacher Conference Meals and send out sign-up document (signup.com) (Volunteer Coordinator): **October 5th, 7th, 14th- 3:30-7:30**
  - Register on St. Vrain Valley School District RE 1J their PaymentWorks platform (Treasurer)
  - Submit LCF Grant Application for After Prom (previous AP Chair) In process.
  - Re-Start search for Junior parent(s) to take responsibility for After-Prom (All). Completed.
  - Officers to attend SVVSD parent organization meeting
    - Date & location?
  - Update bank signatures (Treasurer to coordinate)
  - Coordinate volunteers for Booster/Lionswear table for home football games
    - Anything special needed for homecoming from Boosters?
    - Dates:
      9/4- Simla- 7PM- Community BBQ
      9/11- Rocky Ford 7PM- Drone Show @ Halftime
      9/25- Front Range Christian- 7PM- Homecoming
      10/15- South Park 7PM- Senior Night

- **Follow-up of Old Business:**
  - Nomination of new treasurer & Vote Required

- **New Business:**
    - Need to find a new tax person
- **Next Meeting:**
  - Discuss monthly meeting date: 2nd Monday of each month work for the group?
    - Yes, moving forward try to do the 2nd Monday. However, for September we need to do September 21, 2026

- **Meeting Adjourned**
  - Meeting adjourned at 6:32