



Executive Meeting Agenda

Mar 11, 2024 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

- Meeting called to order at 4:35 pm

➤ Officer Reports:

- President Report (Audra):
 - No update
- Secretary's Report (Allison/Meredith):
 - Motion approved and passed
- Bingo Report (Judy):
 - We did receive the final reimbursement check
- Treasurer's Report (Katherine):
 - Our balance sheet (statement of financial position) looks good. Note that in March we are rolling over the funds from the Progressive Bingo account into the Bingo account and closing the Progressive account.
 - Statement of Activity shows we have brought in more than we have spent so far this year (net positive of ~\$13K).
 - Looking at Budget vs Actuals so far through Jan, you will see that there is about \$20k of approved but not yet paid allocations.
 - Note that for the whole school year we budgeted to lose \$49K. With the unpaid allocations we are at a loss of \$8K. So, looking good to end the year well within budget.
 - After Prom - \$500 check deposited from Sheriff's Office.
 - Motion approved and passed

➤ Allocations:

- Request: Wrestling Regional lodging at \$440. Motion approved and passed.
- Request: Wrestling State Lodging at \$1830.12. Motion approved and passed
- Request: All-State Band lodging, \$825.09. For four students (2 in a room) plus chaperone. 3 rooms total. Motion approved and passed
- Request: Yearbook, \$3,000. This allows them to keep yearbook pricing as little as possible and discounts siblings and those who need assistance. Already in our budget. Motion approved and passed.
- Request: Lyons Backer Football Club, \$2253.33. They presented to the Booster Club last month. Request is for new game and practice jerseys and pants.
 - Next steps: Audra will check on liability issues, because they are not formally associated with the school.
 - Next steps: Ask if some of the older high school uniforms can be passed down.
 - Also need further discussion on our role in supporting this and similar efforts.
- Next year: Create a funding category for post-season competitions.

➤ **Committee Updates:**

- After Prom (Cheryl):
 - April 6th. Planning will be completed before the next Booster Club meeting. Location is Oskar Blues, with games.
 - Lori will check with Savannah about ticket permission
- Concession (Lynne/Jenny/Kristen):
 - In good shape right now, was able to carryover many concession supplies.
 - The balance as of February 29, 2024 was \$11,327.12 (Please note this balance does not reflect the Winter Concessions Sponsors' Payout of \$3,175.28 which will be dropped off to the school this week.)
 - 2023-2024 Winter Concessions Summation: 13 Concessions Events (4 Different Sponsors) Total Winter Concessions Sales: \$6,350.63 (Concession earnings: \$3,175.35 & Sponsor earnings: \$3,175.28)
 - Breakdown of 4 sponsor payouts. Number of events worked noted in parentheses.
 - Prom (9 events) \$2,225.75, Robotics (1 event) \$563.48, Volleyball (1 event) \$163.45, Wrestling (2 events) \$222.60
 - Problem: A counterfeit \$5 bill was detected by the bank at time of cash deposit. The fake bill looked well worn. I do not think this was intentionally circulated.
 - Action: We have included a counterfeit detection pen in each cash box with a note asking volunteers to validate the larger bills. The \$5 was replaced by an anonymous donor.
 - Only 3 track events this spring, with groups already signed up to work those events. Less events than previous years. Not hosting some of the larger meets this year.
 - Meg Waters would like to be Concessions banker and take Jenny's spot. Kristen will be the concessions buyer, so that position is not needed any more. Thank you Meg!
- Communications (Stacey):
 - No updates
- Fundraising:
 - No updates, progress being made on the Booster Bash.
- LionsWear (Leissa/Lori):
 - No updates
 - Sold some at 6th grade night, successful and should do next year. Maybe with a 'fashion show'.
 - Overall this past year: sold less in person and sold more online. Only get 5% from online sales – so not a money maker, but is excellent branding. Revisit this summer.
- Volunteer Coordination (Yokaira):
 - No updates

➤ **"To-Do" Calendar: (Mar)**

- Boulder County sales tax for Quarter 1 filed & pd online by April 20th.* (Treasurer)
 - *Lionswear & Concessions Quarter 1 sales total reported to Treasurer by April 15th
- Bingo State Taxes filed for Quarter 1 by April 30th (Jan - March). (Julie Hamilton)
- Federal/State IRS Tax Forms Completed. (outside CPA/Linda Pekerak)
- Volunteers needed for Booster Table at Fine Arts Night on May 1st
- Volunteers for Fine Arts Night for rising 6th graders on April 22
 - Meredith will follow up to see if LES PTO is having a table at this event
- Plans for Teacher Appreciation Week - first week of May
- Nomination vacant Officers for next school year (none!)

➤ **Follow-up of Old Business:**

➤ **New Business:**

- Budget question and suggestion – what about funds that were budgeted but not spent at the end of the year? Probably just need to re-evaluate at the end of the year. Also, it could be useful to have a meeting with all of the coaches and ensure that there is transparency and awareness of the Booster Club budget process, and provide an opportunity to answer questions. This would be especially helpful for new staff. Perhaps this ‘training’ can be done during the Professional Development days in August for general staff, and a separate ‘training’ when coaches get together. Consider also developing a FAQ document as a standing resource for staff, and use the in-person meetings to check and improve the FAQ content.

➤ **Next Meeting:**

- April 15th 3rd Monday

➤ **Meeting Adjourned**