



## Executive Meeting Agenda

May 15, 2023 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: 4:33pm

### ➤ Attendees

- Audra Felt, Katherine Gregory, Allison Zema, Abby Wynja, Brian Brookes, Martijn Bolster, Cheryl Denney, Judy Brownsberger, Kristen Christiansen, Lori Herman, Chris Frank, Stacey Paznokas, Allison Lawhorn

### ➤ Officer Reports:

- President Report (Audra):
  - Teacher Appreciation Week
    - There was a mix up with St. Vrain Market as to what day we ordered sandwiches. Teachers were informed for Monday, but on Monday we realized that SVM thought it was Wednesday. We ordered pizza on Monday (\$96) and then sandwiches on Wed (\$377.64). In addition, we had a pretzel station on Friday (\$67.95), coffee cart on Tuesday, and purchased table cloths, chocolate, and candy.
    - Sandwiches on Wednesday actually worked out better because it was also HS awards night. Teachers were very grateful to have food on a day they needed to stay late.
    - Sandwiches on Wednesday was great because it was also awards night. Teachers were very grateful to have food on a day that they needed to stay late.
    - Parents were incredibly generous with the treats that they brought!
- Secretary's Report (Kim/Allison): (post on website?)
  - We are hoping to make our minute posting on the website more regular.
  - Report motioned for approval by Katherine, seconded by Brian, and approved by all.
- Bingo Report (Judy):
  - We had 33 sessions so far this year and have raised about \$40,000. We have had a couple hundred volunteers come in so far.
  - Judy has given the Bingo Hall preliminary notice that we will be ending our spot with them in June. If we did decide to move forward with the motion to cease Bingo operations, Judy would contact the state, and we would put in our quarterly paperwork. In addition, we would have to keep our Pickles for 6 months after the quarter ends. Rocky Mountain Bingo will buy back and supplies that we haven't opened yet.
  - On our last session, we would have to run all of the progressives as must-go's, so the progressive revenue will be less than what is currently reported. Judy approximates \$8000 less.
  - Currently, we have the Bingo license through the end of the year. At the end of the year, we would renew to do a raffles-only license. We would also have to change the location to be on school grounds.
  - [Judy's formal recommendation is to cease Bingo operations.](#) This will be voted on later in the meeting.
  - Report motioned for approval by Brian, seconded by Cheryl, and approved by all.
- Treasurer's Report (Etta/Katherine):

- We filed an extension for the 990 form. There's no fee to do this, and Katherine and Linda (our accountant) committed to doing this next weekend. The extension lasts for months.
- Statement of Activity Comparison
  - Our current statement of activity shows a negative balance. There is about \$64,000 in cleared transactions, \$22,000 not cleared (waiting on receipts), and about \$86,000 in total expenditures. Last year we spent about \$80,000 total.
    - There were some investment pieces this year, including the \$18,000 Gater. We are not expecting to spend a large amount next year.
    - We do have a cushion for about 2 years of expenditures with our current cash on hand.
- This summer, Katherine is going to look at the history of the Booster Club finances to come up with a budget.
  - Perhaps this will reviewed by executive board over the summer and brought to the membership at the first meeting.
- Big ticket items for next year include baseball bleachers, an electronic sign for the football field, and football uniforms.
  - We have noticed that there's been difficulties with the rotation for jerseys. Some are wearing out sooner than the rotation states. Perhaps we should look at this with Colleen for the future.
- We are missing some receipts from this school year. Lori will work on this.
  - Some transportation receipts are tough because the expenses have not posted yet on the district portal.
- Report motioned for approval by Abby, seconded by Lori, and approved by all.

#### ➤ Allocations:

- Allison asked for for \$250 for the choir accompanist for the May concert.
  - Motioned for approval by Stacey, seconded by Abby, and approved by all.
- Kim Malito, on behalf of the middle school teachers, asked for \$3795 for MobyMax.
  - MobyMax is a computer-based academic program. The department has consistently used this program for data collection for students, especially those in the MTSS and IEP programs. It provides questions/problems in all subjects specific to student's individual needs. When the subscription is active, students typically use it every day in class.
  - Chris mentioned that the school could pay for this subscription, but it would take up a large percentage of the academic budget allotted to the school. He was open to paying half of it, but he would have to look at the school's budget.
  - Khan Academy, an alternative to MobyMax, is free, but does not have personalized questions and is not for all subjects.
  - Motioned for approval by Katherine, seconded by Judy, and approved by all for the full amount.
  - Booster Club asked for metrics on usage and/or benefits to students at the end of next year before next year's approval is made. Perhaps we could also look into splitting the cost with the school for the 24-25 school year.
- Marcus Richardson asked for \$1,400 for new basketballs.
  - NFHS/CHSAA has changed the required basketball to a new type. The basketball team only has 2 at the moment and would like to order 14 more.
  - The current balls will be moved to MS BB or to PE classes.
  - Motioned for approval by Brian, seconded by Abby, and approval by all.
- Gina Pedrett asked for \$3000 for new computers for the library.
  - Gina is hoping to have 2 new Macs and 2 new PC computers for the library for research and printing. The current ones need to be serviced every other month by our district tech support.
  - The school is allotted a certain amount of tech "points" every year. They can be spent on things like a Chromebook or Macbook cart, Logitech crayons, etc. The school decides where the points go, and this year was a class set of new Macbooks. In addition, because the first set was Booster funded, these current desktops are not eligible for district points.
  - It was asked if we could ask LCF for a grant for this expense.
  - If approved, we would purchase these computers through the district warehouse so they can be district supported. Chris will follow up with Gina.

- This allocation will be tabled into August due to needing more information.
- In addition, Chris will look into a printer that is Wifi supported so students can print from their iPads.
- Andrea McBreen and Chris Frank asked for \$5000 for a new scoreboard, used by football, baseball, and softball.
  - The current scoreboard is not functional. The school board is planning on paying \$55,000 if we pay \$5,000. If approved, the installation would be in June.
  - Motioned for approval by Abby, seconded by Katherine, and approved by all.
  - Chris will send an invoice to Katherine.
- Colleen, on behalf of the sport coaches, asked for \$8,000 for summer camp registration fees (\$800 x 10 sports).
  - Motioned for approval by Brian, seconded by Abby, and approved by all.
  - If our fundraising ends up so low that we will not be able to continue supporting this, we will need to tell coaches way in advance.
- Marcus Richardson asked for \$800 for summer camp registration. This allocation was disregarded due to the allocation request above.
- Gina Pedrett asked for \$5,500 for new books for the library.
  - Our current library catalogue has about 3,000 books. Based on the size of our school, 5,000 books is the recommended amount. In addition, the average age of the collection is 18 years old.
  - This year we bought 190 new books, in addition to the new furniture. Next year, Gina would like to get 200 books.
  - Gina has a yearly budget from the school, but is looking for a big overhaul of books in the library. In addition, she accepts donated books, but this hasn't been advertised. *Perhaps there can be a book drive next year.*
  - The plan is for the library to be open full time next year.
  - *It was suggested to increase the grant ask-amount to LCF to cover the cost of computers and books. Martijn volunteered to connect with Gina.*
  - This allocation will be tabled until August.

#### ➤ Committee Updates:

- After Prom: article about prom and after-prom in the online Lyons Recorder <https://lyonsrecorder.org/2023/04/27/lyons-school-prom-and-after-prom/>
  - After Prom was a success! Allison L. has a recap of everything that occurred. She will send the updated documents, materials and supplies, and login credentials to Cheryl, next year's After Prom chair. She also printed thank you notes to send to businesses, as well as set up a Canva account with templates for use next year.
  - This year, we hired a caricature artist (one of the designers from the Sink restaurant in Boulder). He was busy the entire time.
  - *There was a correction from last month's meeting minutes regarding the grants. Allison applied for an additional grant, which was not funded, but she will deposit the funds from LCF in September.*
- Communications (Stacey):
  - There are two possibilities for our new communications assistant. Vanessa Lamb is a new parent, and Libby Paznokas is a former student. The latter would be interested in serving as an intern.
  - Stacey will need the credit card to renew the website credentials, and we will do a soft launch of the new website over the summer. Our current website host, Wix, is easy to use, but is glitchy. Stacey does recommend it, though, in terms of cost.
- Concession (Lynne/Jenny/Kristen):
  - Report from Team Concession
    - Booster Club 2022-23 Spring Concessions Breakdown
      - Number of Events - 4 (Track & Field)
      - Total sales - \$6,297.34 (Booster - \$3,148.68, Sponsor payout - \$3,148.66)
    - We have 4 Sponsor Payouts this year
      - 8th Grade CSU Mountain Camp - 1 event: \$457.06
      - Cheer - 1 event: \$1,291.18

- Girls Basketball - 1 event: \$661.34
  - STUCO - 1 event: \$739.08
- The balance as of April 30, 2023 was \$7,022.54. Please note, this does not reflect the Spring Concessions Payout.
- **Concessions did not receive the \$3,000 seed money from the Booster general account this school year (22-23).**
  - Concessions was able to cover their expenditures, but they were nervous in the fall. It was somewhat confusing this year because of a leftover amount from a Covid year, and requesting funds in the middle of the year as a result.
- **Increasing Prices**
  - We did increase on some things, but not on others. We might need to revisit this.
  - Our margins on some things were tight, and not on others.
  - It was suggested that we add a fee for charging a credit card, since we pay transaction fees. We could call it a "cash discount."
- Middle School track events were very popular. It was difficult to predict how much food to have, and some events were thinner on volunteers.
- We sold through everything!
- LionsWear (Leissa/Lori):
  - No new sales this month.
  - The online store for next fall is in process. The company we are working with hopes to get something ready to Lori and Leissa by this week.
  - The company said that we might be able to keep the store up year-round. There wouldn't be a deadline, but there would be a turnaround time. Chris and Lori will ask.
  - There would be both school-pick-up and ship-to-home options.
- Volunteer Coordination (Yokaira):
  - Bolder Boulder is in need of volunteers this year. It's a great fundraising opportunity for your sports teams, clubs or for students who need community service hours. Each volunteer earns \$25 for their organization, Crew T-Shirt and a Goodie bag. The contact is [volunteer@bolderboulder.com](mailto:volunteer@bolderboulder.com). The Volunteer Coordinator's name is Jennifer Lynn.
    - This was sent on to Andrea.
  - Ride the Rockies is also looking for volunteers.
  - These might be a great opportunity for NHS students who are looking for new volunteer opportunities to fill their hours.

#### ➤ **Temporary Updates:**

- Fundraising (Martijn Bolster):
  - Martijn brought forward a year calendar proposal, outlined below.
    - Capital Campaign in August/September
    - Haunted House October
    - Fun Run in November
    - St. Vrain's Got Talent/Booster Bash in February
- Apple Valley Enclave
  - This is a new event space in town that we reached out to. We might be able to use this location for free for a potential Booster Bash. There is space for tents.

#### ➤ **"To-Do" Calendar:**

- May:
  - Plan for Summer Executive Board Meeting and set August Meeting date (potluck?)
    - This was done.
- June:
  - State of Colorado Periodic Report filed online, due June 30th, \$10 fee (Treasurer)
    - This is done.
  - Booster Blaster: Thank you to members! (President)
    - This has been sent.
- July:
  - Boulder County sales tax for Quarter 2 filed & pd online by 20th.\* (Treasurer) \*Lionswear &

Concessions Quarter 2 sales total reported to Treasurer by July 15<sup>th</sup>

- This was completed.
- Bingo State Taxes filed for Quarter 2 by July 31st, (April - June) (Julie)
  - Our accountant Julie does this.
- Verify Registered Agent on file with State. [www.sos.state.co.us](http://www.sos.state.co.us) (Treasurer) Due August 1<sup>st</sup>
  - This was completed.
- Parent Organization Compliance Form for SVVSD, (Mark Option 2 on the form, due August 1st) (Treasurer)
  - Audra and Katherine will take care of this.

➤ **Follow-up of Old Business:**

- Empty position for Communication Assistant:
  - See above.
  - Chris will put out a call for this in his beginning of the year email.
- Vote on Bingo Status (needs motion)
  - [Judy motioned to discontinue doing Bingo as a fundraiser due to lack of volunteer support. If passed, it would end on June 4.](#)
    - This motion was seconded by Katherine.
    - [The motion passed unanimously from all of the members in attendance.](#)
    - [We will communicate this with the Booster blaster after June 4<sup>th</sup>. We hope to have a grand announcement email in August about new ways that parents can volunteer.](#)
- Vote on new fundraising venture (needs motion)
  - We were unsure about moving forward with a new fundraising venture.
  - [It was decided that we will not vote on a new venture at this time. Committees will meet over the summer to come up with plans.](#)
- Community BBQ
  - [The Community BBQ is typically free with admission. We are thinking about tying it in a bigger way to the capital campaign.](#)
  - Some options would be to have a baked good table, a bucket and sign with Venmo credentials.
  - [Currently, the Booster Club does not have a Venmo account.](#)
- Capital Campaign
  - [We will be creating a Capital Campaign committee that will be brainstorming ideas over the summer.](#)
  - [Some options will be a prize structure or a grade-level competition.](#)
  - It's important to note that part of the fundraising efforts we'll be asking of our community depends on the success of the Capital Campaign.
- Summer Meeting
  - [Martijn will send an email with a couple of dates for a summer meeting.](#)

➤ **New Business:**

- Purposed updated bylaws to review (vote?)
  - Cheryl and Katherine will work on this over the summer.
- Budget Planning Meeting (Executive Board Members)
  - Executive Board will meet at Katherine's house on July 17<sup>th</sup>, 4:00pm
- Judy will be losing her position as VP of Bingo.
  - We proposed different position options for Judy, including VP of Fundraising.
  - It was suggested that there be a chair for each individual fundraising event, and that those people report to the VP of Fundraising.
  - If we want to do a VP position, we'll have to create it and vote on it.
  - [We will have to change information with the banks depending on how this position changes.](#)
- Alcohol
  - There are other high schools with Booster Clubs who run events with liquor. There are different rules if you are selling or serving alcohol. In addition, no students may be in attendance, nor can it be on school grounds.

➤ **Next Meeting:**

- August 7<sup>th</sup>, 4:30pm, Cafetorium (Potluck)

➤ **Meeting Adjourned: 6:25pm**