



Executive Meeting Agenda

Dec 18, 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

➤ Officer Reports:

- President Report (Audra):
 - No report
- Secretary's Report (Allison/Meredith):
 - Motion to approve, seconded, passed.
- Bingo Report (Judy):
 - No report
- Treasurer's Report (Katherine):
 - Audra will follow-up with yearbook to submit a request.
 - Page 1: Balance sheet. Has grown our net assets.
 - Page 2-3: Traditional statement of activity, from Aug to November.
 - Raised more money than has been spent
 - Page 4: Help us look at allocation by category, broken down by what is approved.
 - We budgeted 81k, have spent 31k
 - Page 5: Miscellaneous expenses has gone over, included sponsor banners and spirit packs, as we did not anticipate those expenses.
 - Last page: Concessions has brought in net, but keep in mind that it does not include expenses
 - Lions wear: Have spent more than anticipated, need to keep looking to ensure revenue keeps up with what we are purchasing.
 - Will continue to work to make these reports most useful.

➤ Allocations:

- Only three allocations, all from Mr. Shafer
 - Four tall, thin flags/banner, \$925. We need to ensure that he uses the new logo. We have a budget of 8k for multiple sports. This can also be used for other school events, not just sports, such as Open House. Motion approved.
 - Ameritowne: (1) 6th grade trip to Ameritowne, 1k for bus. (2) \$20 for each 6th grader to attend Ameritowne, 1k. Have already used classroom field trip budget, but we normally fund this. Both motions approved.
- Choir thanks us for the polo shirts.

➤ Committee Updates:

- After Prom (Cheryl):
 - No report.
- Concession (Lynne/Jenny/Kristen):
 - The 2023 Fall Concessions payout is \$8906.50. We had 20 Concessions Events with 14 different

Sponsors: 8th Grade CSU Mountain Camp \$805.86, After Prom \$875.89 (This will be written in a separate check to Boosters for the After Prom account), Band \$1,106.60, Boys Basketball \$228.48, Girls Basketball \$274.76, Choir \$184.29, Drama \$186.58, Football \$820.76, Library \$201.16, MS Math Malito \$256.01, Robotics \$1,155.56, MS Student Council \$642.85, Volleyball \$1,030.37, Wrestling \$1,137.33

**There was a Non Concession fundraising event selling Krispy Kreme Doughnuts that earned \$274.81 for Prom.

- Thoughts on: Opening a new Square account for clubs to collect credit card payments vs funneling it through concessions.
 - Traditionally concessions has been run by seasons, including payouts. Banker is now tallying up at the end of each season, and wanted to put together something that is a more comprehensive picture of revenue.
 - Includes last year and this year (to date). Booster Club has subsidized concessions in the past, but were not always reimbursed. Last year's goal was to not subsidize, and came out \$100 in the black.
 - Fall season: Total expenses \$17,464 and income was \$18,813. Still in the black. Remaining inventory will roll over to winter season.
 - Football playoff games were good income producers, and were not planned for.
 - We have received two requests to use the Booster Club bank square account (Krispy Kreme and Poinsettias fundraisers), and then we write a check from concession account. This has only happened twice, but can be a little messy. There is concern if there will be more requests in the future (prom tickets, etc.).
 - Might want a miscellaneous square account. We do have a separate account used for raffles/lions wear etc. This could be an option to consider instead of the concessions account. Can NOT use Venmo or apple pay. Some fundraisers that go to a specific activity should use MySchoolBucks for pre-order, but would still need the square for post-orders.
 - If any group is doing a fundraiser with a credit card (drama production) – it should not go through Booster Club.
 - Next steps: The school needs to figure this out. School uses Venco for tickets, Mr. Frank and Laurie will take care of it using Venco.
 - Winter season – there is supposed to be junior class for prom, but it has been tough getting volunteers.
 - Q – will this report be published and shared with coaches? A – all the coaches are given opportunities to sign up. Still exploring the lottery process to ensure there is equity. For the spring track meet, may use the lottery.
 - Lynn would like to add a 'shopper' to help with inventory shopping.
- Communications (Stacey):
- No report
- Fundraising (Stacey):
- **DESPERATE NEED:** Lead (VP or Chairman: co-position even??)
 - Ideally, we need someone to oversee all of the individual fundraiser committees. But there may not be enough people to fill all committee spaces.
 - Do we do a fall and spring event? Focus on key events.
 - Head fundraiser person needs to be responsible to send thank you notes to all individual and business donors.
 - Any request needs to include specifics on what is the roles and responsibilities, taking on something already established.
 - Continue separate fundraising as a subcommittee, or include in this main group? For example, in the spring time – clarify the 3-4 pieces of where we need people for the spring event.
 - La Mariposa would donate the space, but not the food. Does have a catering contact.
 - Post capital campaign outreach and thank you – plan on that in January.
- LionsWear (Leissa/Lori):

- Lions Wear. Nothing new. Donations from Laverne Johnson family.
- Volunteer Coordination (Yokaira):
 - No update
- **“To-Do” Calendar: (Jan)**
 - Boulder County sales tax for Quarter 4 (last yr) filed & pd online by 20th.* (Treasurer)
 - Lionswear & Concessions Quarter 4 sales total reported to Treasurer by Jan. 15th-Bingo State Taxes filed for Quarter 4 by January 31st, (Oct. - Dec). (Julie Hamilton)
 - Establish plan for February Parent Teacher Conference Meals and send out sign-up document (signup.com) (Volunteer Coordinator). February 6 (Tues) and 8th(Thur). One meal will be donated by a business sponsor (Oskar Blues). We will do Booster meal on Thursday. Will talk to Stacey.
 - Do we want to set-up a Booster/Lionswear table at PTC's? Volunteers needed. Decide not to do a table. Based on previous experience, may not be a good time to meet new families and get them interested in the Booster Club. Instead, maybe just put posters out.
 - 6th grade (Feb 13th) and 9th grade (Jan 25th) academic planning night – especially good to have booster representation on 6th grade on Feb 13th, with selling spirit wear.
 - Be thinking about Nominations for new officers for this fall/who is leaving?
 - Treasurer may need a trainer moving forward.
 - After Prom plans - Update
- **Follow-up of Old Business:**
 - (Cheryl) Purposed possible updates/changes to bylaws
- **New Business:**
- **Next Meeting:**
 - 3rd Monday Jan 15 is No School. Purposed date: Tue Jan 16th.
 - Jan 23rd, Tuesday, next meeting, 4:30pm.
- **Meeting Adjourned**