



Executive Meeting Agenda

May 13, 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: 4:33pm

➤ Officer Reports:

- President Report (Audra):
 - Teacher Appreciation Week: Monday's lunch went well. Ordered: 2 platters of pre-made sandwiches, 2 trays of fruit, 1 tray of Italian meat/cheese, 1 condiments. Bought candy, chips(40ct) & bread (GF & reg) for specialty needs: ½ of tray of pre-mades left, some meat, no cheese, lots of fruit (recommend 1 tray next year); also ½ box of chips left. Also bought 3 cream cheese for the free Bagels from Einstein's (ran out of cr. chz) for Wed; Parents were generous and we had lots of snacks for the week. Collecting M-W was good. Wind made for hard sign placement. (put on electronic sign next year?)
 - Meet and Greet by BMO: Wednesday, May 15 @ 5:30pm– 6:30pm @ BMO Lyons branch
 - Motioned by Katherine, Seconded by Stacy, all in favor.
- Secretary's Report (Allison/Meredith):
 - Motioned by Stacy, Seconded by Katherine, all in favor.
- Bingo Report (Judy):
 - Judy was absent. Following this meeting, we will remove the Bingo Report from the Officer Reports.
- Treasurer's Report (Katherine): Vote on 990 tax form
 - Katherine and Linda cleaned up some of the discrepancies in QuickBooks.
 - We reviewed the 990 tax form as a group.
 - Motioned by Lynne, seconded by Stacy, all in favor.
 - At the end of April, we have approximately \$179,000 in equity. However, we have many open allocations waiting on receipts. We have brought in \$89,000, which is better than the projected budget. We have spent \$69,000 based on checks written.
 - Katherine provided a 2023-24 forecast based on allocations that were not yet closed, but approved by the Booster Club. In addition, there were many allocations submitted this month. We are also waiting on Raise the ROAR expenses.
 - Total allocations were \$5777 less than expected and expenses were \$5696 more than we expected. We dipped into our reserves by approximately \$10,000.
 - Motioned by Lynne, seconded by Allison, all approval.

➤ Allocations:

- \$420 – Band program (Dr. Gregg)
 - This is for the entry fee for the band program's participation in the State Festival Competition.

- Motioned by Lynne, seconded by Stacy, all in favor.
- \$8000 (\$800 for each of the 10 programs for their summer camps)
 - This is a yearly allocation for summer camps for all of the athletic groups.
 - Motioned by Katherine, seconded by Lynne, all in favor.
- Up to \$600 – 7th Grade (Bacalis)
 - This is for transportation to Coors Field for the annual 7th grade trip.
 - Students are paying for the admission ticket to the event.
 - Motioned by Lynne, seconded by Yvonne, all in favor.
- \$458.80 – StuCo (Carheden)
 - This is for transportation to Boondocks for the annual StuCo celebration.
 - Students are paying for admission.
 - Motioned by Lynne, seconded by Stacy, all in favor.
- Stacy: Reimbursement for expenses for Raise the Roar
 - Approved, expenses do not need to be voted on by the Booster Club.
- (?) – 8th Grade (Carheden)
 - This is for food (pizza, drinks, ice cream) for the annual 8th grade celebration at LMJ Park.
 - Approved by Katherine, seconded by Stacy, all in favor.
- \$250 – Choir (Zema)
 - This is for the accompanist for the Fine Arts Festival.
 - Motioned by Lynne, seconded by Stacy, all in favor.
- Up to \$500 – Choir (Zema)
 - This is for transportation to Elitch Gardens Music Festival for the Middle School Advanced Choir.
 - Motioned by Lynne, seconded by Stacy, all in favor.
- \$144 – Air Table (Katherine)
 - This is the annual charge for Air Table and does not need to be voted on.
- Chastidee: 24 plastic sign holders
 - Approved, not needed to be vote on.
- Audra: Candy for Teacher Appreciation Week
 - Approved, not needed to be vote on
- New Uniforms Rotation
 - Colleen is going to create a new uniform rotation schedule. Many teams need to submit an allocation the fiscal year before their season begins. We also need more information regarding which sports need to replace uniforms more often, and how much is a realistic cost for uniforms. Colleen will be revising this for us over the summer.
- \$4000 – Volleyball
 - Although Volleyball is on the rotation for next year, we need to write the check this year.
 - This is for new jerseys and warm-up shirts. Although in other sports, parents pay for the warm-up shirt, this warm-up stays with the team for future years. Practice jerseys will be purchased by parents.
 - Motioned by Lynne, seconded by Allison, all in favor.
- \$1275 – Volleyball
 - This is for backpacks for Volleyball for games with each of the team member's numbers on them, as well as the Lyons logo.
 - Colleen suggested that the athletic department pay for these backpacks.
 - Motioned by Stacy, seconded by Katherine, all in favor.
 - We will inform Colleen that Booster Club would like to pay for the backpacks.
 - [We would like to discuss further if bags should be included as part of the rotation.](#)
- Budget and Allocation

- Lynne noted that there was money left over in the budget for Volleyball and was wondering if it could go towards the cost of summer camp. It would help defer some of the costs from parents.
- The Booster Club hopes to get more information in general regarding the summer camps. How many students attend from each team? How much are parents paying, versus what is fundraised? What is the average price of a summer camp?

➤ **Committee Updates:**

- After Prom (Cheryl):
 - Cheryl was absent from this meeting.
- Concession (Lynne/Jenny/Kristen):
 - The profit from concessions was worse than expected due to poor weather during spring sports. There were fewer 6th grade meets, and we hosted fewer track meets as well.
 - However, concessions overall had a successful year, which included not using the \$3000 seed money, selling leftover inventory to the school, and helping clubs raise about \$13,000 this year.
 - Lyons co-hosts many track meets at Longmont High School. Lynne and Kristen are hoping that we will be able to co-host concessions in the future.
 - Meg Waters is taking over the Concessions bankers spreadsheet.
- Communications (Stacey):
 - Stacey asked for a volunteer to take over the weekly school email Booster Updates for next school year.
 - We would like to reach more people than our parents through the school email, and those that follow us on social media.
- Fundraising (?):
 - Raise the ROAR! Results/Summary: \$23,139 total (Net approx. \$20,000 after expenses)
 - This was a rousing success! We had about 105 contributors, not including cash balloon purchases; we sold over 60 auction items; and we had 36 business and 23 family donors participate.
 - Stacey will ask Chris to write thank you notes to the businesses.
 - Give Butter was a huge help for the spring.
 - 2023-2024 Fundraising Results
 - \$41,637 Lyons Pride Pledge (Fall Fundraising campaign, Business Sponsorships Program, Raffles)
 - \$2,477 Lyons Lions DINE OUT
 - \$23,139 Raise the ROAR!
 - \$67,253 Fundraising campaign total
 - 2024-2025 Fundraising Planning
 - Stacey requested the following information:
 - Prospective dates for In-N-Out Burger Night to submit by end of school year (June 15th)
 - Volunteers to lead initiatives for each of our major fundraising events.
 - Stacey thinks that we might have a lower projection this upcoming fall. Business sponsorships might wane after a first year. Dine Outs are also limited on how many restaurants we have in Lyons.
 - Lynne asked if we could have multiple nights at each location.
 - 50/50 Super Raffles: Showing this off more at the BBQ will be helpful.
 - Spring Event: Stacey suggested moving this to a sooner date in the spring.
 - She suggested that we look towards more high value experiences for auction items.
 - We had so many people show up the day of the event. We should capitalize on this.
- LionsWear (Leissa/Lori):

- We were wondering if there is a different vendor that we could consider for LionsWear. We are currently not making much money on this.
- Volunteer Coordination (Yokaira):
 - We discussed Teacher Appreciation week.

➤ **“To-Do” Calendar:** (June-July)

- Find Sophomore parent to take responsibility for After-Prom
 - We suggested a few parents.
 - Is it time to do something new?
- Plan for a Summer Executive Board meeting and set August meeting date
 - This occurred.
- State of Colorado Periodic Report filed online, due June 30th. (\$10 fee) (Treasurer)
- Boulder County sales tax for Quarter 2 filed & pd online by 20th.* (Treasurer)
 - Lionswear & Concessions Quarter 2 sales total reported to Treasurer by July 15th
 - ~~Bingo State Taxes filed for Quarter 2 by July 31st, (April-June) (Ok to remove?)~~
 - Verify Registered Agent on file with State. www.sos.state.co.us (Treasurer) (Due Aug 1st)

➤ **Follow-up of Old Business:**

- Budget Meeting with Colleen: Discussed up-dating uniform rotation, amount Booster will cover and future known needs.

➤ **New Business:**

➤ **Next Meeting:**

- A dinner potluck meeting prior to the 1st day of school and can be off school grounds if someone wishes to host. (1st day= Tue, Aug 13th)
- August 12, 2024 at Lyons Library

➤ **Meeting Adjourned: 6:10pm**