



Executive Meeting Agenda

Aug 8, 2023 4:30 PM

LMSHS Cafetorium

"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: 4:49pm**

➤ **Officer Reports:**

- President Report (Audra): No report for this meeting.
- Secretary's Report (Kim/Allison): Allison read the minutes from May.
 - Motioned for approval by Brian, seconded by Leissa, and approved by all.
- Bingo Report (Judy):
 - We ceased Bingo operations on June 4, 2023.
 - The second quarter paperwork has just been submitted to the state. We will need to submit reports through the end of the year. Judy will contract the Secretary of State to get detailed information on anything else we need to do.
 - We are expecting reimbursements from Rocky Mountain Bingo.
 - We do have a raffle license that we will keep active. Judy will find out what kind of license (raffle versus gambling) we will need next year. Brian believes that we will have to keep reporting quarterly statements, even if we do not have any active raffles.
 - Motioned for approval by Katherine, seconded by Brian, and approved by all.
- Treasurer's Report (Etta/Katherine):
 - FYI Bank of West is now BMO
 - This will switch over on September 5th
 - We might have some consolidating of Bank Accounts if we decide to move over. The closing of Bingo accounts might also be a possibility.
 - Budget Presentation
 - Our new fiscal year is from August 1st to July 31st.
 - The executive board met over the summer to determine a proposed budget for the upcoming year.
 - Katherine and the executive board went through the history of spending over the past 5 years to determine proposed spending amounts for each activity, club, or academic area. There were many items in the history that needed to be cleaned up (such as similar items that were categorized different account lines). They determined that the most accurate history to use for forming a new budget would be the two years of data post Covid pandemic.
 - There is approximately \$150,000 in the bank after one factors in some outstanding but approved allocations.
 - Based on the executive board's recommendations, Katherine proposed that Booster Club approve eating into the reserves above by \$49,302.
 - This number is based on an expected income of \$30,000 from new fundraisers and expected expenses similar to our expenses last year.
 - There was a question on whether or not we need to spend all of the money from Bingo due to gambling laws. Judy believes we are compliant, because last year we spent all of the money earned from Bingo (Net loss of \$21,000 for FY 22-23). Our reserves are mainly from Covid years.
 - Stacey believes that \$30,000 is a low estimate for what we can raise as an organization, and she wants to communicate that in our campaign messaging.

- She also mentioned that the messaging should be about keeping the same level of support as Bingo funding. Colleen will be meeting with all families of students in athletics tomorrow, and Stacey will connect with Colleen to help shape this messaging.
- Cheryl volunteered to take down names of parents who were interested in volunteering more in Booster Club at the athletics meeting.
- Stacey has information on the Booster website as to specific volunteer roles that she needs in order to make the capital campaign a success.
- Audra is already seeing requests come in for uniforms that are higher than the \$3,000 what we normally do.
- The proposed budget of dipping into our \$150,000 reserve by \$49,302 was motioned for approval by Brian and seconded by Cheryl. All members in attendance were in favor, and none were opposed.
- The Booster Club also presented to Colleen about having a meeting every spring to determine what each activity or club might need the following year. Future budgets will be based on the information that Colleen gathers from the groups.
- The Treasurer's Report was motioned for approval by Brian seconded Judy, and approved by all.

➤ **Allocations:**

- Library Allocations from last May
 - In May, the Library asked for two separate allocations, \$5,500 for new books and \$3,000 for new computers.
 - The proposed budget for the library for the year is \$3,300.
 - It was previously suggested that LCF might be a better option for library funding. Cheryl will ask about the library computers, and Gina will be starting the grant process for a printer. Chris recommended that Booster Club denies both requests.
- **Bacalis: Transportation to Coors Field for 7th Grade (\$298.15) (Updated amount)**
 - Last year, we approved \$500 for bussing. Unfortunately, the total was \$798.15, so Pat asked for \$298.15 to cover the new cost.
 - Due to increased costs in transportation, the estimating page we provide to club sponsors is not as reliable. Colleen will work with Lori to update this paper.
 - Motioned for approval by Cheryl, seconded by Brian, and approved by all.
- **Ford: Paw Paint (\$448.16)**
 - This allocation was for paint and supplies to paint paw prints in the parking lot leading to the stadium. This is typically approved by Booster Club.
 - The paint for the "L" is typically covered by Student Council.
 - Motioned for approval by Abby, seconded by Judy, and approved by all.
- **Girls' Basketball: New uniforms (\$4,275)**
 - Richardson asked for 15 sets of new uniforms for the varsity team. The current uniforms are 7 years old.
 - It is important to note that the rotation amount of \$3,000 for new uniforms has not changed since 2010.
 - Motioned for approval by Brian, seconded by Katherine, and approved by all.
- **Vasquez (Cheer): State competition choreography (\$800)**
 - This is typically approved by Booster Club.
 - Motioned for approval by Leissa, seconded by Cheryl, and approved by all.
- **Vasquez (Cheer): State competition music rights (\$300)**
 - This is typically approved by Booster Club.
 - Motioned for approval by Leissa, seconded by Abby, and approved by all.
- **Officer Rosey: Supplies for the Community BBQ (\$3,000)**
 - The proposed budget for the Community BBQ is \$2,500. Last year, Rosey spent approximately \$2,000.
 - Motioned for approval by Katherine for up to \$2,500, seconded by Judy, and approved by all.

➤ **Committee Updates:**

- After Prom: Thank you Cheryl Denney for accepting being willing!!!
 - Cheryl would like to do a bake sale at the Community BBQ. Colleen is the point person at the BBQ.
 - Abby asked if the bake sale will compete with the Capital Campaign, but we think it will compete more with concessions.
 - We will inform Rosey not to buy cookies. Cookies will be sold at a suggested donation, rather than for a sale price.
- Communications (Stacey):
 - Website: New website is done, launched & updated!

- Stacey revealed the new domain and new website: www.LyonsLions.org
 - We will be pushing a QR code specific to the capital campaign.
 - Right now, the contributions made on this website go to the General Contribution account.
 - We will work on keeping track of the transactions in a spreadsheet. Currently, using the general donation link does not capture student info. Stacey will see if there is a way to add an input field of grade level. Katherine will see if there can be a memo in Square for student names (for grandparents who contribute with a different last name, for example), but she could not log in.
 - [Branding: Lyons Lions Booster Club](#)
 - Lyons Lions Booster Club not Lyons Booster Club or Lions Booster Club
 - We changed our domain name to better direct people. In addition, having a web domain with ".org" aligns with us more so with being a non-profit.
 - LLBC may be used when using our full name is required multiple times like in an email or lengthy written document.
 - Rebranding has been done on all of our social media accounts.
 - Stacey is working on a new logo.
 - It was asked if we would need to change our email domain now that the website has a new domain name. Brian thought it best to keep the same email addresses, since they are mostly internal.
 - Communications Coordinators
 - Allison Lawhon stepped up to help this year! We are planning to utilize her amazing graphic design talent.
 - Stacey will connect with Vanessa Lamb, and she will be meeting with Libby Paznokas later this week.
 - [Stacey will coordinate with Katherine about expenses for all of the updates mentioned above.](#)
- Concession (Lynne/Jenny/Kristen):
 - The Spring Concessions payout was \$3,148.66
 - There were 4 sponsor payouts:
 - 8th Grade CSU Mountain Camp- \$457.06
 - Cheer- \$1,291.18
 - Girls Basketball- \$661.34
 - Middle School STUCO- \$739.08
 - [Lynne and Team Concession will let Booster Club know if they need the \\$3,000 annual start-up funds. They did not get it last year due to a surplus from the previous year \(due to Covid\).](#)
 - [Cheryl asked if the prices can go up in the concessions stands.](#) She has noticed that many customers comment on the cheap price. [Cheryl will talk to Lynne.](#)
 - LionsWear (Leissa/Lori):
 - Leissa and Lori met with Tyler Schafer in May/April. [They made us an online store, and it is all ready to go!](#) Chris sent it out in his last update last Friday.
 - They will make samples for the booth, and customers can order online.
 - Volunteer Coordination (Yokaira):
 - Stacey will reach out to Yokaira.
 - Fundraising (Martijn Bolster):
 - [Capital Campaign: Lions Pride Pledge](#)
 - Stacey showcased the branding for the capital campaign. She hopes that it conveys emotions such as: Friendly, Relatable, Desire to be a part of something, Strong, Professional, Support Lyons' future, Tug emotional heartstrings
 - Components of the Capital Campaign include:
 - Online donations from families
 - [Tier incentives such as spirit flags of various sizes](#)
 - Car flags, house flags, garden flags, pennants, etc.
 - [A class competition for ice cream sundae celebration \(or similar incentive\)](#)
 - Community outreach and business sponsorships.
 - Business Sponsorships
 - [We would like to have school-wide, structured tiers for business sponsorships.](#) This might be better to be rolled out in 2024.
 - [Stacey sent information to Chris about video testimonials she needs from students and teachers.](#)

- Videos could also come from administration and families.
- Stacey will meet with the Fundraising committee next week to iron this out.

➤ **“To-Do” Calendar: (August)**

- Concessions Begins: Treasurer and Concession Manager(s) to coordinate bank account funds for beginning purchases (\$3,000 seed money)
- [Revise membership spreadsheets/delete seniors \(VC\)](#)
 - [We will ask Yokaira to work on this.](#)
- Attend Back-to-School Night, Booster/Lionswear table in the lobby (All)
 - [B2SN is August 21st.](#)
 - Have a sign up for parent volunteers.
 - [Allocation: Booster Dessert Social \(Price unknown\)](#)
 - Chris suggested that Booster Club host a dessert social to help them connect with the community. We will have a sign-up form for volunteers and hold conversations about fundraising needs.
 - Chris reached out to Kona Ice. They provide two pricing options: families pay and 20% of sales goes back to the school, or the school pays for the cost at a discounted rate.
 - Cheryl thinks this is a good investment because this is an important connection opportunity.
 - It was suggested that we purchase ice cream/popsicles from Sam's Club, and that the extras then be sold at concessions.
 - The motion for purchasing dessert for the B2SN social was motioned for approval by Cheryl, seconded by Leissa, and all were in favor.
 - [Abby will purchase the ice cream, and we will store it in the upstairs freezer. Judy and Leissa volunteered to man the ice cream booth. Stacey believes she will also be there. Chris will ask for NHS sponsors or Student Council to also man the booth.](#)
 - [It was also suggested that we provide a discount coupon for LionsWear for those who stop by the booth. Leissa will ask what we can do with Schafer.](#)
- Attend Community BBQ, Booster/Lionswear table by outside concessions (All)
 - [Booster Table: We will repeat the volunteer positions at the Community BBQ. In addition, perhaps we will also have people walking around spreading information.](#)
- Welcome back Booster Blaster with membership link (President)
 - [We're adding this to the school newsletter, so we will not have to send it out separately.](#)
- Organize meal for teachers for Back-to-School night (President/Volunteer Coordinator)
 - [The allocation for purchasing sandwiches for B2SN was motioned for approval by Katherine, seconded by Abby, and approved by all.](#)
 - [Audra will get sandwich supplies, cookies, chips, and condiments from Sam's Club, Audra estimates up to \\$500 for 35 teachers.](#)
- Establish plan for Fall Parent Teacher Conference Meals and send out sign-up document (signup.com) (Volunteer Coordinator)
 - [Parent Teacher Conference Dates: 9/27, 10/9, 10/11; 2/6, 2/8](#)
 - [Audra will send this info to Yokaira.](#)
 - [For Fall, we will plan on having the two Wednesday meals provided by parents, and Monday to be catered.](#)
 - [The motion to pay up to \\$500 for catering expenses was motioned for approval by Leissa, seconded by Judy, and approved by all.](#)
 - [Two restaurants suggested were Smokin' Dave's BBQ and the Diner Bar.](#)
- Need volunteers to host Booster/Lionswear table at parent teacher conferences (Sept?)
 - [This was pushed to the September meeting.](#)
- Officers to attend SVVSD parent organization meeting at Adm Bldg on Pratt Parkway.
 - [Audra will communicate when this is occurring. She has yet to hear from the district as to when this is taking place. Chris submitted Audra's name to the district. At minimum, the treasurer and president should be in attendance.](#)
- Submit LCF Grant Application for After Prom (previous AP Chair): Allison Lawhon
 - [Cheryl will take care of this.](#)
- Find Junior parent to take responsibility for After-Prom
 - [Cheryl volunteered to do this.](#)
- Update bank signatures (Treasurer to coordinate)
 - [We will be staying at the same bank, so we do not need to do this.](#)
- [Remove from List:](#)
- Update Allocation Request form (President)

- Booster Club Membership Campaign (All)
- Update Membership form (paper and electronic versions). (President/Volunteer Coordinator)

➤ **Follow-up of Old Business:**

- Empty position for Communication Assistant: This has been filled.
- Budget Planning Meeting (Executive Board Members): This has been completed.

➤ **New Business:**

- Purposed updated bylaws to review
 - Cheryl will look at this for next meeting. She thinks this will be a good time to update the bylaws considering we are rebranding.
- Vacant "head" secretary position
 - Mrs. Malito will have to step down because her son transferred to a different school. Audra has heard of some parents who might be interested.
- Back-to-School Night Socializing (Mr Frank)
 - See above.

➤ **Next Meeting:**

- When, Where, time?
- 3rd Mondays of the Month
- September 18th, 2024

➤ **Meeting Adjourned: 6:35pm**

