



Executive Meeting Agenda

Jan 23, 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

4:32

➤ Officer Reports:

- President Report (Audra):
 - Nothing
- Secretary's Report (Allison/Meredith):
 - 'Trainer' should be changed to 'Trainee'
 - Approved and passed
- Bingo Report (Judy):
 - Quarterly report was submitted. We have a license for next year for raffle only, cost is \$100.
 - Did we receive our refund? Not yet.
 - We can close the Progressive account, and keep the bingo account open for raffle.
 - Approved and passed
- Treasurer's Report (Katherine):
 - Page 1: We have more money in our balance sheet, which is a good place to be.
 - Page 2-3: We have netted \$137 more than we have spent. But we have approved more funds that have not yet been reimbursed.
 - Page 4: Total thru December. At the end of the day, we had planned to make 66k and we have made 55k already. We budgeted to spend 115k and have spent nearly 70k of that. We planned to go (-) 50k and are still under that amount at (-) 13k.

➤ Allocations:

- Request: \$2500 for hotel rooms for 11 students and instructor at All-State Choir this year. Approved and passed.
- Request: Bus transportation for All-State Choir: \$500. Approved and passed.
- Request: Accompanist, \$250 for February Concert. Approved and passed.
- Request: 1k for drama, for set supplies and costumes for annual musical. Most students will provide their own costumes so this requested amount is less than previous years. Approved and passed.
- Discussion: Consider modifying budget next year to separate out by categories for advanced competitions (e.g. state), recognizing that the numbers will change and fluctuate.

➤ Committee Updates:

- After Prom (Cheryl):

1st After-Prom planning meeting is scheduled for Tue. January 23, from 6-7 p.m. (virtually) We will be forming groups to help with decorating, staffing, soliciting donations and other areas. Planning 2 fundraising opportunities to provide refreshments at the Winter Wonderland Concerts on 2/10 and 3/9: looking for volunteers to provide baked goods and staffing. Txt Cheryl if able to help (405-514-5081).

- Concession (Lynne/Jenny/Kristen):

Concessions Account Update: The balance as of December 31, 2023 was \$8,518.45

2023 Fall Concessions Sponsors' Payout was \$8906.50

2023 Fall Concessions Summation Total Events: 20 Concessions Events with Sales \$17,813.12

(Concession earnings: \$8,906.62 -Sponsor earnings: \$8,906.50)

Breakdown of 14 sponsor payouts. Number of events worked noted in parentheses. Several events were co-sponsored: 8th Grade CSU Mountain Camp (2 events) \$805.86; After Prom \$875.89 (1 event); Band (2 events) \$1,106.60; Boys Basketball (1 event) \$228.48; Girls Basketball (1 event) \$274.76; Choir (1 event) \$184.29; Drama (1 event) \$186.58; Football (4 events) \$820.76; Library (1 event) \$201.16, MS Math (1 event) \$256.01, Robotics (3 events) \$1,155.56; MS Student Council (2 events) \$642.85, Volleyball (2 events) \$1,030.37, Wrestling (3 events) \$1,137.33

- Discussion: We have never included concession revenue in our verbiage on what we take in and how we support the school, and we should incorporate this in the future. This is an area that we are supporting students directly through the Booster Club.
- Communications (Stacey): Weekly booster updates are sent to Chris & Angela for the school emails so please send me your items by **noon on Thursday**
- Has been looking for a social media tool to schedule and manage. Meta is glitchy. Looking at 'later' for next year which is geared for non-profits, only \$100 a year. Can also post real stories. The school uses 'buffer' to manage, but does not do much video content.
- Fundraising:
 - Lions Pledge wrap-up: **Need someone to take on the ice cream sundae parties** for the winning classes and let me know when they'll take place
 - 11th and 7th grade. Issue is timing. Junior class / 11th – practice PSAT or SAT day, they all take the test. February 14th is practice. Around 11am could work. 7th grade can get out early before lunch. For dairy-free dietary allergies, get sorbet. Skip nuts. Next step: Mr. Frank will look at schedule and get back to the Booster Club. Audra will purchase supplies, with support of others.
 - Q on Pride Pledge – are we reaching back out and thanking sponsors? Mr. Frank wants to reach out directly to restaurants for Dine Out. Answer – yes, the thank you letters went out. Mr. Frank will make some personal calls.
 - Need to make sure that we are thanking our sponsors during the basketball games
 - Laura will be reaching out to sponsors again, thanking them again, before the spring event.
 - Consider having each class 'adopt' a sponsor to extend thanks, so that it is coming from the student community.
 - Need to reconcile business sponsor donations & reach out if needed
 - Spring Event, April 13th, 5:30-9:30: We now have a Givebutter.com account to use for our spring event. We'll use it for event management, ticketing, and online silent auction management. We're ready to start adding details and auction items.
 - Going forward with Givebutter.com as the data management tool and donor management system. Need to set up a bank account before Stacey can push an event live with the team. Need to take the time to input all of this year's donors and sponsors into the new system. Katherine will follow up on a potential volunteer to set this database up.
 - Mr. Frank: Should we put out a request for one parent per grade level to create grade level baskets, such as using an Amazon list? Might get a better response if the teacher or coach asks. Need more coordination and discussion within the school, to provide some guidance and consistency in making this happen across all the grade levels. And need to figure out the price.

Next step: Mr. Frank will follow-up on this, including the creation of an Amazon wishlists or similar. Need to ensure there is some way to track and thank.

- Also need an MC for the event.

- LionsWear (Leissa/Lori):
 - Nothing to report
 - Need to follow up on online storefront for gear and the 2-3% of revenue for the Booster Club.
- Volunteer Coordination (Yokaira):
 - Parent Teacher Conference Meal update: Oskar Blues catering on Feb 6th (pork sandwiches & coleslaw). Dessert pending. If no dessert, we may put out a call for contributions.
 - Sign-up sheet has been created for the Feb 8th conference. It will be soup/salad with dessert. The link will be sent to Angela to be included in the newsletter this Friday.

➤ **“To-Do” Calendar: (Feb)**

- Finalize Parent Teacher Conference Meals
- Announcement in school newsletter and blaster: Officer nominations needed for March meeting (President)
 - Positions needed:
 1. Concession Shopper – does not need to be a voted position
 2. Fundraising Coordinator – does not need to be a voted position. Emphasize that this is a coordination and stewardship position, not actually fundraising. Or does this need to be brought into a VP position, with leads in each committee. Suggestion to reach out to Bingo leads for supporting this position. May need more than one other person to share this position.
 3. Graphics Designer
 - Audra will send draft text to Mr. Frank to include in the weekly Booster Club email. Incorporate within communications about upcoming spring events including a potential video (with parents perspective as well). Need follow up discussion with fundraising crew, with video out by mid-to late Feb.
 - Can include incoming 5th grade families in outreach on spring bash etc.
 - General discussion topic: Can we have once a year between Booster Club and LES PTO. Maybe in May, when weather is nicer, to connect as an informal social. Outreach needed to Spirit Hound.
- Federal/State Tax Info to CPA (Treasurer)
- After Prom plans - Update

➤ **Follow-up of Old Business:**

➤ **New Business:**

➤ **Next Meeting:**

- 3rd Monday Feb 19 is No School. Purposed date: Mon Feb 12 or Tue Feb 20th.
- Decision: Next meeting is scheduled for February 12th at 4:30

➤ **Meeting Adjourned**

- Meeting adjourned at 5:29 pm.