



## Executive Meeting Agenda

Aug 12, 2024 4:30 PM

Lyons Community 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):
- Secretary's Report (Allison/Meredith): Report was passed.
- Bingo Report (Judy): Remove this.
- Treasurer's Report (Katherine):
  - Report on school year – Sept to August
    - This compared to prior years, we are nearly net even – which is great!! Trying to finalize about 7k allocations in the last school year
    - Budgeted expected revenue of 37.5k – Brought in 73k!
    - Did not budget for raffles
    - Came in 45k over what we budgeted for
    - Allocations came in 4800 less than what we budgeted for
    - Booster club expenses was more than we budgeted for because we did not account for implementing the fundraiser efforts
  - Summary for the vote on this year's 2024-2025 budget:
    - Only went (-) 7500 this year. But one year does not make a trend. Want to be conservative. Propose budget to end with a net loss of 30k. See how it goes for a few years and watch the trend
    - Revenue: Try to do 5% better for concessions, lions wear, etc.
    - Allocations: Continue budgeting in these 'buckets' such as 'unexpected requests', academic support, fine arts, etc.
    - Booster Club expense: will need to spend more if we want to make more
    - Vote – Net Income Loss of \$30,654
    - Motioned and approved
  - Notes – there are certain things that we always approve. Can we make a list to help the Booster Club meeting go more smoothly and approve without having to take regular votes? Yes, although some caveats (such as fluctuating costs for bus charter). Katherine will consider.
  - Recommend – sharing online page 3 of revenue summary report
  - Treasurer Report
    - Motioned and approved

### ➤ Allocations: 3 allocations

- Mr. Shafer. Grade 8, CSU Mountain Campus. Total 2k, 1500 for transportation, 500 for supplies
  - Mr. Shafer will need to provide receipts from the supplies
  - Transportation may come out less
  - Other costs not covered by Booster Club - substitutes, chaperones, kids pay their way. The school

- and concessions cover those costs.
- Motioned and approved
- Mr. Frank. Moby Max. Collected information on data usage by teachers. Turns out that it was only used for Math. Special Ed team likes it as well. Therefore, only asking for Math support, less request than last year: \$2437. Could look at multiple year license for future years.
  - Motioned and approved.
- Mr. Shafer. Taking grade 6 and 7 to international town. Get a better rate with more kids. With a smaller cohort/school, need more kids for full experience – go with a bigger group. Request is 2x as much as last year.
  - Participation is \$2200.
  - Buses are \$1800.
  - Decision: Mr. Frank will discuss with Mr. Shafer, table, and come back.

### ➤ **Committee Updates:**

- After Prom:
  - After Prom report from last year:
    - Better attendance this year compared to last year, last minute ticket purchases
    - Plus: Got 1k grant from LCF and will file again; \$500 grant from police dept; more fundraiser going in although some didn't work out – concessions and krispy kreme raised good funds.
    - Cost came in lower than last year because Oskar Blues was more flexible with pizza purchase, and a few other things. Total cost was \$3200. Leave 2k for next year event (around the same as last year). And need to put in a reimbursement request for the casino.
  - Need someone new for next year to lead this
  - Next prom: First weekend in April, April 5
- Concession (Lynne/Meg/Kristen):
  - Meg Waters as banker
  - Kristen and Lynne will do this for this year, but will need a new buyer and a manager to train over the spring.
  - Volleyball scrimmage this Saturday. Need to get Meg access to money.
  - Sign up form for fall concessions already sent out. Decided not to do a lottery. For bigger events, asked for 2 sponsors.
  - Have plenty of funds in the bank
  - Consider new food like churros
  - Prices will likely stay the same
  - Not supposed to stray from pepsi per the district
- Communications (Stacey):
  - No updates
- Fundraising (Cheryl):
  - Cheryl offered to help Stacey with fundraising
  - Need to get. ALL of our donations in our database, and send out thank you notes. Eventually through give butter it could go out on its own (like from Raise the Roar). At a minimum we need to send out a receipt email with our tax number on it – need to steward and cultivate our donors.
  - Also need to work on our 'alumni' list and directory, maybe \$25 each year to support the school. Perhaps a group that needs service hours can help.
  - Audra can write thank you letters.
  - Community BB1 – a big event. Will we have something to launch then? Will have lots of alumni there. Just an 'ask'.
  - Another idea – if you donate X, the football team will do Y (pick up trash, etc.)
  - National Honor Society may be an untapped group – they need 40 service hours
- LionsWear (Leissa/Lori):
  - New logo is causing some confusion. Like to do a different design every year. Website needs old logo. Keep same logo (lion head), but change design.

- Not intended to make money. Would have to raise prices to make money.
- Did not make much online, but offers a lot more flexibility.
- Had to pay full price for sample items, but will sell them. Some exciting new items.
- Still have some inventory, a lot is the samples.
- Mostly just sells at football games, and online.
- Maybe set up a table once a season for a big indoor game (basketball, volleyball).
- Consider selling stickers since they won't be part of Capital Campaign.
- Volunteer Coordination (Yokaira):
  - Teacher conference is 9/25, 9/30, and 10/2.
    - 1 day catered – Oskar Blues may donate again
    - Other days were themed with parent donations
  - Back to school night is 8/19

➤ **“To-Do” Calendar: (Aug)**

- Concessions Begins: Treasurer and Concession Manager(s) to coordinate bank account funds for beginning purchases (\$3,000 seed money) [Discussed earlier](#)
- Revise membership spreadsheets/delete seniors (VC)(delete?) [Keep for now, all on google drive, for fundraising.](#)
- Attend Back-to-School Night, Booster/Lionswear table in the lobby (All)
  - Do popsicles only this year. All approved. Abby will take the lead. 355 students. Mr. Frank will ask NHS students to help serve.
- Attend Community BBQ, Booster/Lionswear table by outside concessions (All)
  - Cheryl / Fundraising group will consider. Maybe just a give button and QR code.
  - Might do 50/50 raffle, license good until end of calendar year
- Welcome back Booster Blaster with membership link (President) – [Removing this](#)
- Organize meal for teachers for Back-to-School night (President/Volunteer Coordinator) – [Will be ready to go](#)
- Establish plan for Fall Parent Teacher Conference Meals and send out sign-up document (signup.com) (Volunteer Coordinator) [See above](#)
- Need volunteers to host Booster/Lionswear table at parent teacher conferences (Sept?) [Hang signs about Booster Club, QR code, by doors while parents are waiting.](#)
- Officers to attend SVVSD parent organization meeting at Adm Bldg on Pratt Parkway.
- Submit LCF Grant Application for After Prom (previous AP Chair)
- Find Junior parent to take responsibility for After-Prom
- Update bank signatures (Treasurer to coordinate)

➤ **Follow-up of Old Business:**

➤ **New Business:**

- Brian asked for someone to take on google suite admin for this year. Judy said she would do it for this year.

➤ **Next Meeting:**

- Discuss monthly date: 2nd MON=1 reschedule (10/14), 3rd MON=3 reschedule (1/20, 2/17, 3/17)
- Decision: Schedule for 1<sup>st</sup> Monday of the month, reschedule as needed to the 2<sup>nd</sup> Monday of the month if needed. Next meeting is Sept 9

➤ **Meeting Adjourned**