



Executive Meeting Agenda

February 13, 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 4:31 pm**

➤ **Officer Reports:**

- President Report (Audra): Team Builder- email vote, passed, Spice of Life catered meal \$500 (see online form)
- Secretary's Report (Kim/Allison): won't be reading over it -please read ahead for vote. [Motion to approve Amber, Seconds, Lori](#)
- Bingo Report (Judy):
 - 2022 Q4 Report in! Total Profit for 2022: **\$81,157**
 - Volunteer Report: 112 volunteers to date. We have completed 22 out of 45 sessions
 - My estimate of volunteer participation: 350 students + 146x2 parents + 30 staff members = 672 possible volunteers. Last year we had 150 people volunteer: $150/672 = 22\%$ participation. We may have more people this year
 - Info which may be useful for capital campaign:
 - Based on last year's numbers, each spot worked nets \$170. Bingo provides $81,157/350 = \$232$ per student
 - Can we frame the ask around this to get what we need?
 - We have a new lease from the bingo hall due before 3/31: They are raising rent from \$625 per session to \$650 per session. When we don't hold a session, they will charge us our rent + \$550 for lost concessions unless we find someone to take it
 - We are not holding 2/19 session. The extra fees don't apply, but will for the 3/19 session we are not holding for spring break. We did find someone to take our 2/19 spot so we will be reimbursed \$625
 - New state regulations: Requires to limit payout per bingo game to less than \$1000 so we need to restructure for our last game that currently pays \$1100. Allows us to sell up to 100 electronic faces per bingo card (currently is 54). We need to restructure our games and pricing, working through that currently
 - I am worried about filling sessions for the summer. We have managers assigned but no groups
- Treasurer's Report (Etta/Katherine): Database platform Airtable: an allocation review system (\$72/year) This is the nonprofit rate. Perhaps we do the demo first then decide. (\$144 a year w/multi logins)
 - What is our fiscal year? Starting in August, looking at the school year, From Aug-Jan total revenue

\$132,000. Bottomline have spent about \$111,000 and have netted \$20,000. Currently sitting at about \$200,000 in assets.

- Continue to work on creating a budget. History hasn't been consistent so will need to clean that up before we can start making budgets. We will get there.
- Allocation request form presentation...new online form through airtable. Very simple to input information. Once submitted, email goes to Katherine and then we will be able to read through each allocation request, put in date reviewed it, etc. When status changes, the requestor will get a notification. Then we have a system that tracks all the details. Cost will be about \$144 each year. Think will be able to get it down to \$75 a year. Will make things much more streamlined. Who will it go to when submitted? Currently goes to the treasurer of Booster. It can go to anyone we want.
- Can use a link on the Booster Club website to go to the member form as well with this same Airtable.
- [Amber motions to approve purchase of Airtable subscription. Lisa seconds approval.](#)

➤ **Allocations:**

- Katherine Gregory - \$144 yearly Airtable subscription. (Link will be on new Booster Club website) (tinyurl.com/LionsBooster) [Amber motions to approve purchase of Airtable subscription. Lisa seconds approval.](#)
- Anna Felt - \$160 FCCLA culinary ProStart 2 entry fee for state competition. [Motion to approve Lisa, Amber seconds motion.](#)
 - Much discussion around perimeters of what we pay for - either lodging / food, or entry fee. Is there a historical precedent for this kind of thing? Did we pay for the Robotics state fee? We paid for housing when they went to worlds.
- Spice of Life \$500 for parent teacher conference meal catering. Benefitted all teachers. Standing approved allocation. Waiting for a paper receipt.
- Allison Zema - up to \$4,000 Spring Production sets. Need more information. Have already paid \$6,000 last year for screens/sets, requesting additional \$4,000 for screens and riser sets. Is there storage for these things? (Should probably give drama a certain amount each year.) Will it be reused or is this a one time thing? Is she reusing what was built last year? Yes, and it's highly likely that it will be reused. [Motion to approve Katherine \\$4,000. Lisa seconds approval.](#)
- Allison Zema - \$767.92 for housing for 3 students for 2 nights for all state performance in choir. [Motion to approve Abby, seconds Judy](#)
- Gator allocation - Total came to \$17,000 - \$1,000 more than what was approved.
- Waiting for several receipts for allocations that were already approved.
- Chris Frank - \$250 parenting seminar in conjunction with Lyons Elementary. Talk about developmental milestones, bringing in guest speaker, use of auditorium, etc. Topics would be applicable to K-12. [Abby motions to approve, Stacy seconds motion.](#)
- Gary Gantzer / Wrestling - \$565.90 wrestling regional lodging. Lisa motions to approve, Abby seconds
- Julie Vasquez / Softball - \$3,000 for new uniform jerseys. Wanting for 20 athletes. (Can purchase pants every year due to wear). Considering rotation, she isn't due until 2025. [Motion to approve Abby, Amber and Judy second motion](#)
- Julie Vasquez / Cheer - \$300 music compilation (Booster already approved this allocation)

- Gary Gantzer / wrestling - \$1420, wrestling state lodging. [motion to approve Judy, Abby seconds.](#)

➤ **Committee Updates:**

- After-Prom (Allison Lawhon): Met with Abby and Sara to understand the lay of land. River Church has offered to host after prom. Haven't heard back on another possible place. Big goal is to keep kids safe, is there a reason why we haven't had transportation as part of this event? Probably more logistics in terms of students in Lyons and Longmont. Are there parent volunteers to be a pseudoUber? Parents would need to sign something. Chris Frank could ask other high schools to see what other HS do in this situation. Rosey and admin are at the event to supervise. Masquerade is the theme. Black, white and gold. Sometimes there is a similar after prom theme, but not always. Some playing off of that theme. Stacy will work on Logo for after prom.
- Periodic update from Boosters to be pushed out to students and parents
- Communications (Stacey): **Website:** The new website is DONE!!!!!! tinyurl.com/LionsBooster
 - 1. Plan to push LIVE on 2/21. Why 2/21? [I need photos & bios for EVERYONE \(BoD, Committee leads, Bingo Session leads etc.\) by 2/20](#)
 - 2. Photos: headshot, you doing something you love, you with your family (if you're okay with that). Make the photos fun!
 - 3. Bios: Years in Booster or at LMSH, what you've worked on while in Booster or what you've loved about Booster, something about your kids at LMSH (can be generic), something you enjoy doing and/or your work
 - 4. **EMAIL me photos & bios by 2/20 or what I currently have will go live on 2/21. (Btw, if you haven't sent me anything in the past, I've scraped your photo off the internet. Make sure it's a good one! 🙄)**
 - 5. Website soft launch 2/21: Will need everyone to do user testing so make sure everything works properly. Desktop & mobile sites are slightly different based on screen size. Soft launch review due 2/28! We shouldn't make any announcements about the new site until we have the paid Wix account active to remove the "wixsite" from our url. (I'm waiting for the 50% off sale to purchase it for 3-4 years!)
 - 6. Would like to add a password protected Members page to house important items like the allocation request form (Do we have it in a dynamic electronic version or just pdf?), membership list, branding materials, place to upload photos, what else??
 - Branding: Our Name: Lyons Lions Booster Club - Let's have a brief discussion on this so we're all in agreement moving forward.
 - After-Prom is starting up so look for communications on the main Booster Club socials & Lyons After-Prom Instagram & FB.
- Concession (Lynne/Jenny/Kristen): [Balance is \\$5,237.92](#)
- LionsWear (Leissa/Lori): \$15 new sales
 - Flags? [Want a big one to fly at the Dairy Bar. Get a big one for the town flagpole, or also at the school's flagpole. General flag would be best so it applies across all events.](#)

- Volunteer Coordination (Yokaira): *Need more than 3 weeks to set up parent provided PTC meal
 - Awesome job!! Everything was very successful. Next time need to give her more time to plan, so dates sooner.

➤ **Temporary Updates:**

- Fundraising (Martijn Bolster):
 - Couple chats have been had with a smaller group. [Issue running into is the leadership for Bingo has about 2 more years. Not sure who will step in.](#)
 - [How to raise money in addition to or in place of Bingo.](#) Many people seem to want to give money rather than take the time to volunteer for Bingo. Is it possible to change the Bingo slot? Would that actually be better, or not really? Capital campaign seems pretty easy but not sure how successful it will be. 1. Ask for money up front. (Low level) 2. Similar to Casino night (Midlevel) 3. Open to the whole community, host a big 5k fundraiser with funrun / mudrun, etc. Total Festival with sponsors. (High level)
 - [People seem to want their Sunday rather than volunteer to Bingo.](#) Want some kind of alternative. Judy would like to try other fundraising. Lyons more affluent now. Maybe other nights that are available or that we could switch with another club. Going to have a meeting on February 21st with bingo managers to see what their thoughts are, if they would like to switch night of session or split with another group, so shared responsibility. Judy is rapidly burning out due to the time commitment it has been. Going half time may be the best option. Would need to find another group to share it with.
 - Template that Chaz sent around, may want to work with that to have a certain look to it. Stacy will take a look at it.
 - Do we want to have a set goal that we are seeking to raise funds for? (Like new scoreboard. How old is that thing?!!)
 - Next step, do a little more research on what is required to do a Casino night. Going to meet with Old Man Winter set up team to see what they do and what it takes. Need timeline to run out a capital campaign.
- Leadership St Vrain (Daniel Muth): [Table for another time](#)

➤ **“To-Do” Calendar: Jan**

- Finalize Parent Teacher Conference Meals (*move/add to Jan’s to do list*)
- Announcement in school newsletter and blaster: Officer nominations needed for March meeting (President) (Elections need to happen by May) Vote needs to happen at the last meeting.
- Federal/State Tax Info to CPA (Treasurer)
- After-Prom plans - Update

➤ **Follow-up of Old Business (past action items):**

- Booster Directory: (FYI only gained 2 new members with Jan’s school wide email)

➤ **New Business:**

- **No new business**

- **Next Meeting:**
 - Monday, March 13th at 4:30pm
- **Meeting Adjourned: 5:55pm**