

Erie High School Booster Club Meeting
Tuesday, September 13th, 2022
7pm - EHS Junior/Senior Lounge

Call to Order: 7:10pm

Roll Call

President - Abbey Fluckiger
Vice-President - Matt Powell
Secretary - Jennifer Slater
Treasurer - Kate Arnold
Bingo - Michelle Kelly
Concessions - Krista Ailey

Raelene Navular - Member
Pebble Casto - Member
Chris Casto - Member
Katie Curtis - Member

Approval of Minutes - Kate made a motion to approve minutes from the meeting on August 9, 2022. Jenn Slater seconded and the minutes were unanimously approved.

Presidents Report- Abbey Fluckiger

Abbey is in the process of securing Officers and Directors Insurance for the board members which will be in place before securing the loan for the scoreboards.

Vice President Report- Matt Powell

The process for securing donations/loans for the scoreboards for both the football field and gymnasium continues to move forward, with a preliminary target date of late spring for installation. Matt & Abbey are communicating with the bank for specific verbiage to include in our bylaws for the loan process.

Secretary Report- Jenn Slater

We now have access and passwords for all of our social media sites including After-Prom, which was not accessible until last week. Jenn will let Brandon Bird know that we no longer need his assistance with our website.

Treasurer Report- Kate Arnold

No updates at this time. Reports are being developed for the next meeting.

Committee Reports including upcoming volunteer needs:

Bingo - Michelle Kelley

- Gross Income for Q2 was @ \$300,000!
- Michelle is currently working on the 2023 schedule for Bingo volunteers. She will email it out to all faculty, coaches, etc. at EHS to begin scheduling for 2023 in a few months.
- Raelene shared that she and many others are not aware of Bingo.

- To resolve this, Bingo will be included in the school newsletter, posted on all social media and promoted on our new website.
- On Saturday, October 22nd, EHS Booster Club is hosting a Power Bingo Tournament from 9am-9pm. Bingo is seeking volunteers for this date, who can ideally participate all day and are experienced.

Concessions- Krista Ailey

- Concessions is seeking a Co-chair. This person will help out when sports are occurring both indoors and outdoors, so that two concession stands can operate at the same time. In addition, they may help with gathering supplies, and scheduling.
- Concessions needs a new large Gatorade Jug, as one is currently leaking. Krista requested \$100 to spend on a new jug. Jen motioned for approval, Abbey seconded and it was unanimously approved.

Athletics- Matt Powell

- The Board discussed making volunteer hours in the Booster Club a requirement for athletics and clubs.
- Matt will draft an email to all clubs and coaches detailing our volunteer opportunities and needs as well as what we can provide to the clubs.
- To coordinate volunteer needs better, we will gather and list our needs on our website. All committee heads are asked to give Abbey a list of their needs for posting.

Spirit Wear- Kate Arnold

- \$900 worth of spirit wear has been sold since we began selling spirit wear on Sept. 9 at the football game. This includes approximately 30 shirts and 15 sets of pom poms. Currently, only T-shirts and poms are for sale while we await the arrival of the rest of our inventory.
- Kate is working with Home Depot to get the shed installed as soon as possible.
- We will sell at the Bash on Briggs. Kate, Jenn, and Raelene volunteered for this.
- Once all inventory is in, additional dates will be selected at sporting events for spirit wear sales. Until then we will sell at home football games.

Grants committee

- The Grant Application has been launched on our website.
- The Grant Application will be amended so that applicants can indicate where the money should be sent, and the requested time frame for receiving the money.
- Juliet Singh from Unified Sports submitted a request for \$1250 for 20 warm-up jackets & shorts for basketball. These will be kept and reused from year to year. Jenn motioned for approval, Kate seconded and it was unanimously approved. Abbey will notify the applicant of approval and ask where the funds should be sent.

New Business

- **Website Launch**

- Jenn will be responsible for social media posting (Twitter, Instagram and Facebook). Website updates will fall under the responsibility of the person in that role. (i.e., Bingo will update just for Bingo, etc.)
- Booster Spark will take over for iPower for the domain name in 3 months.
- Meeting minutes will be posted in Google Drive and then on the website once approved.
- **Membership Packages**
 - Options for new member packages and sponsor packages were discussed for the 2023-2024 year. All were in favor of pursuing the idea. Abbey will be heading this up, discussing this with the athletic department and putting packages together for athletics and arts. Ideas discussed are included at the end of this document. Katie Curtis volunteered to help.
- **Briggs Bash planning**
 - EHS will provide a table for us at the event. We will set up our tent and sell spirit wear.
 - Kate & Jenn will arrive early for setup, Raelene volunteered to help with sales beginning at 5:45.
- **Homecoming** - It was agreed that we will not participate in Homecoming this year.
- **Parent Teacher Conference Meals**
 - 10/11&12 - At the District Meeting it was noted that meals for parent teacher conferences should not come from home. Therefore, we will request cash donations from Erie parents and the community to provide meals for the teachers. Katie Curtis will share with Abbey how this was done at Soaring Heights, and Abbey will organize this.
 - Spirit Wear will be sold during conferences if supply allows.

Old Business

- Thank yous for outgoing board members

NEXT MEETING
Monday, October 10th
7pm
EHS Junior/Senior Lounge

Meeting Completed: 8:30pm

Membership and Sponsorship Options

I propose we sell membership packages and sponsorship packages starting in January for the 2023/4 year. This would give us enough time to get packages ready and make arrangements with groups we want to work with (athletics, arts, school admin)

Basic draft of idea:

5 Membership packages:

Basic Member, Basic Sports, basic Arts, all access spors, all access arts, all school package

Benefits:

Donation to chosen team or sport

Admission to All Home Athletic Events (excluding tournaments and post-season) for People

Admission to All Performing Arts Events (one performance per event) for People

Admission to Annual Tailgate for People

Admission to Annual Auction for People

Admission to Annual Dinner for People

Entries in Annual Golf Tournament

Entries in Annual Tennis Tournament

Parking Passes for Home Football Games

VIP Reserved Parking for Home Football Games

VIP reserved parking for arts events

Free Popcorn at Concession Stand

Scholarship Eligibility for Your Student

Yard Signs

Commemorative Bricks

Bags

Mystery Gifts

Stadium Seat Cushions

Stadium Chairs

Blankets

Water Bottles

Mugs

Keychains

Hats

Lapel Pins

Sweatshirts

T-Shirts

Polo Shirts

Window Decals

Car Magnets

License Plate Frames

% Off Coupon for Spirit Wear

\$ Coupon for Spirit Wear

Tax deductible

recognition on banner at various school events

recognition in program arts

recognition in program sports

recognition on our website

invited to all meetings with voting rights

newsletter subscription

District Meeting Notes (Discussion will continue at the next meeting)

- Kate, can you verify we are up to date filing 990's? IRS.gov charities, 'have filed form 990'
- Donations of \$250 or more in value (not limited to cash) require a donation acceptance letter. Example in packet. Say "all or part may be tax deductible, consult a tax professional." Notify donor in writing of the value of goods or services the donor receives. Donors may want receipts for lesser donations as they are now required for tax deductions to substantiate any donation.
- Responsible for bookkeeping including a monthly balance sheet report, ensure multiple people are being updated
- Fiduciary duty- responsibility to look out for the Clubs best interest in all decisions and voting. As long as we are fulfilling our fiduciary duties and staying within the mission of the organization we have statutory immunity as a board.
- Directors and liability coverage required- suggested AIM. I can put that on my to do list
- Any activities one-on-one adult/ child need a background check.
- There may be a problem with the Colorado charitable solicitations act if the organization pays a person a commission to sell ads in programs published by the booster club. Does this apply to sports sign advertising too? We may need to register with Colorado secretary of State.
- Food for teachers- home made food in crock pots is at high risk for food born illness. Be careful. Don't make teachers sick.
- Sales tax is not an issue for us because we live in Weld county
- Bingo fundraising activities may only be conducted by members of the organization. Probably need a way to track volunteers as members.
- Avoid 'Go Fund Me' type donation sites to avoid 3rd party fees. We can accept donations via credit card through our new website. Credit card fee is 2.9% + \$0.30
- Donations must come straight to us, donor can't give athletics dept funds and athletics gives it to us. Direct to us for 501c3 benefits
- It is important that we operate the club correctly to maintain our status, for future officers, and for the benefit of the Erie High Community. (A PTO at the meeting had their 501c# status revoked. We do not want to have that happen.)

- No individual benefits allowed from fundraising. No individual kids accounts for bingo or any other fundraiser. Money has to go into a pot for the group. No individuals.
- All transactions need proper documentation- who what where and when.
- Checks have to have proper documentation to be written.
- Debit cards are not recommended. (due to high rate of misuse. If we are going to use, we need a system of accountability- submitting receipts for all purchases, etc.)
- Recommend checks have dual signatures
- All money at all fundraisers double counted by two people (like at bingo)
- An officer other than the person writing checks, spending on debit, should reconcile bank statements, review checks.
- Treasurer must submit monthly treasurers report. Should be reviewed by another officer.
- Pepsi products only for sale on school property, including water.
- Kate- can you review last three pages of internal controls and make suggestions at the next meeting of any processes we need to change?