

Erie High School Booster Club Board Meeting
Thursday, February 9, 2023
6pm @ Colorado National Golf Course

Call to Order: 6:15pm

Roll Call

Vice President - Matt Powell - via Phone

Secretary - Jennifer Slater

Treasurer - Kate Arnold

Bingo - Michelle Kelly

After Prom - Michelle Hall

Concessions - Krista Ailey

Approval of Minutes - Kate A. made a motion to approve minutes from the meeting held January 12, 2023. Krista seconded the motion and the minutes were unanimously approved.

President's Report

- Athletic Coaches are up to date on individual bank accounts and processes.
- There is a School Faculty Meeting on Monday afternoon. Matt prepared a slideshow for the meeting. Michelle Hall volunteered to attend the meeting to answer any questions that arise, as well as push for immediate volunteer involvement from the clubs after the Powerpoint is shared.
 - The Board discussed the challenges with responses/input from the athletic coaches. The board would like to send a representative to the monthly coaches meeting, with a 3 slide powerpoint to highlight BC needs and to teach them how to get their information out to team parents and players.
- Scoreboard and Facilities update - The district is moving forward with the bidding process, and it is confirmed that they will be installed once the process is complete. Our level of involvement has yet to be determined.
- Incorporate the middle school(s) in the next meeting - - who wants to head this up?
 - Jenn will contact the PTO members and invite them to the next meeting.

Secretary Report- Jenn Slater

Upcoming Dates:

- Upcoming Dates - We do not need to provide meals for the upcoming Parent Teacher conferences. Chad Cooper did request that BC provide a meal for Teacher Appreciation Week in May, and suggested Chipotle.
- Updated Articles of Incorporation/Bylaws are now on the website and in our Google Drive. They are in the process of being submitted to the State.

Treasurer Report- Kate Arnold

- Checks for Grants - We need to change the funding process for grants so that they appear on our monthly statement. (Because checks are currently written from the Bingo account, they do not reflect as coming into and out of the BC Club Account.) Michelle K. will now write a check from Bingo to the Booster Club, then the Booster Club will fund the grant with a check from the Booster Club account. Michelle K. can write the purpose in the memo to satisfy Bingo requirements.
- Checking accounts are now being used for Football. They are in the process of raising money for a trip to Orlando in August.
- Accounts have now been opened for Baseball and Choir.
- In regards to accounts for clubs/sports/activities-
 - Each group will be required to pay for the cost of their checks after their first deposit into the account, so that we can give them their money back via a check when requested. (Costco was suggested).
 - Individual account holders need to hang on to their own receipts for 5 years, and track their own spending to provide proof of spending if needed. (We don't intend to ask, but if anyone asks in the future, we need to be able to rely on their record keeping.)
- Kate discovered that someone had done our taxes in the past; she now has her contact info and will call her tomorrow to get information and determine how to move forward with this process.
- Concessions ipad & equipment replacement proposal
 - The current concessions ipads are 5 years old, and outdated. They are not compatible with the latest software updates. We need 2 new ipads, 2 new ipad stands and one new square reader. The cost is approximately \$869.21 if purchased by Feb. 12th (iPads are on sale now.)
 - Jenn motioned to approve a budget of \$1000 for the purchase of new equipment. Michelle K. seconded the motion. Kate will order the square reader. Michelle K. will purchase the ipads and stands from Costco over the weekend.
 - Regarding the old ipads, Kate has someone looking at how to wipe the ipads, and we may work with the Innovation Center to have them repaired or donated to their program for student use.
- Kate provided the January Statement of Activity to the Board. This has been uploaded to our website and can be found under Financial Reports. In addition, Kate shared the current balance in each Booster Club account.

Booster Checking: - \$39,474.89

Bingo Checking: - \$156,563.82.82

Choir Checking - \$1.00

Football Checking - \$501.00

Baseball Checking - \$1.00

Booster Savings: \$23,067.28

Unassigned Checking (for future club use) - \$1.00

Committee Reports including upcoming volunteer needs:

Spirit Wear Sales - Kate Arnold

- Spirit Wear- Kate Arnold
 - Kate will be Ordering stickers (for Cars, water bottles, etc.) - She is working on 2 Designs. (Michelle H. has logos if Kate needs to look at them.)
 - Online sales for the Sideline Store for January came to \$145
 - Jenn will make more frequent social media posts for our BSN sideline store (Our agreement with BSN is 1x per week)
 - January in-person Spirit Wear sales totaled \$1819.24.
 - Kate would like to specifically push for someone to volunteer to sell at football games in the fall, even if that is a few different people. One option considered was paying clubs/organizations to volunteer under the same model as concessions, where they are paid a consistent amount like \$150 each time. We will seek a volunteer for football, and revisit this as needed.
 - Kate kicked around the idea of a student design contest for Spirit Wear. The Board was in favor of this idea, and suggested an award of a \$500 Gift Card. Kate will consider how we want to proceed with this idea and we will revisit this.
 - Low in stock on hoodies- (except orange) Kate is going to start working on the design process for next year's apparel. We want to order early so that we have it for back to school this time.
- We decided to sell our remaining Spirit Wear at the Spring Sports Meeting - Krista volunteered to manage the table. We will then be blowing out the remaining hoodies so that we can bring in new designs. These will go to teachers first, for \$20 or \$25, and then if anything is left we will open it to everyone. We currently have a total of 30 sweatshirts remaining. (T-shirts we will keep for now, we restocked them once, so there are plenty.
- Kate will work on adding stickers, magnets and lanyards to the concessions stand, they will be sold along with the food items.
- The cost of our spirit wear inventory to date is \$13,400. Our sales to date are \$19,341. Our profit to date is almost \$6,000 (\$5,941)!

Bingo - Michelle Kelley

- Michelle just finished filing Quarter 4 with the State. We had the highest ever gross receipts with Bingo at \$121,464.00, and the second highest for pull tabs at \$170,420.00. Raffle was at \$1,120.00
- Bingo has decided to move to Friday nights as of the 1st week of March. Friday night is the highest earning night. Michelle will now run 2 sessions on Fridays. Session 1 will be a Lightning Round from 6:30 - 8pm. Session 2 will be a Moonlight Bingo from 9-11pm. Each session volunteer groups will be paid out \$1,000, for a total of \$2,000 per night.
 - Football is planning to do every Session 2, except while in season. They will supply 2+ Game Callers and 3+ Game Managers.

- Session 1 will be open to all other groups - we need to encourage EHS groups to fill Session 1.

Concessions- Krista Ailey

- Football's drawer was \$50 off last week when they worked concessions. To make up for the shortfall, the amount was deducted from their tips. Baseball was also short at \$34.
- NHS will do a fundraiser for Leukemia, donating their tips at concessions to the cause.
- Krista is considering price increases in concessions. Jenn will share with Krista the pricing she found from concessions at other schools. An option of adding Ramen Noodles to concessions was discussed (just add hot water!)
- We still have a need for someone to liaison with the school for concessions and possibly spirit wear!

After Prom - April 22, 2023

- Michelle reported that they currently have 64% of money raised from business donations, and 3% of cash donations from parents raised (usually the donations from parents come in in March). At this pace, they are on target with expectations. After Prom is still anticipating needing a \$5000 contribution from the Booster Club.
- Kate inquired about donations through Square. She will find out what the percentage cost is from Square for the donations (it may be smaller for donations than it is for sales).
- The activities cost for After Prom is anticipated to be around \$13,000. Several vendors are booked and down payments have been paid. Michelle is looking at ways to reduce costs.
- Scholarship Amounts were determined by the EHS Booster Club Board for After Prom at a total of \$30,000 and will be as follows:
 - (15) - \$1000 Scholarships,
 - (5) - \$2,000 Scholarships
 - (1) - \$5,000 Scholarship
 - Bingo may be able to add another scholarship, TBD in April.
 - Scholarships will be awarded through a random drawing of those present at the event.

New Business

- **EHS Swim Team Request** - A parent requested help with meals for the Swim team at the State tournament. Jenn will respond to her, requesting that the coaches reach out and request reimbursement now that the event has passed.
- **Grants** - Robotics did complete an application, but filled out the old application. As Matt has been the point person for them, he will send them a request to complete the new application and provide more information. We will then review and vote on it at our next meeting.
- **EHS Booster Club Senior & Alumni Scholarships (By Application)** -

- The board chose the essay topic: **“Tell us about a time you failed, and what you learned from it,”** for the senior scholarship application.
- The Board agreed to allocate \$30,000 to scholarships for seniors/alumni through an application process. Applications will open March 1st - April 15th.
 - **Senior Scholarships** - (10) Scholarships at \$2,000 each for a total of \$20,000
 - Jenn S. will create the application for Student Scholarships and share it to the website & social media, and to the students through the high school.
 - Winners will be announced at the Night of Reflection for Seniors
 - **Alumni Scholarships** - (10) Scholarship at \$1,000 each for a total of \$10,000
 - Michelle K. will be in charge of preparing and sharing the scholarship information/application with Alumni through Facebook and other means
- When do we need to do our annual vote in the by-laws?- According to our by-laws, elections for new board members need to occur in or around April. This will be revisited at our next meeting.

Old Business

- Get Boosted Newsletter -The newsletter is in the process of being created. Please submit your articles to Michelle H. ASAP.

Open Forum for comments/ questions/suggestions: N/A

Meeting Adjourned: 8:45pm

NEXT MEETING

Wednesday, March 15th

6:30pm

Colorado National Golf Course

Board will arrive at 6:00pm - this will be an open meeting. Middle School PTO and other potential volunteers will be invited as well as anyone who is interested. We will have appetizers and promote the meeting in advance. Jenn will make a reservation (meeting location may need to be changed)