

Erie High School Booster Club Board Meeting
Date & Time: April 12th, 2023
6:30pm
Location: Colorado National Golf Course

Call to Order: 6:30pm

Roll Call

Vice President - Matt Powell

Raelene Navulur

Secretary - Jennifer Slater

Anneli Taylor

Treasurer - Kate Arnold

Steve Biodrowski

Bingo - Michelle Kelly

Jaclyn Biodrowski

After Prom - Michelle Hall

Concessions - Krista Ailey

Open House Meeting

Matt Powell opened the meeting with an introduction of new members who have expressed an interest in volunteering for open positions within the Booster Club, as follows:

- **Membership Chair - Raelene Navulur** - Matt P. nominated Raelene for this position. Michelle H. seconded the motion. A vote was taken and all present were in favor, no one was opposed.
- **Scholarship Coordinator - Steve Biodrowski** - Matt P. nominated Steve for this position. Kate A. seconded the motion. A vote was taken and all present were in favor, no one was opposed.
- **School Staff Liaison/Staff Appreciation - Jaclyn Biodrowski** - Matt P. nominated Jaclyn for this position. Jennifer S. seconded the motion. A vote was taken and all present were in favor, no one was opposed.
- **Treasurer - Anneli Taylor** - Kate A. nominated Anneli for this position. Jennifer S. seconded the motion. A vote was taken and all present were in favor, no one was opposed.

The following current Booster Club Board Members expressed an interest in retaining their positions on the Board, with one current Board Member (Kate A.) changing their position within the Board.

- **Matt Powell - President** - Jenn S. nominated Matt for this position. Michelle H. seconded the motion. A vote was taken and all present were in favor, no one was opposed.
- **Kate Arnold - Vice President** - Matt P. nominated Kate for this position. Jennifer S. seconded the motion. A vote was taken and all present were in favor, no one was opposed.
- **Jennifer Slater - Secretary** - Kate A. nominated Jennifer for this position. Michelle H. seconded the motion. A vote was taken and all present were in favor, no one was opposed.

- **Michelle Hall - After Prom** - Michelle K. nominated Michelle H. for this position. Krista A. seconded the motion. A vote was taken and all present were in favor, no one was opposed.
- **Michelle Kelly - Bingo** - Kate A. nominated Michelle K. for this position. Matt P. seconded the motion. A vote was taken and all present were in favor, no one was opposed.
- **Krista Ailey - Concessions** - Michelle H. nominated Krista for this position. Jennifer S. seconded the motion. A vote was taken and all present were in favor, no one was opposed.

The Booster Club Board of Directors (President, Secretary and Treasurer) voted unanimously to incorporate the positions of Vice President, After Prom, Bingo and Concessions to the Board of Directors.

Approval of Minutes - Kate A. made a motion to approve minutes from the meeting held on March 15th, 2023. Michelle H. seconded the motion and the minutes were unanimously approved.

President's Report

- **Scoreboard Update** - All bids have been received by the school district for the scoreboards. A meeting will be held on 4/13 to review the bids and select a vendor. Matt will attend the meeting. He will discuss ad revenue funds and how they will be managed, including loan payback options and athletic use, as well as the involvement of the Booster Club in ad sales and management. An additional class may be offered to EHS students to manage marketing with the scoreboards.

Secretary Report- Jenn Slater

Upcoming Dates:

- **Staff Appreciation Week, May 7th -13th (Jaclyn)** - We will provide Qdoba for lunch for all staff members per Chad Cooper. One option is to provide individual meals, another is to have a bar. We can choose the date that suits us. Jenn will forward the email exchange to Jaclyn for her to take the next steps with this.
 - Matt P. proposed a budget of \$1,300 to cover staff meals and beverages for Staff Appreciation. Jenn S. seconded the motion. All present voted in favor, no one was opposed.
- **Senior Scholarships - (Steve)** - Scholarship applications are active on the website and have been promoted. They are due April 14th. We've received 11 applications so far. We need to set a meeting date in advance of Senior night to review applications for awards.
- **Alumni Scholarships - (Steve)** -Michelle K. finished the application and they were posted to the website on Monday 4/10, and promoted on social media. The due date is May 14th. Michelle K. will be checking the PO Box, although most applications will likely be submitted electronically. Applications will be reviewed in the June meeting.

- **Senior Night of Reflection is on Thursday, May 18th.** We need to include Senior Scholarship Recipients information in their slideshow. Steve will share the information on the award winners with Chad Cooper/Paul Stecina who are in charge of the event.
- **May 1st** - EHS Athletic Meeting for 8th Grade Students - Raelene will check with Chad Cooper to discuss how the event is being handled this year, and determine what type of presence the Booster Club needs to have at this event.
- **No new Grants Requested at this time.** On 4/10, Jenn wrote an email for the Principal to send out to all staff to remind them of this opportunity. The Principal confirmed the email would be sent.
 - At this time, Football does not require additional grant funding.
- **Submission of Bylaws/Articles of Incorporation** - awaiting registration by Matt. (Matt is awaiting final numbers from the Treasurer, then Matt can complete the registration. This is all in process and near completion).

Treasurer Report- Kate Arnold

- Kate provided the Statement of Activity to the Board. The statement looks substantially different this month because for the past several years, Tom didn't include our bingo income in any reporting we have done in QuickBooks or on our taxes. Michelle H. is currently putting the information into Quickbooks. Once everything is up to date, it will become more consistent. This statement will be uploaded to our website and can be found under Financial Reports.
- Kate is working with an accountant, Darby, to complete the taxes from last May and the current year. No actual dollar amount is due, but our financial information does need to be reported to the state.
- Baseball and Football are actively using their accounts with the Booster Club. Choir decided not to use an account. We have two accounts with \$1 available for any club that needs an account.
- Account Balances:
 - Bingo Checking: \$154,842.82
 - Booster Club Checking: \$48,547.05
 - Booster Club Savings: \$23,069.76

Committee Reports:

- **Spirit Wear - Kate Arnold**
 - Inventory/Sales Update - Stickers are arriving this week, after a printing mistake delayed their arrival. Most of our inventory of sweatshirts is sold out. Kate will begin the process of designing and ordering 2-3 new sweatshirt colors and designs for fall. We have a good stock of T-shirts remaining. Kate will be adding one additional color/design to sell in the fall (possibly in gray or white.)
 - Design Contest - Kate would still like to get this off the ground before the end of the school year. A member suggested she work with Stuart Mackenzie, the teacher of the Student Government class to see if they can assist us.

- **Concessions - Krista Ailey**

- Krista is operating the outdoor concessions during the construction of the new bathrooms. Because of this, she has no water, which limits the items that she can sell. Track and Field held a large meet in April, which resulted in \$4,000 worth of sales. Other than that, concessions have been very slow, so she is not using student groups for concessions sales right now as she is able to handle it herself. In addition, sales have slowed because baseball has no home games due to the construction across the street from high school. She only has 3 events left for this spring. Wifi is back again and working in concessions.
- Krista continues to need an assistant concessions manager. We need to continue to push for this for the fall especially.

- **Bingo - Michelle Kelley**

- Volunteer Needs & Other Updates - Three new Bingo managers have completed training, which means she has doubled the amount of Bingo Managers from three to six! At this point, she needs more callers for Bingo, and also game managers from other sports.
- Our Q4 revenue for Bingo was #3 in the state of Colorado, with over \$1 million gross!!! This is amazing for our organization!
- Football will maintain the 2nd session slot for the entire year, except while football is in season. During that time, groups will be expected to work both sessions on Fridays.
- June 10th is our day long Power Bingo Tournament. We need to heavily advertise and promote this event to our Erie Community. Michelle H. will create the graphics for advertising and for the website. Jenn S. will promote this on social media and ensure it goes out in the school newsletter.

- **After Prom - Michelle Hall - April 22**

- Fundraising Progress - The deadline has passed for advertising in ELife, but donors will still be advertised in the Hometown Weekly and through the website and social media. We are currently at 85% of last year's fundraising, with a total amount raised of \$19,648. 8 companies that donated last year were unable to do so this year, and 12 companies were only able to donate half of what they did last year, citing the economy as the reason for the change.
- Our expenses are below last year's expenses at \$11,490, due to Michelle being able to negotiate or find items and services for lower prices this year.
- Currently, there is a shortfall of \$870. Michelle is projecting from the upcoming expenses/donations that she will need to use just above \$5,000 of the \$10,000 that was allocated by the Booster Club in the fall for After Prom..
- Volunteer Needs & Other Updates - Currently, we have only 41% of the volunteers needed for the After Prom event. We need to make a big push on social media and in our social circles to fill this gap. Jenn will promote this on social media.

New Business

- **Membership Push -**
 - **Outreach to incoming 8th Grade Parents** - Raelene is taking on this position, and will contact the middle schools to include information for 8th grade parents about the EHS Booster Club in their weekly newsletters in May.
 - Invite Middle School PTO for May meeting - Raelene will reach out to the middle school PTO members to invite them to our meeting in May. Jenn will share the contact information that she has.
 - Matt will share with Raelene the Powerpoint he created for Booster Club for her to use in her outreach to prospective members.
 - Jenn will share, on social media and the website, information on the Booster Club Board members and the new roles our members have taken on.
 - Our biggest need is for a social media manager - Jenn will push this on social media and the website.
- Other
 - Jenn will set up the new members for access to the Booster Club email, google drive, & create a group text.

Old Business

- Get Boosted Newsletter - this has been tabled for now, with the hope of finding a social media manager. Regardless, the goal is to have a newsletter ready in the fall to promote the Booster Club at the beginning of the school year.

Meeting Adjourned: 8:45pm

NEXT MEETING

Date & Time: Monday, May 8th at 6:30pm

Location: Colorado National Golf Course