

**Erie High School Booster Club Board Meeting**  
**Tuesday, November 15th, 2022**  
**7pm @ Wapo's**

**Call to Order:** 7:05pm

**Roll Call**

Vice President - Matt Powell

Secretary - Jennifer Slater

Treasurer - Kate Arnold

After Prom - Michelle Hall

Bingo - Michelle Kelly

Concessions - Krista Ailey

**Approval of Minutes** - Kate made a motion to approve minutes from the meetings on October 10th, October 16th, and October 23rd, 2022. Matt Powell seconded the motion and the minutes were unanimously approved.

**President's Report**

Abbey Fluckinger resigned her position as President of the Booster Club via email and text on October 26, 2022. Matt obtained all necessary documents and information from her, and a final reimbursement check was mailed to her. Michelle H. made a motion to accept the resignation of Abbey Fluckinger as President. Matt Powell seconded the motion, and the resignation was unanimously approved by all present.

Matt Powell offered to take on the role of President in the interim, serving until the May vote. Kate nominated Matt and motioned for approval of Matt Powell as President. Jenn seconded the motion. All present were in favor with no opposition. Motion approved.

As a reminder, our April 2023 meeting must be open to the public, and during this time people can be nominated for Board positions. During the following meeting in May, the Board votes on the positions.

**Vice President's (Now President) Report- Matt Powell**

The St. Vrain School District is considering funding the Scoreboard Project, and is currently in the bidding process for the scoreboard, which is expected to be completed by winter break. They have \$220 million in reserves for capital improvements. It has yet to be determined how the advertising revenue from the scoreboard will be handled, or how the Booster Club or school would be involved. A meeting will occur at a later date if the District decides to go forward with the project. Michelle H. had suggestions as to how it was handled at other schools, and will consider speaking at the meeting.

### **Treasurer Report- Kate Arnold**

Kate provided the October Statement of Activity to the Board. This will be uploaded to our website and can be found under Financial Reports on our website. In addition, Kate shared the current balance in each Booster Club account.

Booster Checking: - \$30,914.48

Bingo Checking: - \$146,510.90

Football Checking - \$1.00

Booster Savings: \$23,064.64

### **Committee Reports including upcoming volunteer needs:**

#### **Bingo - Michelle Kelley**

- Michelle H. shared revenue from Q3: Bingo \$84,000, Raffle Tickets \$11,000 and Pull Tabs \$164,795
- Michelle is currently working on the 2023 schedule for Bingo volunteers. She will email it out to Cooper to share to all faculty, coaches, etc. at EHS to begin scheduling for 2023 in a few weeks.
- Michelle shared that she is losing two of her game managers, Mary (Track & Field) & Sue (Cheer) at the end of the school year, as their children will graduate. She has a need to fill these roles soon, as game managers need extended training time to fulfill the role.
- To resolve this, Michelle will put together a job description. We will roll out volunteer needs ASAP.
- We discussed how to promote Bingo attendance to our EHS community. Getting teams to retweet on social media, and marketing to the groups that are assisting each week will be done.
- Michelle requested a \$2,000 donation to a Toy & Food Drive and \$1,000 to Operation Santa to give back to the community and Longmont Bingo Alley. This has been done annually in the past. Matt motioned for approval, Kate 2nd the approval, and the motion was unanimously approved.
- Michelle K. needs to submit for the Bingo License. She needs a membership list to be submitted. Jenn will prepare the membership list from Booster Spark and mailchimp for the submission.

#### **Concessions- Krista Ailey**

- The Health Department visited Concessions during the last football game. They recommended that concessions install a dishwashing sink. They also requested that the concessions manager take a \$200 Food Prep Course.
- Krista expressed her continued need for Wifi in concessions.
- Matt will take this up with the Principal ASAP, and see if they will pay for the course and install the sink as part of their planned renovations to the concessions stand. He will talk to him about wifi as well.
- Krista is speaking with the Choir about how they would like to receive their payouts.

### **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 Matt a list of their needs for posting.

### **Spirit Wear- Kate Arnold**

- Kate has been working with Haley Sema as the supplier for EHS Spirit wear. Working with BSN created many challenges, so we are planning to order from Haley going forward if she can match their prices.
- Haley created and sold Erie Pink Out sweatshirts and donated the profits to the Booster Club, in the amount of \$337.
- A discussion was had about coordinating Pink Out among the fall teams for a larger donation to the cancer fund.
- Kate requested an iPad for Spirit Wear sales, as we are currently using her personal iPad. The Board was in favor of purchasing an iPad for the Booster Club Spirit Wear Sales. Kate will look into pricing and then seek the Board's final approval if the price exceeds \$400 prior to purchasing.

### **After Prom**

- Michelle has a meeting with Chad & Josh on November 17th to discuss the plans for AfterProm. She'll share her feedback in an email.
- She'll move quickly to trying to capture end of year donations prior to Christmas break, and then make another major push for donations from January 10th - Mid March.
- The date for After Prom is April 22nd, 2023. Anna Williams organizes the Prom, and has delayed their timeline slightly due to being on maternity leave.
- Michelle is able to use our old website for AfterProm, at a cost of \$17 per year. She also needs to purchase Dreamweaver to manage the content at a cost of \$20 per month. Our Booster Club website will link to the AfterProm website, Matt will help with this. Jenn made a motion to approve Booster Club's payment of the expenses. Matt seconded the motion. All were in favor, motion approved.

### **Grants committee**

- The Grant Committee (Jenn, Kate and Michelle H.) presented their Grant application FAQ and Guidelines and their Online Grant Request Form. Minor modifications were made to the form after discussion.
- Matt made a motion to approve all of the forms. Michelle K seconded the motion. All were in favor, motion approved.
- The official rollout for applications begins January 1st. Matt will share the information in an email this week so that the organizations can prepare.

- It was noted that funds may be requested for items that were recently purchased. A receipt would be required for reimbursement.

### **New Business**

#### **Grant Requests for Consideration**

- Previously submitted grant requests were reviewed for consideration. Cross Country, Dance and Cheer will be asked to resubmit under the guidelines of the new Grant Application process. Due to the immediate needs of Choir and girls basketball, those applications were brought up for consideration. Matt made a motion to approve funding for those two programs. Krista seconded the motion, all were in favor. Motion approved. Matt will contact the Choir to find out how many students are going on the Choir Trip, and contact Girl's Basketball to get information on how much was spent on uniforms to determine an amount granted to each program.
- November 16th, 2022 Follow-up: The cost of the Choir trip per student is \$2200 per student, there are 24 students going on the trip. Basketball spent \$3660 on 32 Game Uniforms (home and away) and \$2700 on 40 practice uniforms, for a total of \$6360.
- After discussion, a motion was made to approve a grant of \$2400 to choir (\$100 per student) and \$2200 to Girls' Basketball, which would cover a third of their cost, and support the varsity team. Matt made a motion to approve, Jenn seconded the motion, all were in favor with no opposition. Choir and Girls' Basketball can resubmit an application for money in the next grant cycle if needed.

#### **Teacher Appreciation Holiday Party**

- The administrative staff at EHS approached Booster Club with a request for \$1500 to pay for appetizers at the staff Christmas party. After discussion that this would be in place of our Christmas meals/gift cards for the staff, Michelle K. made a motion to approve the request. Kate seconded the motion. All were in favor, motion approved. Mat will send an email response to the admins.

### **Membership**

Going forward, make sure attendance sheets are filled out by volunteers at Bingo, Concessions and AfterProm, Meetings and spirit wear sales. Include name, email and phone number. A statement at the bottom of the sheet should indicate "By providing your information, you automatically become a member of the Erie High School Booster Club."

### **Old Business**

- Our Bylaws and Articles of Incorporation are complete and need to be submitted to the Secretary of State. Matt will send the information to Jenn to submit.

**Meeting Adjourned: 8:45pm**

#### **NEXT MEETING**

**Monday, December 12th**

**6pm**

**Bird House**

\*Jenn will make a reservation\*

