

## **Erie High School Booster Club Board Meeting**

**Date & Time:** October 23, 2023 5pm

**Location:** Wapo's Restaurant

**Call to Order: 5:20pm**

### **Roll Call**

President - Matt Powell

Vice President - Kate Arnold

Secretary - Jennifer Slater

Treasurer - Anneli Taylor

After Prom - Michelle Hall

Bingo - Michelle Kelly

Membership Chair - Raelene Navulur

Staff Appreciation Chair - Jaclyn Biodrowski

Scholarship Chair - Steve Biodrowski

**Approval of Minutes** - Kate A. made a motion to approve minutes from the meeting held 9/21/23. Michelle K. seconded the motion and the minutes were unanimously approved.

### **President's Report**

- The new scoreboards have been installed in the gym and on the football field! The scoreboards in the gym will be fully operational this week during the last home volleyball game, with the scoreboards on the football field coming online before the last home playoff football game.
  - Matt Powell is meeting with Chad Cooper this week to create a menu of advertising options for the scoreboards and the fenced area around baseball, as well as a QR Code and interest form. Once those are set, we will begin actively selling ad space. We will use our social media, but may consider hiring a social media company to help promote sales in the near future. If we sell the static ads ourselves, we earn 100% of the sales, versus using the sign company where the split is 70/30.
  - Stapp Interstate Toyota had a pre-existing advertising deal with the district, so their ads will not be included in our revenue.

### **Vice President's Report - Kate Arnold**

- No report at this time. (See Spirit Wear)

### **Treasurer Report- Anneli Taylor**

- Anneli has been working with Matt and Kate to continue to update the financial records from previous years. It was necessary to hire an outside person to update our information and input ~ 1500 data entries not previously included in our records from previous years (2019 - 2021). They paid \$580 for their services.

- During the review process, they discovered that there was a misfiling of our 2021 tax records. Anneli and Matt submitted a letter to the state requesting a reduction in penalties, as well as refiling the tax records, submitting a 990 form.
- Matt proposed hiring an outside CPA firm to handle our finances, as our income continues to increase with Bingo and future scoreboard revenue. Anneli will continue to manage the bookkeeping on a day-to-day basis. The search process will begin for this and it will be discussed with the board at a future meeting.
- Anneli provided the Statement of Financial Position to the Board. This will be uploaded to our website and can be found under Financial Reports. Due to the updating of records, our previous 9 statements are inaccurate, and will be removed from our website. Anneli provided an updated Statement of Activity by Month, which will replace those records.
- Anneli noted that our fiscal year is July - June, and is preparing a budget for the 2023-2024 year to amend, discuss & approve at our next meeting.
- Anneli noted that all scholarships issued from the Booster Club must have the same requirements and go through the same process for approval through the Booster Club Board. Scholarships are the only way an individual may receive money from the Booster Club.
- Anneli clarified that Bingo volunteer funding must go to groups volunteering with Bingo, and not individual volunteers. Bingo may not have separate scholarships or payment to individual volunteers, game managers or their children. All scholarships will go through the Booster Club and their stated requirements and process. This also applies to groups & individuals volunteering with concessions.
- In all cases, children of Board members will not receive preferential status on scholarships or any other BC activity. They will undergo the same requirements and approval process as all applicants for scholarships.
- Similarly, Grants are awarded to groups and not individuals.

### **Secretary Report- Jenn Slater**

Upcoming Dates:

- **Grant Requests:**
  - Baseball - Eric Dillinger submitted a grant request for replacing and upgrading the current batting cages used by baseball and softball. Matt will go back to him for clarification, as the quotes included with the application were out of line with, and significantly higher than, the estimated costs that he stated. Matt will also approach the Athletic Department to see if they are willing to provide any financial support for the batting cages. We will reconvene on this request once we have more information.
  - Creative Writing - Amanda Raehal Brown, who runs the Creating Writing Club, requested funds for two separate meals for 20 students taking part in the NaNoWrMo event in November at an estimated cost of \$237.98. Kate A. motioned for approval of \$250 in funds for their organization, Anneli T. seconded the motion. All approved. Jenn S. will notify Amanda of their approved grant.

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

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

- BSN, who supplies our spirit wear, has still been unable to fulfill their order. The order was placed over two months ago. Due to the fact that the majority of our sales occurs during the football season, and we now only have one remaining home game, Kate is considering significantly reducing the order for the year and requested Board input. The Board agreed that this was the best course of action to take now.

### **Bingo - Michelle Kelley**

- EHS Bingo was #1 in revenue for Q2 in Colorado!!!

### **Concessions- Michelle Hall (interim)**

- As of the first week of November, Michelle Hall will no longer be able to manage concessions as work for After Prom will begin.
- The Athletic Director, Chad Cooper, has assured Michelle that he will be pushing sports and clubs to step up their volunteering hours for concessions. He has had multiple complaints from parents when the concession stands are not able to be opened.
- Michelle pointed out that a large portion of the job occurs outside of concession stand hours - that includes inventorying, purchasing, and stocking items; reconciling the drawer and ipad sales; and meeting and training the group running concessions at the beginning of their session, as well as ensuring proper clean-up after their session. She feels 3 consistent adult volunteers are needed to help with the back end jobs that make concessions operable.
- Due to the low profitability of the concession stands (outside of football concessions) a discussion was held about whether the Booster Club should continue operating concessions, especially because no volunteers have stepped forward to help. Matt Powell will speak with the Athletic Director about discontinuing concessions operations through the Booster Club, with the option of still maintaining football concessions.
- The refrigerator in the indoor concessions continues to have issues with freezing items. It has been worked on several times by district personnel, however the issue persists. It may need replacement.

### **After Prom - Michelle Hall**

- The After-Prom date is set for April 20th. Due to a student population increase of 370 students in the junior & senior class (+170 seniors, +200 juniors), Michelle will be asking the school to open additional wings of the school to accommodate the needs of After Prom. Activities will be added as well.
- Michelle is projecting a \$10,000 cost to the EHS Booster club after all outside donations; she asked that this be included in the '23-'24 budget.

### **Membership Chair - Raelene Navulur**

- Raelene created a QR code and flier for a membership volunteer drive, and asked for feedback from the Board. All present approved. She will ask Lindsey Fox to include it in the EHS Newsletter for the next several weeks.
- Raelene will also review the membership options as they are presented on our website to make updates. Some buttons may be static, and we may need to contact the website service to make changes.

### **Staff Appreciation Chair - Jaclyn Biodrowski**

#### *Parent-Teacher Conference Meals*

- Set up between 2-2:30pm (Jaclyn, Kitty, Amy)
- Rush from 3-4pm, then mellow the rest of night, some teachers can back for seconds, more came back for desserts
- Leftovers went to teacher's lounge and concessions
- 10/10/23 - sandwiches and fruit trays from Kings Soopers; desserts and drinks from parents/community
- 10/11/23 - pasta, salad, and bread from Rosati's; desserts and drinks from parents/community
- Total donations = \$295 (+\$554 Rosati's sponsored meal - form for her to send to bookkeeper?)
- Total expense = \$428.36 (Sam's Club and King Soopers)
- New interest from volunteer form. Also going to reach out to last year's interest from the volunteer form.
- Next event - Possible Holiday Celebration for teachers (in the past just a grant request for funds) and Conferences in February,
- **Scholarship Chair - Steve Biodrowski**
  - All scholarship checks have been deposited by the colleges/universities/schools. Any student looking for their scholarship money should speak with their school.

**Meeting Adjourned: 6:45pm**

### **NEXT MEETING**

Date & Time: 5:30 - 6:30 Board Meeting; 6:30 - 8pm Open House Meeting

Location: Colorado National Golf Club, Master's Restaurant