



# Elbert School Booster Club Meeting Minutes

<b>Date/Time:</b> October 18th, 2023 4:45pm	
<b>Location:</b> Elbert School, Teacher lounge	
<b>Attendees:</b> Brandi Franken (Vice President), Pam Keith (Secretary), Niccole Parenti, Wendy Welp, Kristen Toscano, Kathryn Roys, Carrie LaFollette, Josie Corne, Mary Hughett	
<b>Call to order:</b> Booster Club Meeting of Elbert School was called to order by Brandi at 4:50 on 10/18/2023.	
<b>Approval of Agenda:</b> The agenda of the meeting was distributed and approved by Brandi and seconded by Wendy.	
<b>Review of Previous Minutes:</b> The minutes of the previous meeting were reviewed and approved by Mary and seconded by Pam.	
Agenda Item	Follow up/Action items:
<b>Old Business:</b>	
Booster Club By-Laws and Policy and Procedures <ul style="list-style-type: none"> <li>• Reviewed By-Laws. Edits completed by majority vote. Motion to approve by Wendy seconded by Pam.</li> <li>• Reviewed Policy and Procedures. Edits completed by majority vote through “Usage of Facilities” section. Motion to approve by Wendy, seconded by Niccole.</li> </ul>	<ul style="list-style-type: none"> <li>• Wendy Submit By-Laws to appropriate state personnel.</li> </ul>
Election of Officers <ul style="list-style-type: none"> <li>• Officers elected for open positions-               <ul style="list-style-type: none"> <li>○ President- Motion to nominate Brandi by Carrie, seconded by Wendy. Approved by vote.</li> <li>○ Vice President- Motion to nominate Kristen by Wendy, seconded by Niccole. Approved by vote.</li> <li>○ Assistant Treasurer- Motion to nominate Niccole by Mary, seconded by Brandi. Approved by vote.</li> <li>○ Publicist/Social Media- Motion to nominate Kathryn by Mary, seconded by Wendy. Approved by vote.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Booster Venmo account- tabled until next meeting <ul style="list-style-type: none"> <li>• Presented by Brandi</li> <li>• Discussed we can utilize our personal Venmo accounts and deposit funds into our Booster account.</li> </ul>	<ul style="list-style-type: none"> <li>• Add to November meeting agenda</li> </ul>
Setting up square to pass along fees <ul style="list-style-type: none"> <li>• Presented by Brandi and Kristen</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<ul style="list-style-type: none"> <li>• Discussed Boosters will not do this. This is the “cost of doing business”.</li> </ul>	
<p>Webpage Creation- tabled until next meeting</p> <ul style="list-style-type: none"> <li>• Presented by Kathryn and Pam</li> </ul>	<ul style="list-style-type: none"> <li>• Add to November meeting agenda</li> </ul>
<p>Costco Membership- tabled until next meeting</p> <ul style="list-style-type: none"> <li>• Presented by Niccole</li> </ul>	<ul style="list-style-type: none"> <li>• Add to November meeting agenda</li> </ul>
<p><b>Standing Agenda Items:</b></p>	
<p><b>Financial Report:</b></p> <ul style="list-style-type: none"> <li>• Presented by Wendy</li> <li>• See attachment/handout. Total monies \$21,546.66</li> <li>• The financial report was approved by Brandi and seconded by Kristen.</li> </ul>	<ul style="list-style-type: none"> <li>• Please turn in additional receipts and cash to Wendy.</li> </ul>
<p><b>Wish List Requests:</b></p> <ol style="list-style-type: none"> <li>1. Beverage Cooler for Stadium <ul style="list-style-type: none"> <li>• Total cost of cooler \$2850. School requesting Boosters to contribute to cost.</li> <li>• Booster approved \$1425 by majority vote. Motion to approve by Brandi, seconded by Kristen.</li> </ul> </li> <li>2. Volleyball warm up jackets <ul style="list-style-type: none"> <li>• Total Cost \$672. Request for \$221.76.</li> <li>• Booster approved \$350 by vote. Motion to approve by Brandi, seconded by Kristen.</li> </ul> </li> <li>3. Elementary AR pumpkin patch <ul style="list-style-type: none"> <li>• Total Cost of field trip is approximately \$900. Requesting \$440.</li> <li>• Booster approved \$440 by vote. Motion to approve by Brandi, seconded by Kristen.</li> </ul> </li> <li>4. Art pottery project/fundraiser <ul style="list-style-type: none"> <li>• Total cost for bowls are \$1178. Request for donation to assist with subsidizing cost of bowls.</li> <li>• Boosters approved \$378 by vote. Motion to approve by Brandi, seconded by Kristen.</li> </ul> </li> </ol>	
<p><b>Committee/Fundraiser Reports:- tabled until next meeting</b></p> <ul style="list-style-type: none"> <li>• Mercantile Dance- Presented by Mary <ul style="list-style-type: none"> <li>○ Admission and Concessions:</li> <li>○ Expenses (food and supplies):</li> <li>○ Net Profit:</li> </ul> </li> <li>• Donations- Presented by Committee Co-Chairs- Brandi and Carrie <ul style="list-style-type: none"> <li>○ New Donors: <ul style="list-style-type: none"> <li>▪ True Value in Elizabeth gave us \$300 gift card</li> </ul> </li> <li>○ Current Donors: <ul style="list-style-type: none"> <li>▪ South 40 Bar and Grill (for donation of food prep cooler). Gold Level. Banner made for gymnasium. \$500 through donations</li> <li>▪ Innovative Threads- Purple Level. Banner made for gymnasium. \$250</li> </ul> </li> </ul> </li> </ul>	

- Kubota- Bulldog Level. Banner made for gymnasium. \$1000
  - Cowboy Coffee- Purple level. Banner made for gymnasium. \$250
  - HooMotors- Purple level. Banner made for gymnasium \$250
  - Bino's- Gold level. Banner made for gymnasium \$500
- Expenses:
  - Banners will be 3'x6' or 6'x6' depending on donation level. Brandi to print them.
  - \$60 cost to Boosters per banner.
- Merchandise- Presented by Committee Chair- by Brandi
  - Expenses:
  - Sales:
    - 9/22: \$317
    - 9/26: \$479
    - 9/28: \$75
    - 9/29: \$668
    - 10/11:
    - 10/13:
  - Profit over last month: \$
  - Remaining approved spending limit \$1000- expenses
- Breakfast First Fridays 9/1/23- presented by Kristen
  - Sales: \$210
  - Expenses: burrito supplies
- Concessions- presented by Niccole and Pam
  - Sales:
    - 9/21 MS Football-
    - 9/22 HS Football- \$816.50
    - 9/29 HS Football (Homecoming)- total \$913 (\$782 concessions and \$131 s'mores and hot coco)
    - 10/11 MS football- EClub sports fundraiser. Did we take out expenses
    - 10/13 HS football- \$1135.25
  - Expenses: condiments, soda
  - New Cooler purchased by the school. Discuss reimbursement.
  - Concession season clean-up.
  - Wish list for next year.
  - Review of season:
- Reindeer Lane- Presented by Committee Co-Chairs- Wendy and Kristen
  - Cleaned out trailer and moved items to school booster room and Kristen's house.
  - \$ spent on purchases:
  - Proposed date:
- Plant Sale- Presented by Committee Chair- Wendy

<ul style="list-style-type: none"> <li>○ Nothing to report</li> <li>● Booster Club Scholarship- Presented by Committee Co-Chairs- Wendy and Jenn <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>● Car Wash 8/19/23- presented by Brandi <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>● Fair Snack Shack- presented by committee chair- Brandi <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>● Back to School Night- presented by Kristen <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>● Elementary Field Day <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>● School Spirit- Presented by Committee Co-Chairs- Niccole and Pam <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>● Peaches- presented by Pam <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>● Extracurricular support (school sponsored clubs/groups/athletics)- determined this was no longer a committee,</li> </ul>	
<b>New Business:</b>	
<p><b>Fundraising opportunity for Art</b></p> <ul style="list-style-type: none"> <li>● Presented by Ms. Petersen</li> <li>● See Wish List form above</li> </ul>	●
<p><b>Halloween Events:</b></p> <ul style="list-style-type: none"> <li>● Presented by Niccole</li> <li>● Haunted House</li> <li>● Trunk or Treat</li> </ul>	●
<p>Booster Contact for Mr. Graves</p> <ul style="list-style-type: none"> <li>● Mr. Graves has requested a meeting with one Booster Club Member to address concerns, improve communication and relationship between school and Elbert Booster Club.</li> <li>● Voted for Booster’s point of contact to be the President.</li> <li>● Items to be discussed with Mr. Graves: <ul style="list-style-type: none"> <li>-an approval/communication process that works for both entities</li> <li>-financial record-keeping/accountability</li> <li>-facility approval &amp; usage</li> <li>-time frame for closing concessions &amp; the booster store on game nights</li> <li>-how much fundraising do boosters do? Do other teams/clubs still have room/an audience to fundraise?</li> <li>-How much do boosters help? 1/3 payment policy?</li> <li>-Anything the boosters would like to discuss</li> </ul> </li> </ul>	●
<p><b>Elbert Craft Fair</b></p> <ul style="list-style-type: none"> <li>● Booster Club to run concessions. Need to finalize menu</li> </ul>	●

<p><b>List of Booster Club needs/work orders: tabled until next meetings</b></p> <ul style="list-style-type: none"> <li>• Additional Square readers</li> <li>• Heat Press</li> <li>• Storage shed/Conex</li> <li>• Cambros</li> <li>• Large crockpot</li> <li>• Pretzel machine</li> <li>• tongs x2</li> <li>• cookie sheet/pan with sides</li> <li>• coffee maker</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Roundtable:</b></p> <ul style="list-style-type: none"> <li>• Trunk or Treat on 10/31. Nicole created ghosts with glow sticks to give to school to be given out during festivities.</li> <li>• Women’s Club Bazaar will be held 11/11</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Meeting agenda requests for next meeting:</b></p> <ul style="list-style-type: none"> <li>• No additional requests at this time.</li> </ul>	
<p><b>Meeting Adjourned:</b> The meeting was adjourned by Wendy seconded by Kristen at 1905.</p>	
<p><b>Meeting minutes submitted by:</b> Pam Keith</p>	
<p><b>Next Meeting:</b> November 1st at 4:45pm at Elbert School Board Room</p>	