



Elbert School Booster Club

Meeting Minutes

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

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

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ○ Expenses: ○ Sales: <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ○ Sales: \$210 ○ Expenses: burrito supplies ● Concessions- presented by Niccole and Pam <ul style="list-style-type: none"> ○ Sales: <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ○ 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 	
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<ul style="list-style-type: none"> ○ Nothing to report • Booster Club Scholarship- Presented by Committee Co-Chairs- Wendy and Jenn <ul style="list-style-type: none"> ○ Nothing to report • Car Wash 8/19/23- presented by Brandi <ul style="list-style-type: none"> ○ Nothing to report • Fair Snack Shack- presented by committee chair- Brandi <ul style="list-style-type: none"> ○ Nothing to report • Back to School Night- presented by Kristen <ul style="list-style-type: none"> ○ Nothing to report • Elementary Field Day <ul style="list-style-type: none"> ○ Nothing to report • School Spirit- Presented by Committee Co-Chairs- Niccole and Pam <ul style="list-style-type: none"> ○ Nothing to report • Peaches- presented by Pam <ul style="list-style-type: none"> ○ Nothing to report • Extracurricular support (school sponsored clubs/groups/athletics)- determined this was no longer a committee, 	
New Business:	
Fundraising opportunity for Art <ul style="list-style-type: none"> • Presented by Ms. Petersen • See Wish List form above 	•
Halloween Events: <ul style="list-style-type: none"> • Presented by Niccole • Haunted House • Trunk or Treat 	•
Booster Contact for Mr. Graves <ul style="list-style-type: none"> • Mr. Graves has requested a meeting with one Booster Club Member to address concerns, improve communication and relationship between school and Elbert Booster Club. • Voted for Booster's point of contact to be the President. • Items to be discussed with Mr. Graves: <ul style="list-style-type: none"> -an approval/communication process that works for both entities -financial record-keeping/accountability -facility approval & usage -time frame for closing concessions & the booster store on game nights -how much fundraising do boosters do? Do other teams/clubs still have room/an audience to fundraise? -How much do boosters help? 1/3 payment policy? -Anything the boosters would like to discuss 	•
Elbert Craft Fair <ul style="list-style-type: none"> • Booster Club to run concessions. Need to finalize menu 	•

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