



# Elbert School Booster Club Meeting Minutes

<b>Date/Time:</b> November 1st, 2023 4:45pm	
<b>Location:</b> Elbert School, Board Room	
<b>Attendees:</b> Brandi Franken (President), Kristen Toscano (Vice President), Wendy Welp (Treasurer), Pam Keith (Secretary), Kathryn Roys (Publicist/Social Media), Carrie LaFollette	
<b>Call to order:</b> Booster Club Meeting of Elbert School was called to order by Brandi at 5:10pm on 11/1/2023.	
<b>Approval of Agenda:</b> The agenda of the meeting was distributed and approved by Wendy and seconded by Pam.	
<b>Review of Previous Minutes:</b> The minutes of the previous meeting were reviewed and approved by Pam and seconded by Wendy.	
Agenda Item	Follow up/Action items:
<b>Old Business:</b>	
Booster Club Policies and Procedures <ul style="list-style-type: none"> <li>• Reviewed Policies and Procedures. Edits completed by majority vote through Elbert Booster Club Property. Motion to approve by Wendy, seconded by Pam</li> <li>• Budget created by Wendy and Niccole- tabled until next month</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Booster Venmo account <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. Wendy recommended she delete her personal Venmo account and set up a Booster account with her phone number.</li> </ul>	<ul style="list-style-type: none"> <li>• Wendy to set up Venmo account for Boosters.</li> </ul>
Webpage Creation- <ul style="list-style-type: none"> <li>• Presented by Kathryn</li> <li>• Need to add content- merchandise, things Booster's support, meeting agenda/minutes, donors</li> </ul>	<ul style="list-style-type: none"> <li>• Brandi to add to discuss with Mr. Graves.</li> </ul>
Costco Membership- tabled until next meeting <ul style="list-style-type: none"> <li>• Presented by Niccole</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Standing Agenda Items:</b>	
<b>Financial Report:</b> <ul style="list-style-type: none"> <li>• Presented by Wendy</li> <li>• See attachment/handout. Total monies \$20,125.08</li> <li>• The financial report was approved by Pam and seconded by Brandi.</li> </ul>	<ul style="list-style-type: none"> <li>• Please turn in additional receipts and cash to Wendy and Niccole.</li> </ul>

<ul style="list-style-type: none"> <li>• Booster’s Copy account with the school is -\$3.25. Motion to add \$100 to account by Brandi, seconded by Pam</li> </ul>	<ul style="list-style-type: none"> <li>• Brandi to give check to Kyrei.</li> </ul>
<p><b>Wish List Requests:</b></p> <p>1. None reported this month</p>	<ul style="list-style-type: none"> <li>• Electronic form created by Kathryn.</li> </ul>
<p><b>Update from Mr. Graves:</b> Presented by Brandi</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> <li>• Items to be discussed with Mr. Graves: <ul style="list-style-type: none"> <li>○ Locker Magnets</li> <li>○ Candy bar Christmas fundraiser</li> <li>○ Banners on the baseball field</li> <li>○ Reindeer Lane- Date/hours, Can we open it for parents?</li> <li>○ Spring sports concessions (track and baseball)</li> <li>○ Does Boosters need to complete an annual Volunteer Form?</li> <li>○ Booster Trailer and storage area</li> <li>○ Policies and Procedures input</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Brandi to set up meeting</li> <li>• Pam to send updated Policies and Procedures</li> </ul>
<p><b>Committee/Fundraiser Reports:- tabled until next meeting</b></p> <ul style="list-style-type: none"> <li>• Mercantile Dance- Presented by Mary- tabled until next month</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> <li>▪ 3 Gen Excavation \$1000</li> <li>▪ Integrity Auto \$1000</li> <li>▪ Rocky Mountain Container Homes \$500</li> <li>▪ Kiowa Creek Outfitters \$500</li> </ul> </li> <li>○ Current Donors: <ul style="list-style-type: none"> <li>▪ South 40 Bar and Grill- Gold Level.</li> <li>▪ Innovative Threads- Purple Level.</li> <li>▪ Kubota- Bulldog Level.</li> <li>▪ Cowboy Coffee- Purple level.</li> <li>▪ HooMotors- Purple level.</li> <li>▪ Bino’s- Gold level.</li> <li>▪ Kelly DeVol \$400</li> </ul> </li> </ul> </li> <li>• Merchandise- Presented by Committee Chair- by Brandi <ul style="list-style-type: none"> <li>○ Discussed wanting to sell merchandise at Reindeer Lane</li> <li>○ Will create business card for Boosters with our website to send home to families</li> </ul> </li> <li>• Breakfast First Fridays 9/1/23- presented by Kristen <ul style="list-style-type: none"> <li>○ On 9/1/23- There was \$210 in sales.</li> </ul> </li> <li>• Concessions- presented by Niccole and Pam <ul style="list-style-type: none"> <li>○ Concessions cleaned out</li> <li>○ Will donate breadsticks and meatballs to football team potluck</li> </ul> </li> <li>• Reindeer Lane- Presented by Committee Co-Chairs- Wendy and Kristen</li> </ul>	

<ul style="list-style-type: none"> <li>○ Cleaned out trailer and moved items to school booster room and Kristen's house.</li> <li>○ Date to be set tomorrow.</li> <li>○ Will see if high schoolers can help wrap.</li> <li>○ Discussed additional items to purchase more geared towards middle school and high school aged kids.</li> <li>● Plant Sale- Presented by Committee Chair- Wendy <ul style="list-style-type: none"> <li>○ Would like to be the same day as BFL track meet on 5/4/24.</li> <li>○ Have it as the Mercantile building.</li> </ul> </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>	
<p><b>Review of events over last month:-</b> tabled until next meeting</p> <ul style="list-style-type: none"> <li>● School Halloween events- presented by Niccole <ul style="list-style-type: none"> <li>○ Ghosts and glow sticks</li> <li>○ Table of candy handout</li> </ul> </li> </ul>	
<p><b>New Business:</b></p>	
<p>Women's Club Christmas Bazaar 11/11- presented by Wendy</p> <ul style="list-style-type: none"> <li>○ Merchandise table will be available</li> </ul>	<ul style="list-style-type: none"> <li>●</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 or lumbar to buy</li> <li>● Cambros</li> <li>● Large crockpot</li> <li>● Pretzel machine</li> <li>● Hot dog maker- Wendy to ask Women's Club</li> <li>● tongs x2</li> <li>● cookie sheet/pan with sides</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>

<ul style="list-style-type: none"><li>• coffee maker</li></ul>	
<b>Roundtable:</b> <ul style="list-style-type: none"><li>• Potential Silent Auction in the Spring</li></ul>	
<b>Meeting agenda requests for next meeting:</b> <ul style="list-style-type: none"><li>• No additional requests at this time.</li></ul>	
<b>Meeting Adjourned:</b> The meeting was adjourned by Brandi seconded by Wendy at 6:33pm	
<b>Meeting minutes submitted by:</b> Pam Keith	
<b>Next Meeting:</b> December 6th at 4:45pm at Elbert School Board Room	