



Elbert School Booster Club

Meeting Minutes

Date/Time: December 6th, 2023 4:45pm

Location: Elbert School, Board Room

Attendees: Brandi Franken (President), Kristen Toscano (Vice President) [phone], Wendy Welp (Treasurer), Pam Keith (Secretary), Kathryn Roys (Publicist/Social Media), Carrie LaFollette, Mary Hughett, Niccole Parenti

Call to order: Booster Club Meeting of Elbert School was called to order by Brandi at 4:51pm on 12/6/2023.

Approval of Agenda: The agenda of the meeting was distributed and approved by Pam and seconded by Niccole.

Review of Previous Minutes: The minutes of the previous meeting were reviewed and approved by Niccole and seconded by Pam.

Agenda Item	Follow up/Action items:
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Old Business:

Booster Club Policies and Procedures

- Reviewed Policies and Procedures- tabled until next month
- Budget created by Wendy and Niccole- tabled until next month

- Wendy and Niccole to create Budget/Finance guidelines for policies and procedures

Booster Venmo account

- Presented by Wendy/Brandi
- Wendy set up Booster account- set up tonight

- Wendy to set up Booster Club's Venmo account

Webpage Creation-

- Presented by Kathryn
- Need to add content- merchandise, things Booster's support, meeting agenda/minutes, donors

- Brandi to send to Kathryn merchandise items for Kathryn add to website.

Costco Membership-

- Presented by Niccole- Pam and Niccole to be added to the account.

- Pam to be added to the Costco membership account.

Standing Agenda Items:

Financial Report:

- Presented by Wendy
- See attachment/handout. Total monies \$18, 933.68
- The financial report was approved by Pam and seconded by Brandi.

- Please turn in additional receipts and cash to Wendy and Niccole.

<p>Wish List Requests:</p> <ol style="list-style-type: none"> 1. Cynthia Yoder requesting \$250 for FAFSA and scholarship night. Contribution will assist with desserts and presenter fees. Total cost of event ~\$750, seeking 1/3 of cost at \$250. Vote by majority. Approved by Niccole, seconded by Brandi. 2. Carrie Laffollette- Seeking booster support for warm-up jersey's for high school boys and high school girls basketball teams. Boosters will sponsor \$30 per athlete/coach/managers towards warmups. For the girls team there is 8 players, 2 managers, 1 coach. For the boys team, there is 12 players, 1 manager, 2 coaches. Vote by majority. Approved by Pam, seconded by Niccole. 3. Carrie LaFollette- Asked Boosters to sponsor shooting machine for the basketball program. Asking for \$2500 of the \$5000 total. – tabled for now 	
<p>Update from Mr. Graves: Presented by Brandi</p> <ul style="list-style-type: none"> • Items to be discussed with Mr. Graves: <ul style="list-style-type: none"> ○ Sponsoring Letter Jackets- Booster to sponsor 1 letter jacket up to \$300 for student nominated by athletic director who demonstrates the R.O.C.K exemplar. Vote by majority. Approved by Kathryn and second Wendy. <ul style="list-style-type: none"> ▪ For the future, nominations come from athletic director and wish list form to be completed ○ Locker Magnets- tabled until next month ○ Candy bar Christmas fundraiser- decided not to do any additional fundraiser at this time. ○ Banners on the baseball field- will put them up in spring (first weekend of March) to avoid damage from weather. ○ Reindeer Lane- Date/hours- see below ○ Spring sports concessions (track and baseball)- tabled ○ Does Boosters need to complete an annual Volunteer Form- Brandi to discuss with Mr. Graves. ○ Booster Trailer and storage area- waiting for title to arrive to donate to Boy Scouts of America. ○ Policies and Procedures input- tabled 	<ul style="list-style-type: none"> •
<p>Committee/Fundraiser Reports:- tabled until next meeting</p> <ol style="list-style-type: none"> 1. Donations- Presented by Committee Co-Chairs- Brandi and Carrie <ul style="list-style-type: none"> ○ New Donors: <ul style="list-style-type: none"> ▪ None over the last month ○ Current Donors: <ul style="list-style-type: none"> ▪ South 40 Bar and Grill- Gold Level. ▪ Innovative Threads- Purple Level. ▪ Kubota- Bulldog Level. ▪ Cowboy Coffee- Purple level. ▪ HooMotors- Purple level. ▪ Bino's- Gold level. ▪ Kelly DeVol \$400 	

- True Value in Elizabeth gave us \$300 gift card
- 3 Gen Excavation \$1000
- Integrity Auto \$1000
- Rocky Mountain Container Homes \$500
- Kiowa Creek Outfitters \$500

2. Merchandise- Presented by Committee Chair- by Brandi

- Will create business card for Boosters with our website to send home to families.
- Kathryn to create handouts with QR code and website information to sell merchandise.

3. Breakfast First Fridays- presented by Committee Chair- Kristen

- On 12/1/23- There was \$348 in sales.
- Ideas to change menu.
 - Nominated French toast and sausage patties.
 - Loaded tater tots
 - Muffins
 - Donuts
 - Biscuits and gravy

4. Reindeer Lane- Presented by Committee Co-Chairs- Wendy and Kristen

- Spent \$1,642.83 so far this year on sale items.
- Setting up night before.
- Volunteers- Cynthia Yoder is organizing high school students to assist. Sign up genius to be created. Nicole to reach out to school volunteers.

5. Concessions- presented by Nicole and Pam

- Purchased items—12” tongs, coffee urn, magnetic utensil bar x2, hot dog steamer, 8.5 quart slow cooker, grilling tongs.

6. Mercantile Dance- Presented by Mary

- Nothing to report

7. Plant Sale- Presented by Committee Chair- Wendy

- Would like to be the same day as BFL track meet on 5/4/24.
- Have it as the Mercantile building.

8. Booster Club Scholarship- Presented by Committee Co-Chairs- Wendy and Jenn

- Nothing to report

9. Car Wash 8/19/23- presented by Brandi

- Nothing to report

10. Fair Snack Shack- presented by committee chair- Brandi

- Nothing to report

11. Back to School Night- presented by Kristen

- Nothing to report

12. Elementary Field Day

- Nothing to report

13. School Spirit- Presented by Committee Co-Chairs- Nicole and Pam

- Nothing to report

14. Peaches- presented by Pam <ul style="list-style-type: none"> ○ Nothing to report 	
Review of events over last month: <ul style="list-style-type: none"> • See committee comments above 	
New Business:	
List of Booster Club needs/work orders: tabled until next meetings <ul style="list-style-type: none"> • Additional Square readers • Heat Press • Storage shed/Conex or lumbar to buy • Cambros • Pretzel machine • Hot dog maker- Wendy to ask Women's Club • cookie sheet/pan with sides 	<ul style="list-style-type: none"> •
Roundtable: <ul style="list-style-type: none"> • Potential Silent Auction fundraiser in the Spring • FFA dance 12/16 	
Meeting agenda requests for next meeting: <ul style="list-style-type: none"> • No additional requests at this time. 	
Meeting Adjourned: The meeting was adjourned by Brandi seconded by Pam at 6:53pm	
Meeting minutes submitted by: Pam Keith	
Next Meeting: January 3rd at 4:45pm at Elbert School Board Room	