



# Elbert Booster Club

## Meeting Minutes

March 5<sup>th</sup>, 2025

### Opening Actions:

- Call to order: Booster Club Meeting of Elbert School was called to order by Josi at 5:40 pm on 3/5/2025.
- Meeting Attendees: Kathryn Roys (President), Kristen Toscano (Vice President), Niccole Parenti (Assistant Treasurer), Pam Keith (secretary) via phone, Sam Donahue (publicist), Josi Corne, Carrie LaFollette, Carrie Wolfswinkel
- Approval of Agenda: The agenda of the meeting was distributed. Agenda approved by Kristen and seconded by Niccole. Motion carried.
- Review of Meeting minutes. Meeting minutes approved by Kristen and seconded by Katherine. Motion carried.

### Agenda Items:

- **Financial Report**
  - The Financial Report was distributed. Approved by Niccole and seconded by Kristen. Motion carried.
  - Niccole stated that two Venmo transactions have not cleared through the bank yet for the amounts of \$30.00 and \$33.00. Also, received gift cards in the amounts of \$37.00 and \$62.50 from Walmart due to cashier errors.
  - Current Total Balance: \$ 23,953.72
  - Katherine made a motion to form an Audit Committee, seconded by Pam. Motion carried.
  - The members of the Audit Committee are Niccole Parenti, Carrie Wolfswinkle, and Sam Danahue. This committee will oversee the financial reporting process of the Elbert Booster Club and its committees.
  - Motion to stop the use of Venmo. Approved by Katherine and seconded by Carrie W. Motion carried. All transactions are to be recorded via Square, Zeffy, cash, or check. Also, the provision that all cash and check transactions will be transferred to Square for proper financial recordkeeping.
  - Motion for Katherine to have debit card access. Approved by Niccole and seconded by Josi. Motion carried.
  - Current members with debit card access are Wendy Welp and Niccole Parenti.
  - Each committee will develop a process to track expenditures/sales.

- **School Meeting Minutes:**
  - No meeting this past month
- **Donors for sponsor banner:**

Income/New Sponsors:

- Katherine created a list of potential sponsor donors to reach out to.

Expenses:

- none

Approved Budget Items:

- n/a

Budget Request: None

Expired/Expiring Sponsors:

- High Plains Food Wendy said she will follow-up on this.

- **Merchandise:** Presented by Committee- by Kristen/Josi
  - Review of last months sales: total: \$612.56
    - 2/18- Deposit \$41 and square \$413.45
    - 2/24- square \$29.12
    - 2/27- Venmo \$95 and square \$33.99
  - Expenditures last month: total: \$1368.69
    - \$2/14/25- S &S Activewear \$631.66
    - \$2/24/25- S & S Activewear \$737.03
  - Transfers are being stored inside the school, (temperature sensitive).
  - Booster Club Member Purchase Policy- A limit of \$35.00 per year will be set for each Booster Club member. Booster members will be responsible for paying for items at cost when purchasing for their family members. Approved by Josi and seconded by Carrie W. Motion carried.
  - Katherine confirmed the BFL logo will remain the same.
  - Carrie W. offered the use of her enclosed trailer for merch needs at BFL.
  - Kristen reported that the table bought for the heat press isn't sturdy enough. We will look into options to use it for something else or a way to add stability.

- **Wish Lists Request:**

1. Mascot- Mascot request- Request for Booster Club to buy a new school Bulldog mascot. Booster Club is considering paying the full amount of \$1,395.00 for the mascot if STUCCO volunteers to help at the upcoming Spring Concert dinner. We will follow up with Sarah Lindauer regarding this arrangement. The Mascot Check-In/Check-Out Process will be directed to the Cheer coach or Athletic Director, and will create a sign-up process for checking the mascot in and out. This process will ensure proper tracking and management of the mascot for events. Due to the time sensitivity of the matter, we may approve this via text message to have the mascot for Elbert's 10 Year Anniversary on March 19th.

*-edit to add text message decision: per text communication on 3/6/25, Boosters will pay for half of the cost for the new mascot.*

2. Music fieldtrip PreK-5 - Katherine made a motion to approve \$4.00 per child for the music field trip, seconded by Pam. Motion carried.
  3. Mints for testing - Shawn Graves \$100.00 - Sam made a motion to approve, seconded by Kari B. Motion carried.
  4. Snacks- Maretta Glander - 431 snacks purchased at a total of \$119.12 - Approved by Katherine and seconded by Pam. Motion Carried.
  5. Bus box- G&B Basketball – Approve bus boxes for up to 10 more games (Estimate \$700 + burritos) Approved by Carrie L and seconded by Sam. Motion Carried.
  6. Baseball and Track Concessions Request - Carrie L. will make an official wish list request for the same as last year. Approved by Pam and seconded by Katherine. Motion carried.
  7. Shelving Unit- Shelving Units Purchase and Discount
    - Kristen successfully secured a 50% discount from Home Depot on a total of six shelving units. Three units will be allocated for the room next to the field house, and the remaining three will be used for the connex box.
    - Home Depot will distribute three shelving units in March and the remaining three in April. The school will handle the purchase of its own totes for storage.
    - The total cost for the shelving units is approximately \$1,047 plus tax. Approved by Pam and seconded by Josi. Motion carried.
  8. Jayla Brown Pie Day Fundraiser- A total amount of \$150.00 will be allocated to purchase pies for students to buy, with the opportunity to enter a raffle for the chance to smash non-dairy whipped cream in a staff member's face. The Boosters will utilize pie tins that we already have for this event. The event date is still to be determined and will depend on the outcome of the basketball game, with possible dates being March 13th, 14th, or 18th. This motion was approved by Kristen and seconded by Keri B. Motion carried.
- **Booster Club operation needs:** none reported
  - **Events (review of past and upcoming events):** refer to financial report.
    - First Fridays Breakfast - Presented by Committee Chair- Sam
      - Review of last month's Profit: \$312.08
    - Fieldhouse Updates -
      - The Fieldhouse has been cleaned.
      - We have a temperature alert system that sends notifications to our email in the event of any temperature issues with the freezer.
      - Matt is continuing to address the sink leak and is working on a solution to provide additional electrical options or mount a power strip to the wall.
    - Elbert Women's Club Breakfast/Non Profit Booth on April 27

- Free booth to connect with local non-profit organizations, promote new sponsors, opportunity to sell merchandise.
- Donkey BBall (April 21st)
- BFL (April 3)
- Booster Club Scholarship- Presented by Committee Co-Chairs- Wendy
  - Sent to Cynthia, will have by April 1st.
- Spring Concert (May 1) Spaghetti dinner- All proceeds will be donated to music (all winter proceeds went to art).
- Elizabeth Stampede (June 5th-8th)
- Bulldog Newsletter- no additional recommendations for next publication
- Spirit boxes- pending basketball post season play
  - High School
    - MONDAY, FEBRUARY 10 @ BRIGGS DALE
    - FRIDAY, FEBRUARY 28 @ CHEYENNE WELLS (2.5 hour trip)
  - Middle School
    - none at this time
    - Remaining Auction items- None at this time

#### Round Table:

- The purchase of 2 packs of Costco plates (\$4 off right now at Costco) for the teachers lounge. Approved by Niccole and seconded by Sam. Motion carried.
- Cornhole Tournament- Tabled
- Plant Sale- Tabled
- Car Wash- Boosters will offer this to clubs for fundraising opportunities.
- Sam presented progress on the yearbook sponsor page. All members were in favor of the design and layout.
- Fair Chair Members and Volunteer Promotion- Current chair members are Katherine and Carrie L. Carrie W. joined as a Fair chair member. We will begin promoting volunteer opportunities early this year to ensure ample participation. A SignUp Genius will be created for volunteer sign-ups.  
We are also discussing a fair menu to include healthier options, such as protein boxes and veggie sticks.
- Katherine presented New Elbert 3D printed items to be made and purchased.

#### Closing:

- Adjourn Motion to adjourn meeting by Josi and seconded by Carrie W. at 7:28 pm.
- Next Meeting: April 2nd, 2025 at 5:15 pm at Elbert School Cafeteria.