



Elbert School Booster Club

Meeting Minutes

Date/Time: August 9th, 2023 4:45pm	
Location: Elbert School, Board Room	
Attendees: Brandi Franken (Vice President), Pam Keith (Secretary), Niccole Parenti, Kristen Toscano, Jenn, Kathryn Roys-Conley, Carrie LaFollette, Josie Corne	
Call to order: Booster Club Meeting of Elbert School was called to order by Brandi at 1647 on 8/9/2023.	
Approval of Agenda: The agenda of the meeting was distributed and approved by Brandi and seconded by Mary.	
Review of Previous Minutes: The minutes of the previous meeting were reviewed and approved by Mary, and seconded by Mary.	
Agenda Item	Follow up/Action items:
Standing Agenda Items:	
Financial Report: <ul style="list-style-type: none">Presented by WendySee attachment/handoutThe financial report was approved by Brandi and seconded by Niccole.	<ul style="list-style-type: none">Please turn in additional receipts and cash to Wendy.
Wish List Requests <ul style="list-style-type: none">No wish list requests submitted	
Review of last month's events: <ul style="list-style-type: none">Elbert County Fair- Presented by Brandi/Carrie/Kristen/Niccole<ul style="list-style-type: none">Rough estimate sales: \$21,822.74 (without some tabs)Rough estimate expenses (food and supplies): \$12,677.73Items purchased: air fryers, pop-up tentsDo we have to pay taxes on sales- no, Booster Club is exemptSee attachment on purchase listItems completed for successful event:<ul style="list-style-type: none">tablets with square readers- borrowed from schoolupdated Sam's Club membership for online orderingBooster account for Restaurant DepoBooster account with CiscoPartnership with local businesses (Real Sugar Soda, South 40 Bar and Grill, All American Propane)Philly Cheesesteak sandwiches were a large success	

<ul style="list-style-type: none"> ▪ Real Sugar fountain drinks were successful. Recommend only doing 8 flavors next year, instead of 12 ▪ Elizabeth Wal-Mart donated bottled water ▪ Having a pop-up tent. Drew attention to the Snack Shack, allowed volunteers and food to be in the shade. Brandi to return tent due to it ripping on day 1. ▪ Established an amazon account for products ○ Review of learnings: <ul style="list-style-type: none"> ▪ Will have one menu for the whole week vs having nightly specials ○ Thank you cards to: Fair committee, Real Sugar Soda, South 40 Bar and Grill, All American Propane 	
<p>Committee/Fundraiser Reports:</p> <ol style="list-style-type: none"> 1. Fair Snack Shack- Presented by Committee Chair/operations - Brandi <ul style="list-style-type: none"> ○ See above 2. Merchandise- Presented by Committee Chair- by Brandi <ul style="list-style-type: none"> ○ New shirt designs 3. Donations- Presented by Committee Co-Chairs- Brandi and Carrie <ul style="list-style-type: none"> ○ Banners to be made for donors. 4. Back to School Night- Presented by Committee Chair- Kristen <ul style="list-style-type: none"> ○ Offering sno-cones ○ Will have a stand for merchandise and Booster Club promotion ○ Can we have Kyrie ask for donations with enrollment fees? Unable to do. Pam spoke with Kyrie. It would be extremely complicated and potential legal issues. 5. Breakfast First Fridays- Presented by Committee Chair- Kristen <ul style="list-style-type: none"> ○ Mission may not be able to partner as a sponsor. 6. Concessions- Presented by Committee Co-Chairs- Pam and Niccole. <ul style="list-style-type: none"> ○ Chips left over, buns let over ○ Will organize concessions and develop menu for upcoming games ○ Discussed doing Philly Cheesesteak sandwiches for homecoming and pulled pork sandwiches for a busier game night. ○ Expected busy nights will be when the Bulldogs play Simla and Calhan. 7. School Spirit- Presented by Committee Co-Chairs- Niccole and Pam <ul style="list-style-type: none"> ○ Will need to create a budget ○ Ideas: purple water bottles buy and fill with soda at discount at games 8. Reindeer Lane- Presented by Committee Co-Chairs- Wendy and Kristen <ul style="list-style-type: none"> ○ Nothing to report 9. Plant Sale- Presented by Committee Chair- Wendy 	<ul style="list-style-type: none"> •

<ul style="list-style-type: none"> ○ Nothing to report 10. Booster Club Scholarship- Presented by Committee Co-Chairs- Wendy and Jenn <ul style="list-style-type: none"> ○ Nothing to report 11. Car Wash- Presented by Brandi <ul style="list-style-type: none"> ○ Next event is planned for tentatively 8/19/23. ○ Catalina's food truck will be present ○ Brandi/Carrie to create and send out sign up genius 12. Extracurricular support (school sponsored clubs/groups/athletics)- to be established in coming months <ul style="list-style-type: none"> ○ Need to establish point contact for fall organizations (ie VB, FB, Cheerleading etc).- will create contact person after 8/10 on school facility meeting 	
Old Business:	
<p>Review of follow up items from last meeting:</p> <ul style="list-style-type: none"> • Itemized Report for each event/Event Financial Sheet- presented by Pam and Mary <ul style="list-style-type: none"> ○ Discussed we do not need to create a form for events. ○ Booster Club Member will put cash income in an envelope and label with event/date. Envelope to be turned in to treasurer. • Teacher In-Service- Booster Club presentation <ul style="list-style-type: none"> ○ Nothing to report • Updating Booster Club Wish-List form <ul style="list-style-type: none"> ○ Nothing to report • Brandi to set up Venmo account <ul style="list-style-type: none"> ○ Nothing to report • Draft By-laws and procedure/guidelines- presented by Pam and Mary <ul style="list-style-type: none"> ○ Continues to be in process • Sign up genius for car wash- Presented by Brandi <ul style="list-style-type: none"> ○ Nothing to report • Setting up Square to pass along fees- Presented by Brandi and Kristen <ul style="list-style-type: none"> ○ Nothing to report • Partnering with school employee for emails to be sent out- presented by Pam <ul style="list-style-type: none"> ○ Pam spoke with Kyrie. Kyrie is the only individual who can send email blasts. Kyrie has the ability to send out email blast from anywhere and is happy to continue to do that. • Webpage creation- presented by Pam <ul style="list-style-type: none"> ○ Pam spoke with Marietta. Marietta has approval from Kelli to allow a webpage within the School's main webpage. Marietta just wants content and she will help develop it. 	<ul style="list-style-type: none"> •

<ul style="list-style-type: none"> ○ Kathryn has created a webpage. Will need to create content within the booster club webpage prior to Marietta incorporating it on the school's official webpage. • Senior package- presented by Brandi and Carrie <ul style="list-style-type: none"> ○ Nothing to report 	
New Business:	
Upcoming Events <ul style="list-style-type: none"> • Back to School night- presented by Kristen <ul style="list-style-type: none"> ○ See above • Car Wash 8/28/23- presented by Brandi <ul style="list-style-type: none"> ○ See above • Concessions for Football- presented by Pam/Nicole <ul style="list-style-type: none"> ○ See above • Support for Fall extracurricular activities <ul style="list-style-type: none"> ○ See above • Family Oriented Dance at the Mercantile Building- 9/16/23 <ul style="list-style-type: none"> ○ See above 	•
List of Booster Club needs/work orders for next school year <ul style="list-style-type: none"> • Merchandise rolling wire rack- Boosters to purchase from Brandi in August • Fountain Soda Machine- discussed Booster Club will not purchase a fountain soda machine for concessions due to logistics. • New trailer/storage for Booster Club- Brandi to talk to Mr. Tieman 	•
Additional Fundraising Ideas to discuss: <ul style="list-style-type: none"> • Indoor Movie night • Fun Run/Road Race • Bingo • Popcorn Friday- sell popcorn for \$1 bag on school spirit days/monthly • Restaurant night/Chipotle night • Penny wars • Kona Ice • Kroger Rewards • Paint night • Parking Spot Raffle- for high schoolers- student council thing • Yard signs for sports/clubs • Paint night • Elementary/Secondary School Dance • BLF gear for league events • Tailgate Party for Volleyball/Football • "change contest" (students vote on something) • Quiz bowl/trivia night • School picnic 	•

<ul style="list-style-type: none"> • Balloon raffle (purchase a balloon for \$1. Everyone pops them at the same time in hopes to win a prize) • Popcorn fundraising • Silent auction 	
Roundtable: <ul style="list-style-type: none"> • Secretary to keeps a record of all Booster accounts and passwords • Lucinda has decided to step down as Booster Club President, effective immediately. • South 40 Bar and Grill will donate the “Refrigerated Prep table”. In leu of their donation, they will meet Gold level sponsorship for the year. Approved by Mary, seconded by Niccole. 	<ul style="list-style-type: none"> •
Meeting agenda requests for next meeting: <ul style="list-style-type: none"> • Updating Booster Book forms and by-laws and Procedures/guidelines. • Election for Booster Club President 	
<ul style="list-style-type: none"> • Meeting Adjourned: The meeting was adjourned by Pam, seconded by Niccole at 1832. 	
Meeting minutes submitted by: Pam Keith	
Next Meeting: September 13th th at 4:45pm at Elbert School Board Room	