



Elbert School Booster Club

Meeting Minutes

Date/Time: September 13th, 2023 4:45pm	
Location: Elbert School, Teacher lounge	
Attendees: Brandi Franken (Vice President), Pam Keith (Secretary), Niccole Parenti, Kristen Toscano, Kathryn Roys-Conley, Carrie LaFollette, Josie Corne, Mary Hugget, Lucinda	
Call to order: Booster Club Meeting of Elbert School was called to order by Pam at 1652 on 9/13/2023.	
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 Brandi and seconded by Kristen.	
Agenda Item	Follow up/Action items:
Standing Agenda Items:	
Financial Report: <ul style="list-style-type: none"> Presented by Wendy See attachment/handout for general and fair <ul style="list-style-type: none"> Fair profit: \$10,703.70 Total Booster Club Monies: \$16,693.39 The financial report was approved by Pam and seconded by Brandi. The fair financial report was approved by Niccole and seconded by Brandi 	<ul style="list-style-type: none"> Please turn in additional receipts and cash to Wendy.
Wish List Requests <ul style="list-style-type: none"> Student Planners <ul style="list-style-type: none"> Approved by Brandi, and seconded Kristen by for \$206.07 Teacher baseball jersey's <ul style="list-style-type: none"> Approved by Kristen, Niccole and seconded by for \$660. 	
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"> Sales: \$21,822.74 (without some tabs) Expenses (food and supplies): \$12,677.73 Net Profit: \$9,145.01 (plus outstanding tabs) Car Wash 8/19/23- presented by Brandi <ul style="list-style-type: none"> Donations: \$420.37 Expenses: balloons Back to School Night 8/10/23- presented by Kristen 	

<ul style="list-style-type: none"> ○ Sno-cones ○ Merchandise sales- \$685.76 and a \$400 donation check • Breakfast First Fridays 9/1/23- presented by Kristen <ul style="list-style-type: none"> ○ Profit: \$288 ○ Expenses: burrito supplies • Elementary Field Day <ul style="list-style-type: none"> ○ Expenses: no additional expenses ○ Will only do 5 flavors for the future • Concessions- presented by Niccole and Pam <ul style="list-style-type: none"> ○ HS football 9/2, MS football 9/7, HS football 9/8 • Peaches- presented by Pam <ul style="list-style-type: none"> ○ Sold 63 boxes of peaches. Expected profit of \$945 – square fees. 	
<p>Committee/Fundraiser Reports:</p> <ol style="list-style-type: none"> 1. Merchandise- Presented by Committee Chair/operations coordinator- by Brandi <ul style="list-style-type: none"> ○ New shirt and sweatshirt designs ○ Request for blankets, long sleeve, youth shirts ○ Requested \$1000 to purchase apparel ○ Motion Mary, seconded by Wendy. Approved for \$1000 2. Donations- Presented by Committee Co-Chairs- Brandi and Carrie <ul style="list-style-type: none"> ○ 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 ○ 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 ○ Additional 3 next week. ○ Deposit \$2000 of donors combined. ○ Brandi to print banners. Banners will be 3'x6'. ○ 6'x6' banner for Bulldog banner. ○ \$60 cost to Boosters per banner 3. Back to School Night- Presented by Committee Chair- Kristen <ul style="list-style-type: none"> ○ See above section 4. Breakfast First Fridays- Presented by Committee Chair- Kristen <ul style="list-style-type: none"> ○ See above section ○ Will need to purchase sausage for next month. 5. Concessions- Presented by Committee Co-Chairs- Pam and Niccole. <ul style="list-style-type: none"> ○ See above section ○ Will need to replenish/purchase some soda, candy, condiments, buns. Estimated \$500 for remainder of football season 	<ul style="list-style-type: none"> ○

<ul style="list-style-type: none"> ○ Menu for upcoming games will be Pork Green Chili Nachos, Crispy Chicken strips and gravy, Philly Cheesesteak sandwiches. Dessert Carmel Bacon Churros <p>6. School Spirit- Presented by Committee Co-Chairs- Niccole and Pam</p> <ul style="list-style-type: none"> ○ Kinder Bueno bars- \$4.60 off (limit 4). ○ Will not purchase additional ones at this time. Continue to store in fieldhouse fridge. <p>7. Reindeer Lane- Presented by Committee Co-Chairs- Wendy and Kristen</p> <ul style="list-style-type: none"> ○ Need to clean/organize trailer. Meet at 4:15 9/14 <p>8. Plant Sale- Presented by Committee Chair- Wendy</p> <ul style="list-style-type: none"> ○ Nothing to report <p>9. Booster Club Scholarship- Presented by Committee Co-Chairs- Wendy and Jenn</p> <ul style="list-style-type: none"> ○ Nothing to report <p>10. Car Wash- Presented by Brandi</p> <ul style="list-style-type: none"> ○ See above. Will do next year. <p>11. Fair Snack Shack- Presented by Committee Chair- Brandi</p> <ul style="list-style-type: none"> ○ See above 	
Old Business:	
<p>Review of follow up items from last meeting:</p> <ul style="list-style-type: none"> • Brandi to set up Venmo account- tabled. • Setting up Square to pass along fees- Presented by Brandi and Kristen- tabled • Webpage creation- Presented by Kathryn and Pam <ul style="list-style-type: none"> ○ Will get with Marietta to post on School's webpage ○ Will store Meeting Minutes ○ To sell apparel if pictures are posted. Can have link to order form. ○ How to contact us ○ How to join Booster Club ○ How to sign up to volunteer ○ Impact pictures of donors • Booster Club By-Laws and Policy and Procedures- <ul style="list-style-type: none"> ○ Updated By-Laws- tabled until next month <ul style="list-style-type: none"> ▪ Approved Mission statement of By-Laws to create Wish List form. Motion to approve by Kristen, seconded by Brandi. ○ Creation of Policy and Procedures- tabled until next month • Updating Booster Club Wish-List form <ul style="list-style-type: none"> ○ Updated form presented. Motion to approve updated form by Niccole and seconded by Kristen. Carrie to make copies and put in mailbox. 	<ul style="list-style-type: none"> •
New Business:	
<p>Upcoming Events</p> <ul style="list-style-type: none"> • Family Oriented Dance at the Mercantile Building- 9/16/23 <ul style="list-style-type: none"> ○ Mary- event coordinator ○ Estimated expenses: \$50 + concessions ○ Music playlist created 	<ul style="list-style-type: none"> •

<ul style="list-style-type: none"> ○ Volunteers secured ○ Concessions menu planned. Brandi and Kristen to provide shopping list to Niccole. ● Support for Fall/Winter extracurricular activities <ul style="list-style-type: none"> ○ To establish point of contact- do not need to establish point of contact ● Homecoming <ul style="list-style-type: none"> ○ What does Boosters want to provide to the school?- concessions and merchandise. Walking smores, and hot coco. Coffee, hot tea ○ Brandi to reach out to see if we can do smores/roasting marshmallows, big rig with every score. ○ Pam to reach out to see if Boosters can make a paper banner to make for players to run through. Elementary kids to decorate during recess. ● Senior night with volleyball and football- donate lemonade ● Parking Spot Decorating <ul style="list-style-type: none"> ○ School doing it instead of boosters 	
<p>Accounts</p> <ul style="list-style-type: none"> ○ List of accounts with usernames/passwords- <ul style="list-style-type: none"> ▪ Canva ▪ Amazon ▪ Restraunt Depo ▪ Cisco ▪ Sam's Club ▪ Square ▪ Email ▪ Sign up genius ○ Costco Membership- Would like to add a Costco membership. Motion to approve by Pam, seconded by Wendy 	<ul style="list-style-type: none"> ● Niccole to investigate Costco membership
<p>Keys</p> <ul style="list-style-type: none"> ● Keys to fieldhouse- Carrie, Kristen, Niccole, Pam, Jenn have keys. Authorized by the school. ● Keys to storage trailer- Brandi has keys. ● Keys to Booster School storeroom- Kristen, Brandi, Beth has one (need to get back) all Janitors has keys 	<ul style="list-style-type: none"> ●
<p>Election of Officers: - tabled until next By-laws and Policy and Procedures determined</p> <ul style="list-style-type: none"> ● Vacant officer positions: <ul style="list-style-type: none"> ○ President- ○ Assistant Treasurer- ○ Publicist- 	<ul style="list-style-type: none"> ●
<p>List of Booster Club needs/work orders</p> <ul style="list-style-type: none"> ● Merchandise rolling wire rack and new wheels- Boosters to purchase from Brandi in August 	<ul style="list-style-type: none"> ● Brandi to call storage location in

<ul style="list-style-type: none"> Updating/organization to Booster trailer. Discussed possibilities of Conex and a storage shed. Heat Press- Brandi to bring in options to discuss next meeting. Helium tank- tabled for now Square readers for each cash box. 	Elizabeth/Kiowa to see cost of renting storage.
<p>Additional Fundraising Ideas to discuss:</p> <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 Balloon raffle (purchase a balloon for \$1. Everyone pops them at the same time in hopes to win a prize) Popcorn fundraising Silent auction 	•
<p>Roundtable:</p> <ul style="list-style-type: none"> Mini cheer clinic 10/12 Wifi will be added to the fieldhouse 	•
<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 1930.</p>	
<p>Meeting minutes submitted by: Pam Keith</p>	
<p>Next Meeting: October 11thth at 4:45pm at Elbert School Board Room</p>	