



Transparency

Engagement

Outreach

Legacy



MONTHLY MEMBERS MEETING

The purpose of the Club is to support and promote academics, arts, activities and athletics by engaging in activities that generate funds or resources for items and support for the acquisitions, maintenance, and/or operation of any student program. The Club will give fair and equitable consideration to all Graham Kapowsin High School (GKHS) sanctioned clubs, sports, activities and programs.

October 1, 2025





AGENDA & ATTENDANCE

DID YOU KNOW?

A **quorum** is required to conduct official Booster Club business!

For general membership meetings, at **least 10 current members** must be present..

Call to Order & Approval of Minutes

Presentation of fundraisers

Treasurer's Report

President's Report

Committee Reports

Administration Update

Business Old & New

Announcements & Reminders



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APPROVAL OF MINUTES

For legal reasons we need to approve the previous months minutes

Secretary will provide them. Discussion may happen

A quorum is required to approve the minutes



- Date: September 10, 2025
- Meeting called to order at 6:35PM
- Agenda presented and reviewed

MEETING SPECIFICATIONS

- Time: 6:35 PM – 7:10 PM

CALL TO ORDER

- Quorum confirmed: 10 voting members present (10 required)

AGENDA REVIEWS

ATTENDANCE

Executive Board:

- Amber Hornbeck
- Amanda Oboy

Non-Voting

Members/Guests:

- Jessica Mays
- Shane Johnson

Voting Members Present (In Person):

- Derek Reeve
- Mike Stallman
- Sarah McKinley
- Shelah Coleman
- Shannon Scacciotti

Voting Members Present (Virtual):

- Melissa Yeager
- Ryan Yeager
- John Scacciotti

SECRETARY'S REPORT

- Previous meeting minutes reviewed
- Motion to approve: Amanda Oboy
- Second: Sarah McKinley
- Vote Result: Approved unanimously with no discussion

TREASURER'S REPORT

- 3. Current Balance: \$101,412.51
- Income: \$15,988.07
- Monthly Income: \$1,500
- Greater Fund Balance: \$53,567.13
- PayPal Accounts: Gmail-linked \$3,976.57, Hotmail-linked \$0.00
- Outstanding: \$4,000 BEST Scholarship check
- External Audit scheduled for 2024–2025 fiscal year

PRESIDENT'S REPORT

- Eagle Launch fundraiser raised \$5,835 (exceeded projections)
- Google Workspace transition completed
- Membership cards distributed with perks at games
- Merchandise inventory running low; new crewneck design ordered
- GoDaddy POS system troubleshooting ongoing
- Re reviewed Bylaw Updates: Five COVID-era provisions returning to original form

CHAIR AND COMMITTEE REPORTS

- 1. Membership Committee
 - o Recruiting additional members; cards distributed
- 2. Scholarship Committee
 - o Working Stallman with BEST scholarship & school counselors
- 3. Social Media Committee
 - o chaired by Shelah Coleman, volunteers welcome
- 4. Nominations Committee
 - o members still needed for Spring elections
- 5. Merchandise Committee
 - o sales strong; additional volunteer support needed
- 6. Fundraising Committee
 - o Cheer boxes fundraiser ending 10/31; Baseball banners ending 11/20; JROTC Fundraiser approved.

ADMINISTRATIVE REPORTS

- 1. Principal's Report
 - o Sep 19 – Homecoming Dance
 - o Sep 19 – Senior Jostens orders due
 - o Jostens senior order and yearbook deadlines confirmed (reported by Mike Stallman)
 - o Sep 24 – Open house schedule
- 2. Athletic Director's Report

- Football Game Themes:
 - o Sep 12 – Lights Out
 - o Sep 18 – GK Spirit (Homecoming)
 - o Sep 25 – Camo
 - o Oct 2 – Tie Dye
 - o Oct 10 – Neon
 - o Oct 17 – Pink Out (Senior Night)

OLD BUSINESS

- o Asset transfer update reviewed.
- o ABC Day

NEW BUSINESS

- Storage unit location identified; will finalize by next meeting.
- Looking for Cookie maker and hands to help with crafts

OPEN FLOOR

Shannon Scacciotti:

- Asked who was doing the audit and advised that **Angela McGuire** can help with pre-preparation to reduce costs.
- Asked about **Google transition passwords** – confirmed club operates under "hit by a bus today" principle for shared access.
- Asked about **asset transfer**.
- Asked about **supporting all teams equally**.

- Suggested **students assist with social media** (reach out to business marketing teacher).

Volunteer Sign-Ups:

- Shannon Scacciotti – Varsity Football 9/12
- Jessica Mays – Varsity Football 9/18
- Shelah Coleman – ABC Day

ANNOUNCEMENTS AND REMINDERS

- 1. Meeting Schedule
 - o Regular meetings established for 1st Wednesday of every month
- 2. Upcoming Events
 - o Homecoming dance
 - o Open house
- 3. Administrative Reminders
 - o Explanation sheet regarding Booster vs ASB to be distributed
 - o New fundraising forms required for all activities

ADJOURNMENT

- Time: 7:10 PM
- Next meeting: First Wednesday of next month

Minutes respectfully submitted by: Amanda Oboy
 These minutes were approved on: Tentatively 10/1/2025
 Amanda Oboy

Secretary
 Diego Pesantez

President
 Amber Hornbeck

Note: All votes were conducted in accordance with GK Booster Club bylaws and 501(c)(3) requirements.



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FUNDRAISING PROPOSALS

Girls Basketball

Choir

Softball



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TREASURERS REPORT

Income:
\$10,539.07

Expenses:
\$2,093

Bank of America:
\$109,857.62

Greater Fund Balance:

\$53,567.13

PayPal Accounts:

- Gmail-linked: \$5,306.08
- Hotmail-linked: \$0.00

System & Platform Updates

- **Paypal Usage:** We are still using paypal for some transactions including ongoing fundraisers and memberships. I am working to transfer those all to the bank account.

Administrative Updates & Outstanding Items

- Working with identified accountant to complete taxes in October
- \$2,200 Baseball and \$3,347.50 Cheerleading fundraising funds reside in paypal at this time, transferring to BOA this week for proper reporting.

Other Key Updates

Pending Item: 4,000 check from BEST Scholarship is still outstanding.

External Audit: Scheduled for 2024–2025 fiscal year.

Tax Filing: Scheduled for current quarter.

Tax Preparer: Identified, taxes filing Oct.

July Statement of Financial Position

Art	25.00
Athletic Department	311.55
Band	19.09
Baseball	-300.84
Basketball - Boys	165.03
Basketball - Girls	337.45
Boom Squad	9.56
Bowling	24.26
Cheerleading	15,686.10
Choir	1,173.82
Cross Country	158.59
Dance Team	0.00
DECA	115.00
Fastpitch	7,612.84
Flag Football - Girls	654.61
Football	1,325.96
Golf - Boys	373.09
Golf - Girls	623.47
JROTC	18,145.67
Lacrosse - Girls	1,091.23
Leadership	1,099.18
Mi Gente Latino Club	907.68
Orchestra	841.95
Renaissance	239.83
Robotics	473.82
Soccer - Boys	3,937.27
Soccer-Boys & Girls	0.00
Soccer - Girls	5,675.18
Spanish Club	19.93
Sports Medicine	0.00

Swim - Girls	564.04
Teachers & Staff	365.99
Tennis - Boys	0.00
Tennis - Girls	0.00
Track	4,455.44
Unify One	3,405.35
Volleyball	20.00
Wrestling - Boys	431.89
Wrestling - Girls	-21.19

Baseball Pending \$2,700 transfer from Paypal

Cheer Pending \$3,347.50 transfer from Paypal



PRESIDENT'S REPORT

DID YOU KNOW?

Team funds deposited into the Booster Club account are tracked as "**encumbered funds**" for each group.

Deposits:

Must include a completed cash count sheet.

Records:

Each team must keep their own bookkeeping.

Spending:

Requires a completed check request form.

Participation:

Teams with funds **must** have a member attend Booster meetings.



Board Email Updates

- Executive Board emails are now assigned to the club, ensuring continuity and manageable communication.
- Please ensure that all booster conversations are directed to the booster emails so that we have track for records

Bylaws Review

- COVID-era adjustments are discontinued.
- The Booster Club will return to **pre-COVID bylaws** for consistency, transparency, and equitable support.
- **Bylaws:**
 - **Article I, Section 1.03 – Objectives:** Inclusive membership, school spirit, financial support, event assistance, community involvement.
 - **Article VI, Section 6.02 – Quorum:** 10 or more current members required.
 - **Article VII, Section 7.03(b) – Allocation of Funds:** Requests reviewed at first meeting after submission; requesting party must attend.
 - **Article VIII, Section 8.02(b) – Finances:** Each member organization must maintain complete bookkeeping records.
 - **Article VIII, Section 8.02(d) – Meeting Participation:** Organizations strongly encouraged to attend each general membership meeting.

Membership Cards & Engagement

- To strengthen community and spirit, **membership cards** have been created.
- Small giveaways encouraged engagement and helped attendees learn more about what we do.
- Cards will be distributed at Booster meetings (unless otherwise announced).
- Add your name to the google form get your card today

Open House

- We focused on membership and blanket and tote bags
- low attendance but good conversations

Email sen

- Since moving to GoDaddy, many emails go to spam (156 of 677 last time)
- If you didn't receive the post-meeting update, please check spam and add us as a trusted sender

December Meeting Change

- Original date conflicts with family and board member obligations.
- Meeting will be moved to Thursday, December 4th.

Go Daddy POS

- Transition has not been as smooth as hoped
- At Eagle Launch, it didn't track merchandise properly
- Plan: call GoDaddy for help with inventory tracking

Fundraising Guidelines Update

Bylaw Reference: Article VII, Section 7.04(b)

"Specific guidelines and/or procedures for fundraising will be established and modified as required by the board."

- Updated guidelines for **2025–2026 school year:**
- All fundraising activities using the Booster Club's nonprofit (NPO) status and/or EIN will be considered **formal requests for funds**.
- These requests will follow Article VII, Section 7.03(b): reviewed at a general membership meeting, with a representative present for discussion.
- **End dates will be required for all fundraisers** to ensure teams are not competing for the same donors.
- Ensures **documentation, accountability, and nonprofit compliance**.
- Several teams have reached out to learn about fundraisers.
- We are guiding teams on how we would like them to present their proposals and requests.

Merchandise Sales Opportunities

- Looking for volunteers to sell at:
 - Thursday, Oct 2
 - Friday, Oct 17
- Exploring other selling locations—ideas welcome!

Open House

- Attendance was low, but we focused on membership outreach.
- Blankets and stadium bags were available for purchase.
- Sold one blanket, but had lots of great conversations with attendees.
- HUGE thank you to Sarah, who came last minute and helped support membership conversations.

How can we Help?

- Looking to expand how we support our school community
- If there's anything we might be able to help with, let us know—and spread the word!



CHAIR & COMMITTEE REPORTS

- ▶ Standing Committees keep the Booster Club running year-round.
- ▶ Chairs are appointed by the President and approved by the Board.
- ▶ The Membership Committee manages member info, dues, and recruiting.
- ▶ Chairs can build a team and must keep records for their successor.
- ▶ We're looking for help in Social Media, Fundraising, Merchandise, and more.

▶ Membership Report

▶ Fundraising & Merchandise Report

▶ Social Media Report

▶ Historian Report

▶ Nominations & Scholarship Report

Membership Report

- **Working with Jena Slater and Jaquelyne LaBerteaux**
- **Workload:** Light most of year, but constant
- **Process:**
 - Google Form created for member info (reduces manual entry).
 - Exploring portal integration for long-term accuracy.
- **Outreach:**
 - Chairs to attend new parent meetings for sports/clubs.
 - Work with clubs/sports to determine needs.
- **Membership Cards:**
 - Encourage ownership & belonging.
 - Small themed gifts at varsity games when card is presented.
 - Seeking more incentive ideas.
- **Chair Duties:**
 - Recruit, renew, retain members.
 - Maintain accurate membership list.
 - Distribute cards/benefits.
 - Promote at events with Communications Chair.
 - Provide regular updates to board/members.
 - Ensure confidentiality of member info.
 - Send welcome emails to new members.

Scholarship Report

- **Talked with Mike Stallman he agreed to guide**
- **Chairs Still Needed:** 3-5 members
- **Workload:** light most of the year, busy in spring
- **Responsibilities:**
 - Work with BEST scholarship & school counselors.
 - Review applications fairly.
 - Promote opportunities.
 - Present awards at ceremonies.

Fundraising Report

- **Chair Still Needed:** 1 position (training available).
- **Process:**
 - Streamlined & automated, but time-intensive.
 - Must coordinate with ASB to avoid overlap.
 - Clear start/end dates required.
- **Responsibilities:**
 - Coordinate with reps/volunteers/board.
 - Track deadlines & prevent overlap.
 - Recruit/organize volunteers.
 - Evaluate past fundraisers & suggest improvements.
 - Promote opportunities/results (with Social Media Chair).
- **New Requirement:**
 - All fundraisers must be presented at a meeting (after online submission, before start date).
 - Presentations can be given by reps; students encouraged to co-present.
- **Current Fundraiser:**
 - Cheer boxes ending 10/31
 - Still looking for sponsors
 - Jrotc corrected communication error
 - Worked fair and raised over 10K
 - Baseball banners ending 11/20
 - Looking for 2 sponsorship banners
- **Policy Reminder:**
 - Non-compliance with new guidelines = funds become ASB as per the guidelines if improper signage or handling all fundraisers default to ASB

Social Media Report

- **Working with Shelah Coleman.**
- **Open to more who are intrested**
- **Responsibilities:**
 - Manage & update accounts.
 - Promote events, fundraisers, accomplishments.
 - Share accurate info with board/chairs.
 - Ensure all content follows guidelines.
 - Monitor engagement & respond as needed.

Merchandise Report

- **Chair Still Needed:** 1 position
- **Process:**
 - Coordinate design, ordering, and sales of booster merchandise/spiritwear.
 - Manage vendor relationships, pricing, and inventory.
 - Set up & oversee spiritwear sales at school events and online platforms.
 - Maintain accurate sales/expense records (work with Treasurer).
 - Promote merchandise through school & booster communication channels.
 - Maintain stock levels and recommend new products based on interest.
- **Issue:** ASB selling items historically sold by Boosters (working with admin for resolution).
 - We have worked with Admin and think we have a path forward that will prevent any more confusion.
- **Updates:**
 - New crewneck design to roll out, new order will be here 10/17
 - POS system still working with go daddy support
 - We have less than 35 sweaters in total and have a home game this week.
 - Also will reach out to soccer to support them after 10/17 also maybe a JV football game if there is one.

Historian Report

- **New Role:** Shannon accepted historian position after outreach to founding members.
- **Purpose:** Provide historical knowledge, ensure alignment with original club intent.
- **Responsibilities:**
 - Maintain records of activities, events, achievements.
 - Collect photos, flyers, programs, documentation.
 - Create organized archive (digital/physical).
 - Assist with end-of-year highlights report/presentation.
 - Preserve history/traditions for future members.

Nominations Report

- **Committee Still Needed:** At least 3 members (every Spring)
- **Responsibilities:**
 - Present slate of officer nominees (who have agreed to serve).
 - Accept nominations from floor at voting meeting.
 - Oversee election process, ensuring bylaws & policies followed.
 - Recruit & present qualified candidates.
 - Provide transparent communication on openings/timelines.
 - Maintain confidentiality & impartiality.



GKHS Booster Club 

Volunteers needed

Supporting GKHS Academics, Arts, Activities and Athletics

Join our booster club leadership team.
We're looking for passionate, committed parents and community members to help us make a difference at GKHS

If you're ready to get involved, build community and support our amazing students - WE NEED YOU

OPEN VOLUNTEER CHAIR POSITIONS:

 Membership Chair Help grow and manage our membership. Organize membership drives and promote benefits of the membership.	 Volunteer Manager Chair Coordinate and support the amazing volunteers who make everything happen.	 Fundraiser Chair Ensure all fundraising efforts align with the club's mission and GKHS guidelines. Communicate with ASB and clubs on going and planned events.
 Alumni Chair Build and maintain a database of GKHS alumni. Engage alumni through newsletters, social media, and special events.	 Communications Chair Draft and distribute regular newsletters and email updates to members and the community. Work closely with the social media and membership chairs.	 Scholarships Committee Review applications in a fair and confidential manner.
 Social Media Chair Manage and grow the booster club's presence on social media platforms. Highlight student achievements, alumni spotlights, and school news.	 Nominations Committee Oversee the annual nomination and election process for board positions. Solicit and vet candidates for upcoming openings.	 Community Engagement Chair Coordinate community participation in booster events. Promote GKHS achievements and work with the school social worker to get the schools needs to the broader community.

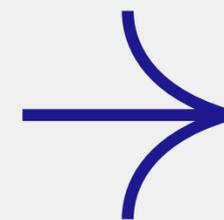
Ready to volunteer or learn more?

 GKHSBooster@gmail.com  gkbooster.org  facebook.com/GKBoosterClub  Instagram.com/gkhsbooster/



ADMINISTRATION REPORT

The Administration Report is a brief update from the Principal or Athletic Director. It covers important school news, athletic updates, upcoming events, and any needs or requests for Booster Club support.



Principal

Upcoming dates

- Oct 4th* - ABC Day
- Oct 25th - Fright Night
- Oct 29- Oct 31 - Conferences

Athletic Director

Football Games & Themes

- Oct 2nd* - Tie Dye
- Oct 10th - Neon
- Oct 17th - Pink Out (Sr night)



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OLD & NEW BUSINESS



Old Business refers to topics that were previously discussed in past meetings and still need to be addressed or completed. This can include updates on fundraisers, pending purchases, or unfinished tasks that were tabled for later discussion.

New Business includes any new topics, ideas, or proposals being introduced for the first time. This might involve planning upcoming events, reviewing new budget requests, or discussing new opportunities for the club.

OLD BUSINESS

ABC Day-

- Still looking for a volunteer for the table on Oct 4th - Amanda and Travis to man table, make sure to swing by!

Asset Transfer Update-

- Additional paperwork received in the booster box at the school.
- School lockbox key also received - signed with Melissa's initials.

NEW BUSINESS

Fundraisers

- Choir
- Softball
- Girls Basketball

Grants

- VIE

Recommendations

We are looking for a cookie maker

OPEN FLOOR





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ANNOUNCEMENTS & REMINDERS

Quick updates that highlight upcoming events, deadlines, volunteer needs, and any important information members should remember or act on.



Volunteers for hustling merchandise & chair and committee positions

Make sure to subscribe to our calendar for all events

Feedback from any and all information provided to better our service to you and the school



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MEETING ADJOURNED

Thank you, see you at the next meeting!

November 5th
December 4th
January 7th
February 4th
March 4th



Membership Form



Meeting Survey



APPENDIX

Page 1 - Merchandise inventory count

Page 1 - Merchandise inventory count

Row Labels	Sum of QTY		
TRUE	604	White;Medium	10
Crop Sweater (lululemon scuba dupe)	12	White;Small	4
Large	4	White;XL	9
Medium	7	XL;Black Wavy	6
Small	1	XL;Light Grey	7
Embroidered Crewneck	57	XL;Neon Orange	6
2XL	6	GK Long Sleeve Tee-Shirts	34
Large	20	2 X-Large;Blue	7
Medium	12	2 X-Large;Orange	5
Small	12	Medium;Black	1
XLarge	7	Small;Black	6
GK Hoodies	212	Small;Blue	3
2XL;Black Wavy	2	Small;Orange	6
2XL;Light Grey	7	X-Large;Black	1
2XL;Neon Orange	5	X-Large;Blue	5
3XL;Neon Orange	3	GK Tee-shirt	102
4XL;Light Grey	2	2X- Large;Eagles, Eagles, Eagles;White	17
4XL;Neon Orange	1	2X- Large;Graham Kapowsin Eagles;Blue	6
Black;2XL	9	Graham Kapowsin Eagles;4X- Large;Blue	4
Black;3XL	2	Large;Eagles, Eagles, Eagles;White	14
Black;4XL	2	Large;Graham Kapowsin Eagles;Blue	10
Black;Large	11	Medium;Eagles, Eagles, Eagles;White	10
Black;Medium	6	Medium;Graham Kapowsin Eagles;Blue	4
Black;Small	6	Small;Eagles, Eagles, Eagles;White	10
Black;XL	8	Small;Graham Kapowsin Eagles;Blue	11
Blue;2XL	0	X-Large;Eagles, Eagles, Eagles;White	13
Blue;3XL	2	X-Large;Graham Kapowsin Eagles;Blue	3
Blue;4XL	1	Joggers	115
Blue;Large	8	Black;2 XLarge	14
Blue;Medium	8	Black;3 XLarge	3
Blue;Small	9	Black;Large	14
Blue;XL	15	Black;Medium	6
Dark Grey;Small	8	Black;Small	8
Large;Light Grey	8	Black;XLarge	10
Large;Neon Orange	11	Dark Grey;2 XLarge	10
Medium;Light Grey	3	Dark Grey;3 XLarge	2
Medium;Neon Orange	9	Dark Grey;Large	12
Small;Black Wavy	1	Dark Grey;Medium	12
Small;Neon Orange	9	Dark Grey;Small	11
White;2XL	8	Dark Grey;XLarge	13
White;3XL	2	Stadium Bag 12x12x6	47
White;4XL	0	Logo	45
White;Large	4	Without Logo	2
		Tumbler with handle (stanley dupe)	22
		Black	9
		Blue	1
		Orange	1
		White	11
		Tumblers	3
		White;Block	2
		White;Script	1
		Grand Total	604