

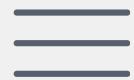


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MONTHLY MEMBERS MEETING

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.

December 4, 2025



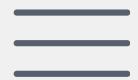


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AGENDA & ATTENDANCE

Call to Order

Approval of
Minutes

Treasurer's
Report

President's
Report

Committee
Reports

Administration
Update

Business
Old & New

Announcements
& Reminders

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..

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



OFFICIAL MINUTES – GK BOOSTER CLUB 501(c)(3)

MEETING SPECIFICATIONS

Date: November 5, 2026

Time: 6:30 PM – 7:25 PM

Location: In-person meeting venue with virtual attendance option

CALL TO ORDER

Meeting called to order at 6:41 PM. Quorum NOT met (10 required). Last month's minutes reviewed but approval moved to next month's Old Business.

ATTENDANCE

NDAN CE Executive Board Present:

- John Finkbiner - Amanda Oboy

VOTING MEMBERS

In Person:

- Evan Thomas - Rachel Bailey - Elese Tolson

VOTING MEMBERS

Online:

- Sara Luce

NON-MEMBERS

In Person:

- Aubre Mitchell - Bianca Ynusencio

TREASURER / FINANCIAL REVIEW

- John reviewed the monthly financials. - "Tips" will continue being directed to the Scholarship Fund. - BEST Scholarship check is expected to be cashed by end of month (EOM).

PRESIDENT / BOARD DISCUSSION

- Discussed attending more school events to increase merchandise sales. - Reviewed GoDaddy POS challenges and improvements needed. - Plan to cancel PayPal and consolidate all transactions via GoDaddy. - Audit update: Received a \$10,000 quote; still exploring options and discussing with Steve.

FUNDRAISING & TEAM UPDATES

- Girls Basketball fundraiser update: Kevin will follow up.

ADJOURNMENT

Meeting adjourned at 7:25 PM.

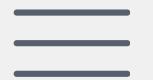


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TREASURERS REPORT

Income:

\$14,215.62

Expenses:

\$15,128.57

Bank of America:

\$113,996.38

Greater Fund Balance: \$53,567.13

PayPal Accounts:

- Gmail-linked: \$0.00
- Hotmail-linked: \$0.00

System & Platform Updates

- **Paypal Usage:** We have transferred invoicing onto our GoDaddy account effective 11/1

Administrative Updates & Outstanding Items

- Reaching out to our Washington State Booster Club rep for support in tax prep and auditing resulted in setting expectations that internal audit committees are generally utilized across Washington state for clubs with less than 200k annual income. The board will meet to discuss options this month.

Other Key Updates

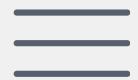
Pending Item: 4,000 check from BEST Scholarship is still outstanding. We have identified that the check was lost during the process and have requested contact information for a best representative to avoid complications moving forward.

November Statement of Financial Position

Statement of Financial Position	
GK Booster Club	
As of December 4, 2025	
Account	© Total
Assets	
Current Assets	
Bank Accounts	
Bank of America	\$0.00
01-General Fund	36,448.10
Art	25.00
Athletic Department	311.55
Band	19.09
Baseball	3,436.69
Basketball - Boys	165.03
Basketball - Girls	337.45
Boom Squad	9.56
Bowling	24.28
Cheerleading	15,312.47
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
GK Elite Basketball	-770.00
Golf - Boys	373.09
Golf - Girls	623.47
JROTC	18,147.52
Lacrosse - Girls	1,091.23
Leadership	651.36
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	544.04
Teachers & Staff	365.99
Tennis - Boys	0.00
Bank of America	
01-General Fund	
Art	
Athletic Department	
Band	
Baseball	
Basketball - Boys	
Basketball - Girls	
Boom Squad	
Bowling	
Cheerleading	
Choir	
Cross Country	
Dance Team	
DECA	
Fastpitch	
Flag Football - Girls	
Football	
GK Elite Basketball	
Golf - Boys	
Golf - Girls	
JROTC	
Lacrosse - Girls	
Leadership	
Mi Gente Latino Club	
Orchestra	
Renaissance	
Robotics	
Soccer - Boys	
Soccer-Boys & Girls	
Soccer - Girls	
Spanish Club	
Sports Medicine	
Swim - Girls	
Teachers & Staff	
Tennis - Boys	

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

This data is not up to date for GK Elite Basketball and choir as they are running ongoing fundraisers at this time.



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.

Program Attendance Reminder

- Our bylaws require 10 members present to conduct business — we haven't been meeting quorum.
- Every program must have one representative at each general meeting (Bylaws 8.02d).
 - Missing one month is fine — we're looking for overall consistency.
- Attendance is required to stay active and to access Booster funds.
- We only ask for 1 hour per month. Reps can join in person or online.
- Booster works on give + take. We can't continue supporting programs without consistent participation.
- 7 meetings left this year. Please line up your program reps or plan to attend.

Merchandise Sales Opportunities

- We're looking for volunteers to help sell merch during winter sports.
- Starting next week, we plan to sell once a week throughout the season.
- If coaches or parents want us at a specific game or event, please reach out and let us know!

Volunteer Opportunities & Fundraiser Support

- We're looking for individuals who want to take on a more active role within the Booster Club.
- We also need support with:
 - Roses at the Cheer Competition
 - Fundraisers to help purchase a new pop-up tent for spring
- Possible fundraiser ideas:
 - Paint Night
 - Line Dancing Class
 - Cookie-Making Class
 - Date Night Fundraiser (kids' drop-off event)
- Anyone with connections for these events is welcome to reach out.
- If you're interested or have suggestions, we'd love to hear from you.

Misc call outs

- Winter Sports starting
- Fall sports ended on a high note
- We finally got control of Instagram!
- Both Boys and Girls basketball invited us to come talk to their parents on behalf of the club
 - Boys basketball had more interest than girls but both had parents who showed some
- We provided breakfast to the Educational Professional Support on 11/19

Notes from Morning announcements

- PLU Automatic Admissions Event
 - Next Tuesday (12/9)
 - Must have 3.3 GPA + Algebra 2 - Check email for invitation; sign up for a pass
- Indigenous College & Career Fair – Dec 10
 - Check email for details - Get a pass from Ms. Pettit
- Winter Wishes – Closes Dec 10
 - Submit needs/wants via QR code in advisory or flyers
 - Items can include clothing, blankets, water bottles, etc.
- Book Drive – Mi Gente Latino Club
 - Accepting new/gently used books in Spanish or other languages
 - Drop off in main office
- FAFSA/WASFA Incentive
 - Complete by Dec 17
 - Pizza on Dec 19 during all lunches
 - Help available Wed & Fri during Study Support
- Yearbook – Seniors
 - Photos & quotes due Dec 31 - No late submissions
 - Submit via QR codes or email Yearbook - See Mrs. Leach with questions
- Student Parking Reminders
 - Drive safely & be courteous
 - Only painted spots + visitor spots are assigned - Parking permits required for all cars
- Daffodil Selection
 - Addy Wellman was crowned the 2026 GK Daffodil Princess & will represent GKHS and the Graham community throughout the year.
 -
- ELA After-School Help
 - Free ELA support is available every Tuesday after school in Room 232.
- Lunch and Breakfast Expectations
 - Students must remain in the Commons or library during lunch.
 - Students not purchasing food should not stand in lunch lines.
- Display Cases – Clubs Encouraged to Participate
 - Clubs are invited to showcase their activities in the school display cases.
 - Contact Mr. Sascha or the main office to reserve a spot.

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.

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



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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

- **Chair Still Needed:** 1-2 position (training available).
- **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 interested**
- **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 school's needs to the broader community.

Ready to volunteer or learn more?

GKHSBooster@gmail.com

gkbooster.org

facebook.com/GKBoosterClub

Instagram.com/gkhsbooster/



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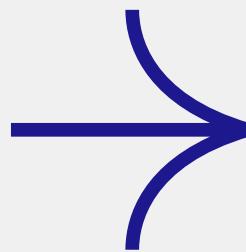
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ADMINISTRATION REPORT

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

Call Outs

- Gratitude and Wins
- Staff Culture and Climate
- Academic and Attendance Focus

Upcoming dates

- Winter Break 12/22-1/2

Athletic Director

Fall sports Highlight

- Girls Golf: 5th in SPSL, 6-5, qualified for Spring Districts
- Boys Tennis: 7th in SPSL, 26 individual wins
- Girls Volleyball: 16-5, 5th in SPSL
- Girls Soccer: 10th in SPSL
- Cross Country: Undefeated
- Girls Swim: 8th in SPSL, averaged 41 points
- Football: 11-2, #1 SPSL South, Top 10 in 4A all season

Winter Sports Highlight

- Lucy Johnson set a new single-game school record for bowling with a 262!!



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

Approval of October Meeting Minutes

- Quorum was not met in November, so October's minutes could not be approved.

Full Financial Audit

- Continued discussions with Steve regarding alternative audit solutions.

B.E.S.T. Scholarship Check

- Status update needed.

Sponsorships for Sports

- Kevin was scheduled to follow up with more information.
- We are waiting for update from Bryan on requirements.

Merchandise Sales & Event Coverage

- Chat about on how best to have volunteers sign up (sign up genius, text, website, ect)

"Tips to Scholarship Fund" Confirmation

- December meeting should confirm the process is functioning as intended.

NEW BUSINESS

Membership Growth for the 2026 Year

- Encourage each member to bring one new person to a meeting or event to increase active membership for the full 2026 year.
- Promote sign-ups at events and on social media.

Scholarship Season Preparation

- We need to start setup for the January–May scholarship cycle.
 - Review timeline, point system, and confirm committee support.

Winter Event Fundraiser – Cheer Competition Roses

- Schedule volunteers for selling roses at upcoming cheer competitions.
 - Confirm inventory, pricing, and event dates.

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!

January 7th

February 4th

March 4th

April 1st

May 6th



Membership Form



Meeting Survey

