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**Lake Washington High School Booster Club**

6:30p-7:30p, November 8th, 2021—Executive Board Meeting Minutes  
On-line Via Microsoft Teams

**MINUTES**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Present** |
| President | Janis Rabuchin | X |
| Athletic Director | Rick O’Leary | X |
| Co-Treasurer | Britt Coma | X |
| Co-Treasurer | Amy Reeve | X |
| Secretary | Mary Pope | X |

President, Janis Rabuchin called to order the LWHS Booster Club Executive Board at 6.36p on Monday, November 8th, 2021. Those present included (above).

**Review / Approve October Meeting Minutes (Janis/Mary):**  
Mary made a motion to approve the Executive Board Minutes from October. Motion was seconded. October Exec Board Minutes approved.

**Treasurer Update (Britt):**

For your reference and review, attached are the LWHS Executive Booster Club accounting reports as of the 11/08/21   
**Monthly Review:**

|  |  |
| --- | --- |
| **Cash as of 10/31/21** | |
| $3,518.88 | PayPal account |
| $30,368.01 | Umpqua account |
| **$33,886.89** | **Cash Balance as of 10/31/21** |
| ($5,000.00) | Reserved Funds |
| ($3,518.88) | PayPal Balance as of 10/31/21 |
| ($1,343.25) | Umpqua Scoreboard Reserved Funds\* |
| ($324.79) | Amazon Smile Scoreboard Reserved Funds\* |
| ($2,800.00) | Distribution Log from 09/21/21 Meeting (Diamond Club) |
| ($975.00) | Distribution Log from 10/11/21 Meeting (Boys Basketball) |
| ($10,000.00) | Check to Dance Team |
| **($23,961.92)** | **Total Reserved Funds** |
| **$9,924.97** | **Cash balance of non-reserved funds** |

1. Monthly recurring talking points:

* **Accounting Reports:**  a. *Cash Balances available - $9,924.97 b. Reserved Funds $23,961.92* and c. *Matching Fund Log Sheet* *$12,334.94*
* **Receivable Update:** Amounts owed from 2020/2021 School year – 5% contribution – see attached report as of 11/08/21
* **Review of non-cashed checks:** all checks have been accounted for.

1. Remind Treasurer’s to send mailing addresses of where checks should be mailed for 2020/2021 school year.
2. Executive Meeting –
   1. address PayPal thank you procedures - complete
   2. Review of revenue categorization of fundraiser vs. donation
3. **UPDATE ON YEAR END DATA – 990 Submission**
   * Extension filed Nov 1.
   * Review report with Co-Treasurer and President
4. Provide direction/vote on how to use AmazonSmile funds for 2021/2022 school year.
5. Reminder Budgets!

We’ve added a new form communicating to the Clubs who gave to them with a note saying: “Don’t forget to send out a Thank You”.

Janis said, Britt and I each have separate docs that have passwords. As I was creating the MS Teams for coordinating scoreboard ads. I realized we have docs on the OneDrive that might be accessible to others. Just want to make sure it’s locked down.

**President/Co-Treasurer (Janis/Amy):**

**Advertising Update (Amy):** Ready to go with online sales portal for selling advertising. As of tomorrow the page will be live. Amy shared her screen to demo the process. She will walk General Booster members through the process start to finish. Kang-Byte (Shout-out) $25, 110 characters, + 1 image. Only available during HOME varsity games. Also shared the Scoreboard Ad features and Sponsorship opportunities. All goes live tomorrow. Janis will write a post for the Kang Crier. **Holiday Party:** Janis spoke with Chateau St. Michelle. They want $1250 minimum. Soi wants a $1000 minimum. Top Golf Lounge at Kirkland Urban. Pop Culture – new champagne lounge.

**Athletic Director (Rick):**  
**Winter Sports:** Girls soccer and swimming going to state. Girls Volleyball and Cross-country also going/went to state. This Weds we have a signing ceremony. All Seniors are invited to participate. We have 7 students signing. Anybody is welcome to come and cheer on those students. Christin’s daughter is one of them. Could shout out to National Letter of Intent signees on Instagram. COVID: State relaxed participant restrictions. Everybody not playing on the court will wear a mask in the gym.

**Meeting Adjourned (Janis) at 7:28pm.**