

**Lake Washington High School Booster Club**

6:30p-7:30p, January 11, 2021—Executive Board Meeting Minutes

**MINUTES**

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| **Role** | **Name** | **Present** |
| President | Janis Rabuchin | X |
| Vice President | Christin Walenczak |  |
| Athletic Director | Rick O’Leary | X |
| Co-Treasurer | Britt Coma | X |
| Co-Treasurer | Erin Hofmann | X |
| Secretary | Mary Pope | X |

Janis Rabuchin called to order (via video) the LWHS Booster Club Executive Board at 6:33pm on January 11th, 2021. Those present included: (above)

**Review / Approve December Meeting Minutes (Janis/Mary):**
Erin made a motion to approve the Executive Board Minutes from December. Approval of December Minutes seconded and approved.

**Treasurer Update (Britt):**

**Anonymous donation** from the 12/14/20 distribution. Note there was $49.10 from an anonymous donor that is still unclaimed and therefore kept by LWHS Umbrella.

In summary, **Ending Bank Balances** per Bank Statement(s) as of 12/31/20 totaled $15,409.64.

**Benevity and Nonprofit Your Cause** are set up for automatic deposits to Umpqua.

**Review of Matching Fund Log Sheet** – distributed $1,325.00 in funds from Benevity.

 **A/R updates:** 2019/2020 5% contribution is still outstanding for the Gridiron Club. Britt will follow-up with Andy Allred.

Britt updated the **Listing of Boosters Clubs in good standing** as of 01/11/21. Band, Choir, Orchestra and Theater are not required to submit budgets to Rick O’Leary.

**PayPal** account has been successfully setup for nonprofit status. Our fee is 2.2% +$.30 per transaction – a 22% discount from PayPal’s standard published rates, based on a donation of $100.00 USD.

**Executive Booster Club is in receipt of a debit card + pin** to use, so we don’t have to issue reimbursements, etc.

Agreed that going forward we **will attempt to distribute the monthly matching checks via Umpqua using BillPay.** It was noted, that checks will be distributed via BillPay AFTER the monthly meeting(s) based on attendance. Additionally, Britt will be reaching out to the Booster Club treasurers to advise them of the new process, and let them know it will take approximately 5-7 business days for them to receive payment.

**Britt will be touching base with Christin Walenczak to sign off on Nov/Dec/Jan bank statements:** That will be our implementation of a control for check-signing.

Britt is finalizing the **W-9 & 1099** year-end reporting requirements. We expect the filing to be submitted timely, and it is due on 01/28/21.

**Insurance:** Once we get setup on new insurance, we’ll cancel AIM. Need to answer questions in a specific way. Britt is to follow up with Steve Beden to find out details.

**Janis left a message for all Orchestra folks** re: binders/financials, hasn’t heard back.

**Year-end summary in review:** In summary, total revenue was down 27.37% from 2019 to 2020. Total revenue is comprised of 1.) contributions, 2.) net income from fundraising events, and 3.) income from other revenues. Additionally, total expenses were down 22.37% from 2019 to 2020.

**President Update (Janis):**
**Fundraisers:** summary from Athina, after pulling together holiday floral. Britt will get a check for $50. Athina was excited to do something similar for higher volume events: homecoming, prom, graduation, etc. Even during COVID she got orders for flower leis. Janis asked Stuart McLeod for contributions. Should be getting a check for the scoreboard from him for $2000.

Janis may know of others who want to contribute. What do naming rights cost for scoreboard? For ‘official’ PT for the LWHS? Booster Club can contract with anybody for naming rights or sponsorships, etc. School is much more difficult.

**Sports Conditioning/Gatorade:** Christin has worked with Nick at QFC Kirkland Urban hoping to get them to donate. They will instead sell it to us at cost – about 43 cases of Gatorade – around $200. Can store extra on field (ticket booth or concession stand). Distribute through concession stand.

**Do we have a Booster Club sign?** Rick says not that he is aware of. Janis is going to research buying a Booster Club sign in case people want to bring it out for Booster events. **Badminton is on the brink of folding just with insurance news.** Janis was looking at the numbers from last year. Total revenue for Badminton was $250? **Choir also very low**. Do we want to bring them under the Umbrella?

**WSBCA**: Janis spoke with Steve Beden. He’s going to waive fees for all our clubs to join WSBCA. When insurance looks up club in their database, it needs to match WSBCA records. He’s going to waive the 1st year fee (normally $195). 2nd year, clubs will have to pay their renewal at the renewal rate from when they sign up ($95 currently). What if we managed Badminton bank account? It’s too bad they have to have a separate policy. Is that something the WSBCA could help them with? **Scholarships:** theater folks have been asking about that. Let’s address it in the General Meeting. Usually that money comes from ASB. Booster can’t give to individuals. It has to benefit everybody.

**Athletic Update (Rick):**

WIAA announced sports can start on 2/1/2021. Rick doesn’t think they’re going to start then. We started back in Phase 1 today. When we get to Phase 2, we can compete. Still looking at 3 shorter seasons. Looking at a 3/1/2021 start day. We’ll see what happens. I don’t know if we’ll get to the point when we can have full competitions. Re-ordered sports to Fall, Winter, Spring. Looking at a couple of different options. Up to 9 Superintendents in our league. I’m sure our SI would say, if sports are going, we’re going. Scoreboard money raised has been mostly internal monies. Nothing’s been promised in terms of advertising for gifts, etc.

**Adjourn:**Janis adjourned meeting at 7:31pm.