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**Lake Washington High School Booster Club**

7:30-8:30pm, March 8th, 2021—General Board Meeting MINUTES

**Call to Order via MS Teams Video:**

Janis Rabuchin, President, called the meeting to order at 7:34p. Attendees included:

|  |  |  |  |
| --- | --- | --- | --- |
| Booster Club | Attendee Name | Club Role | Present |
| Badminton | N/R |  |  |
| Band | N/R |  |  |
| Boys Baseball/Girls Softball | Erin Hofmann | Softball Rep | X |
| Boys Basketball | Jeremy Pemble | Rep | X |
| Boys’ Golf | N/R |  |  |
| Boys’ Soccer | Jennifer Wilson | President | X |
| Choir | Elize DeBoom | Treasurer | X |
| Cross Country/Track | Alexis Christensen Susie Wright | Co-President Co-President | X X |
| Dance | Lisa Vincent | Rep | X |
| Football | N/R |  |  |
| Girls Basketball | Maureen Boctor | Treasurer | X |
| Girls Golf | N/R |  |  |
| Girls Soccer | Cindy Neils | President | X |
| Gymnastics | Jeannine Gilmer Liz Hanski Katie Perrigoue | Secretary President  Coach | X X X |
| Orchestra | Lisa Auslander | Co-President | X |
| Swim / Dive | Kay Larsen  Melissa Nilsen | President  Secretary | X  X |
| Theater/Drama | Shanna Barr Jennifer Malick | Producer  Vice President | X X |
| Volleyball | Kelly Hani | Rep | X |
| Wrestling | N/R |  |  |
| Exec Board | Janis Rabuchin | President | X |
| Exec Board | Christin Walenczak | Vice President | X |
| Exec Board | Britt Coma | Treasurer | X |
| Exec Board | Erin Hofmann | Co-Treasurer | X |
| Exec Board | Rick O’Leary | Athletic Director | X |
| Exec Board | Mary Pope | Secretary | X |

**Secretary:**  
Mary motioned to approve February Minutes. Motion was seconded. February Minutes approved.

**Treasurer’s Report (Britt):**

|  |  |
| --- | --- |
| **Cash Balance as of 02/28/21** | |
| $ 7,695.46 | Pacific Premier |
| $ 16,758.66 | Umpqua |
| **$ 24,454.12** | **Bank Balances as of 02/28/21** |
| $ (5,000.00) | Reserved Funds |
| $ (10,960.00) | Scoreboard Reserved Funds |
| **$ (15,960.00)** | **Total Reserved Funds** |
| **$ 8,494.12** | **Cash balance of non-reserved funds** |

1. Reviewed Monthly Accounting Reports - Cash balances as of 02/28/21 (month end) - see above, and review of Matching Funds Log Sheet - $412.50 in distributed funds to Baseball/Softball Club
2. The Executive Booster Club has updated the office and mailing addresses with the Secretary of WA State and Dept of Revenue and the Executive Booster Club is now CIP compliant; a new law passed after 9/11. In summary, principal office street address with the Secretary of State needs to be the Exec Treasurer’s home address, as it cannot be a PO Box. Additionally, the Dept of Rev address needs to match Sec of State records.
3. **W9 FORMS** reminded Treasurer’s to review their check registers for Jan and Feb 2021; Any checks written in an amount greater than $600.00; please submit your forms.
4. **Receivable Update** (Amounts owed from 2019/2020 School year – 5% contribution): Waiting on one more receivable from the Gridiron Club in the amount of **$1,235.10**.
5. **Reminded clubs to submit Budgets** reviewed the 03/08/21 Booster Good Standing Checklist

The following clubs have not submitted a budget as of the 03/08/21 Meeting:

1.) Boys Golf

2.) Gridiron Club

3.) Girls Golf

4.) Girls Volleyball

5.) Wresting

6.) Swim Team

1. **Review of non-cashed checks** – Confirm the booster club Treasurers are in receipt of checks:
   1. Football – 2 checks not cashed; Ck #1006 dated 12/07/21 in the amount of $875.00; and Ck#1015 dated 01/07/21 $200.00
   2. Swim and Dive dated 12/07 - #1007 - $75.00
   3. Theatre Booster 12/07 #1008 - $24.28
2. 990 financial reporting is due on July 30th. Will be doing training May 12 and/or May 18th with Treasurers. Stay tuned for more info**.**

**President’s Report (Janis):**  
**Scoreboard:** Have been getting donation checks in the mail and via our Paypal account. Getting really close. We have the start of an advertising committee. Once this is funded, we’ll have another opportunity for fundraising by selling ads on the scoreboard. Hoping for consistency across clubs with pricing, offerings, standards. We talked about how the donations would flow:  
**Meghan Meade:** Ad sales expert  
**Amy Reeve:** accounting/analytics  
Still need someone to help these 2 ladies. Someone who has worked on the ad programs for clubs, preferably.

**Banner:** Janis showed the Booster sign we purchased for Booster Clubs to use.  
**Note Cards:** Ordered “Thank You” notes with Booster logo $40 for 100.

**Next Meeting:** Do we want to push the next meeting to April 19th? No objections. Meeting moved to April 19th.

**Training:** Let me know if anybody else needs training. Just finished a session with 5-6 participants.

**Athletic Director’s Report (Rick):**  
**Sports:** Thanks for your patience. Sports is officially up and running. Compact seasons will fly by quickly. Also hoping for patience with spectator fans. Currently 200 capacity even in a 1000 person stadium. Doesn’t leave much room for spectators. We’ve got a plan that works across venues. Athletes can bring 2 guests. Guests need to have tickets in-hand.

Looking for ways to get students into the stands. Not possible with football, but will work for some other sports: soccer, etc.

**Booster Financial Aid:**  
Questions sparked by a Go Fund Me request from a local cheerleader regarding what types of funding requests and gifts are acceptable.

**John Applegate:**

Commend LWHS Boosters for organizing the processes to help students and families participate in school activities.

John has a compliance job. Just need to make sure we’re checking the boxes along the way in terms of eligibility and regulations and compliance. Want to help protect you as a 501c3. Our goal is to have a positive relationship with all Booster Clubs in the district and to work toward “Yes”. John shared Supporting “Athletics and Activities presentation: Policies, Procedures and Practices.”

Many issues are grey. In general, if we receive a donation and we know how much and what it’s for, it’s a lot easier to get to “yes.”

**Helping students with expenses:** The language is vague re: recruiting, pay-for-play, etc. The best practice is that Boosters put together a set amount they are willing to donate to all activities. Best practice is pool money, Director has account to offset student costs.

**Does the district pay for fees for students?** We never pay directly for students to participate. House Bill 16-60 requires every public school district to automatically waive ASB or participation fees for any student who qualifies for free and reduced lunch. It creates challenges, as the number of people aware of those students is understandably limited. Yes, the district does pickup the fee for those students. It’s a well-intentioned bill, just comes without a lot of direction. There is still a stigma related to free and reduced lunch status, so some kids who might qualify will not sign-up.

When talking about best practices, Booster Club is always supporting the group or club as a whole, we don’t support individuals. Are there examples when it’s OK for Boosters to support individuals? It’s not the policy we want to promote, but it does happen.

**Dance/Lisa Vincent: Since each Club donates 5% to Umbrella, isn’t that what it’s for?** There have been times when the 5% has been used to help students by being donated into the school’s charitable fund. Individual clubs are welcome to make donations to specific funds through ASB. The challenge comes when a Booster Club earmarks who that money is for, as it can give a perception of recruiting. The school determines which students can’t afford to participate.

The reason we need to know is to again make sure things are equitable in terms of fees/costs/donations, etc.

**Boys Basketball/Jeremy Pemble: Given that basketball is a “high-risk” sport and still being in phase 2, is it your current thinking that scrimmaging would only be in the school?** The short answer is, we would be stuck within our school. We really need to be monitoring that – what our season would look like. Is there a possibility that the district might move basketball? There is a possibility Kingco will move it later. From a capacity perspective, the decision around cut or no cut is more difficult. Who makes the cut or no-cut decision? For some sports we didn’t have to cut because we didn’t have enough players to cut. We can’t sacrifice the experience for all. Some sports (like basketball) will have to cut. Basketball will not add any teams this year due to facility constraints. In terms of scheduling practices, it would be ideal if each team were a pod. We’re concerned about cross-contamination. We would be open to practicing before school and work with other teams to maximize school usage.

The superintendent drives by and it warms his heart to see kids out playing. Lots of pressure on the Governor to increase the 200 person limit.

Janis adjourned the meeting at 8:40p. Next meeting scheduled for Monday, April 19th.

**Round the Horn:  
Badminton** – N/R  
**Band –** N/R **Baseball/Softball – Softball - Erin:**  
**Boys Basketball – Jeremy Pemble:**   
**Boys Golf –** N/R  
**Boys Soccer – Jennifer Wilson:** collecting pictures for Senior Salute. No deadline at the moment.  
**Choir – Elize DeBoom:  
X-country/Track – Alexis:** How will capacity limits apply to cross-country meets? Rick said they DO apply. Spectators need to stay away from start and finish. Won’t be out counting clickers for attendees.  
**Dance – Nothing to report**  
**Football – N/R  
Girls Basketball – Nothing to report**  
**Girls Golf:** N/R  
**Girls Soccer – Christin/Cindy:** Senior Night with banner, flowers, parents.  
**Gymnastics – Liz Hanski:**   
**Orchestra - Lisa Auslander:**   
**Swim/Dive – Kay/Melissa:**  
**Theater – Jennifer:** working on Senior showcase. The scholarship discussion won’t be an issue for us until next year. The fees go directly to bookkeeper.  
**Volleyball:** N/R  
**Wrestling**: N/R