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**Lake Washington High School Booster Club**

7:30pm, October 12, 2020—General Board Meeting MINUTES

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

Janis Rabuchin, President, called the meeting to order at 7:35pm. Attendees included:

|  |  |  |
| --- | --- | --- |
| Booster Club | Attendee Name | Club Role |
| Badminton | N/R |  |
| Band | Jeff Reeder | Treasurer |
| Boys Baseball/Softball | Erin Hofmann | Rep (Softball) |
| Boys Basketball | Mike Edgar | Rep |
| Boys’ Golf | N/R |  |
| Boys’ Soccer | Jennifer Wilson |  |
| Choir | Elize DeBoom | Rep |
| Choir | Bobbie Braymen |  |
| Cross Country/Track | N/R |  |
| Dance | Lisa Vincent | Rep |
| Football | N/R |  |
| Girls Basketball | Maureen Boctor | Treasurer |
| Girls Golf | N/R |  |
| Girls Soccer | Cynthia Neils | President |
|  | Britt Domer |  |
| Gymnastics | Jeannine Gilmer | Secretary |
|  | Kate Perrigoue | Coach |
| Orchestra | N/R |  |
| Swim / Dive | N/R |  |
| Theater/Drama | Linda Leste | President |
|  | Jenn Malick | Producer |
| Volleyball | N/R |  |
| Wrestling | N/R |  |
| Exec Board | Janis Rabuchin | President |
| Exec Board | Christin | Vice President |
| Exec Board | Britt Coma | Co-Treasurer |
| Exec Board | Erin Hofmann | Co-Treasurer |
| Exec Board | Rick O’Leary | Athletic Director |
| Exec Board | Mary Pope | Secretary |

Janis called the meeting to order at 7:31pm and encouraged everyone to have cameras on, and names and Club names visible. Mary motioned to approve Minutes from September. The motion was seconded and approved.

**Treasurer’s Report (Britt):  
Reconciliation Summary/Matching:** Bank balance is $18,304.03. Registered balance is: $10,483.41. Received $625.00 in matching contributions; they were distributed to Boys Basketball. **Budgets:** REMINDER: Everyone please turn in your budgets for the 2020/2021 school year. **They are due to Rick O’Leary on December 1, 2020**; the due date has been extended this year due to COVID. The budget is a spreadsheet of what they plan to spend their money on. It helps Rick meet the expectations of equitable spending; a title IX compliance requirement for the Athletic Director. **990 Update: As of today’s date:** still missing 990 worksheets from the Dance & Orchestra Boosters, however Britt has been in contact with Treasurer’s and expect them here shortly. Still working with Band, Boys Golf, Wrestling on some minor reconciliations. **Receivables:** Based on reporting, have received funds from Girls Volleyball, Dance. For everyone else, let Britt know if you have any questions. Janis reminded everyone that for fundraisers netting over $1000, 5% goes to the Umbrella Club.

**Athletic Director’s Report (Rick):**Getting closer to a restart of our activities. **Athletic Directors are still working with districts to get programs up and running.** We believe kids need their activities for better overall well-being. Hoping to hear we are approved but haven’t heard that yet. **Concerned that rising COVID number put return to school of younger kids on-hold.** No date was made public, but we were moving in that direction. Today’s e-mail pumped the brakes on that return to school plan. **Get kids signed-up on Final Forms to help us plan ahead**. Would like to know numbers well in advance. 308 kids signed up so far, should be closer to 800-850. Closer to getting preapproved ticket purchases for events, in part to contact-trace. **Scoreboard:** Have raised about $115,000 from various sources from internal sources, district sources, booster, and other private donations. Rick shared photos of what the new scoreboard would look like. Graphics design and video production students would be involved in creating graphics and videos and live-feed from sidelines, e.g., as parents are walking out to meet their child, we could have a camera at the sidelines to be seen on big screen. Total cost is $150,000. We’re currently a little short. Janis did a shout-out to anyone who might want to help Rick out with Scoreboard fundraising.

**Secretary Update (Mary):**Clarified attendance.

**President’s Report (Janis):  
Training:** Zoom training scheduled for this Thursday 10/15. Every club needs 2 officers trained. Janis listed those who are signed-up for this week, and those Clubs who need to have at least one person trained, but still need another: band, girls golf, volleyball, wrestling. She will reach out to those Clubs directly. **Insurance/WSBCA:** Our original understanding was that the Umbrella Club had some insurance that should trickle down to all Clubs. We **have now learned that all Clubs need to be separately insured.** Luckily there is not a lot going on right now, but we want to make sure everyone is aware. We’ve been working with our advisor at WSBCA to understand if their policy offerings might be better for us. However, **since our bank accounts aren’t linked and Clubs have different names, from an insurance standpoint, they require different policies**. This is just for Booster Club activities, e.g., regular B-ball practice falls under school’s insurance. But if Boosters host a camp, event, or trip, that’s when we need to make sure those teams have the proper coverage. Clubs would also want to look at coverage for their own Boards, such as D&O (for the decisions you make) and to fidelity bond (that covers the money in your acct.) **Our insurance policy is through AIM. They specialize in Booster Clubs and PTSA’s**. We will invite the AIM rep to come to our next meeting. Rick said school district requires that anytime boosters have an event on campus, $1M of general liability coverage is necessary. Lisa mentioned coverage is required even when kids are participating in events, e.g., July 4th parade for Dance Team. Janis said she will invite AIM to come and explain the different levels. Should happen before Booster Club activities start up. Janis would like for everyone to get on the same page. **Insuring a couple of events a year, makes it worth getting the general liability policy.** Each group should evaluate their needs based on level of activity requiring insurance. **Acknowledgement /Thank You Notes:** Britt personalized templates. Janis made those available on Groups.io. Also sent out a training cheat sheet called LWHSBoosterClubBASICS2020. **PTSA/Kang Crier deadline:** Tomorrow for 10/20 issue. Head of PTSA recently did a parent survey. The thing that got the most interest was hearing more about sports and Clubs. She suggested a PTSA-hosted info/education session. Rick said he’d be happy to talk through questions with parents. Would be nice to have Booster Club reps there too. Use that opportunity to tell them who we are, what we do. PTSA is also working on a National Day of Unplugging.

**Around the Horn:**Each club representative updated the group on what is happening within their respective club in terms of practice, fundraising, communication, participation, officers, etc.

**Badminton:** Not represented  
**Band:** Jeff Reeder - Haven’t done anything yet  
**Baseball/Softball (Diamond Club):** Erin Hofmann – Nothing to report  
**Boys Basketball**: Mike Edgar – Volunteer hours going in during COVID. Need to pay 5% for 2019-20  
**Boys Golf:** Not represented  
**Boys Soccer**: Jenn - Nothing to report  
**Choir:** Bobbi – Nothing to report  
**Crosscountry/Track**: Not represented  
**Dance:** Nothing to report  
**Drama/Theater**: Linda: - Putting on a Radio Play, It’s A Wonderful Life. We should have something in the Kang Crier. The show will be the first 2 weekends in December. People will hopefully donate to see the show. Looking for an online audience. Let us know when you post on social media  
**Football** – Not represented  
**Girls Basketball**: Maureen – We’re back to meeting every month. Have renewed our subscriptions. Operating on the assumption we will have a season. Thinking we’ll have a slimmed down version of our program. Plan to talk about that in our Oct meeting next week.  
**Girls Golf** – Not represented  
**Girls Soccer:** Britt Domer – Nothing to report  
**Gymnastics**: Jeannine – Nothing to report  
**Orchestra** – Not represented  
**Swim/Dive** – Not represented  
**Volleyball** – Not represented  
**Wrestling** – Not represented

**Adjourn:**Official meeting adjourned by Janis at 8:31pm. Next Meeting Monday, Nov 9th.