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**Lake Washington High School Booster Club**

6:30p, August 10, 2020—Executive Board Meeting

**MINUTES**

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

Janis Rabuchin called to order the LWHS Booster Club Executive Board at 6:35 pm on August 10th, 2020 with some members in-person and some online via Microsoft Teams. Those present included: (above)

**Review / Approve July Meeting Minutes (Janis):**Britt made a motion to approve the Executive Board Minutes from July 20thth. The motion was seconded and approved. July Minutes accepted.

**Treasurer Update (Britt):**Britt gave her report on the current status of checks cleared, account balance, undistributed contributions, etc. Total balance of $10,413.08 is where we’re ending the month as of 7/31. Britt noted that 990s have been coming in. There are 7 that have not been submitted. Britt is confident they will be in by end of the week. We still have a $500 check for boys soccer score board which has not been deposited. We decided for the 2020-21 schoolyear at General meetings, the monthly accounting reports will include a monthly reconciliation summary and detail from Quickbooks and the matching fund logsheet.

**Banking:** Britt is making notes on who banks where. Most Clubs seem to be paying bank fees of about $60/year. We might be able to eliminate bank fees if we switch banks. The Exec Board is looking into switching from Opus to Umpqua Bank and negotiating with them to eliminate fees for all of our Clubs. Britt will be distributing the July & August checks for the next distribution at the Sept Board meeting for those in attendance. **Christin will check with local banks about negotiating fees.**

**Insurance:** Janis confirmed renewal payment with AIM. Britt said “yes we have - $255 dollars was the renewal amount. We just renewed at the same level as last year.” Janis asked if Britt has the original contract for insurance? We need to figure out what is defined as our “entity”. Britt has a copy of the most recent policy. Janis called insurance agent Mikal Norman, an LW parent, and referral from Rick (O’Leary). Janis said Mikal was very helpful. Janis is concerned there may be some miscommunication about what is covered in our highschool policy through AIM. They do PTSA insurance and Booster Club insurance. We learned that this does not transfer to all the Clubs “beneath” the Umbrella Booster. They may each need their own policy. Mikal Norman’s advice was to look back at the original contract and look at the original entity’s description. **Janis started a conversation with the company that Eastlake uses. Janis plans to schedule a call with the AIM agent and Mikal Norman to figure out next steps.**

**Athletic Update (Rick):**Rick was unexpectedly called away. Sports are not slated to start until January. There will be 4 seasons starting in January, 10 weeks each. Some of the Spring sports will go until the end of June. Soon there will be a push to register on Final Forms, no payments will be required yet. Boosters will help get the word out.

**Other Update(s) (Mary):**Mary re-forwarded the X-cel Fundraising Spreadsheet to those who had not responded. Several more clubs completed their tabs.

**President Update (Janis):  
WA State Booster Club Association**. Janis spoke with Steve Beden of the WSBCA. Dues are $195/first year, then $95/year after that. All Clubs should be able to use them as a resource for Booster-related questions. You can call or email them as often as you want. They do training sessions in-person. Britt motioned to join the WA State Booster Club Association. Motion was seconded. Motion approved. We will join the WA State Booster Club Association. We can join online. They will then assign us an Advisor.

**Insurance:** Our AIM insurance rep was quite empathetic. All the coverage we have is just for ‘us’. Some clubs have their own: Basketball, Dance, Football. AIM rep said that nationally, many booster clubs are calling to drop their general liability right now d/t Covid. Insurance was the ‘driver’ for connecting with WA State Booster Club Association. Our AIM coverage is renewed and current.

**Training:** SWAY? We want to create a Quiz at the end of training. Do people need to have SWAY in order to use it?

**Opus Bank** has changed their name to Pacific Premier Bank (June 1, 2020) they will be closing the Kirkland Office and merging accounts with the Bellevue branch October 2nd. They are still FDIC insured, just not as conveniently located. We will stay with them for now, and perhaps re-evaluate later.

**Gymnastics** is not technically a Club yet. They are interested in doing the Sheets fundraiser. They’ve done the hardest part. The only thing left is to fill out the forms. Janis made a motion to add Gymnastics as an official member of the Lake Washington High School Booster Club, the motion was seconded. There were no objections. The motion passed. Gymnastics has an ‘official’ Booster Club, pending opening their bank account.

**Sheets fundraiser**: 6 Clubs participated in the call w/Hibernate. Everyone on the call received free sheets. Feedback on sheets is very positive. Gymnastics would like this to be their first fundraiser and about 4-5 other clubs are interested when timing is closer to the season.

**Bylaws:** passing on this for now.

**Other:** Janis says she’d like to have a ‘starter kit’ of useful items that Booster Club members can refer to throughout the year.

**Ajourn:** Meeting adjourned at 7:38pm.