A picture containing shirt

Description automatically generated

**Lake Washington High School Booster Club**

7:30-8:30pm, December 13, 2021—General Board Meeting MINUTES

**In-person Holiday Gathering – Tech City Bowl, Kirkland**

Janis Rabuchin, President, called the meeting to order at 7:39p. Attendees included:

|  |  |  |  |
| --- | --- | --- | --- |
| Booster Club | Attendee Name | Club Role | Present |
| Boys Baseball/Girls Softball | Corky Trewin | President | X |
| Boys Basketball | Steve Rabuchin | Rep | X |
| Boys’ Golf | Bryce Olson | President | NR |
| Boys’ Soccer | Kim Goodfried | President | X |
| Cross Country/Track | Alexis Christensen | Co-President | X |
| Dance | Michelle Schuster | Co-President | X |
| Football | Alison Sheffer | Rep | NR |
| Girls Basketball | Maureen Boctor | Treasurer | NR |
| Girls Golf | Maxine Lee | Sec/Treasurer | NR |
| Girls Soccer | Patty Studer | President | NR |
| Gymnastics | Jeannine Gilmer | Treasurer | NR |
| Music Boosters | Mike Nelson | Secretary | NR |
| Swim/Dive | Kay Larsen | President | X |
| Theater/Drama | Shanna Barr | President | NR |
| Volleyball | Kelli Hani | Treasurer | NR |
| Wrestling | Shawn Martin | Treasurer | NR |
| Exec Board | Janis Rabuchin | President | X |
| Exec Board | Christin Walenczak | Vice President | X |
| Exec Board | Britt Coma | Treasurer | X |
| Exec Board | Amy Reeve | Co-Treasurer | X |
| Exec Board | Rick O’Leary | Athletic Director | NR |
| Exec Board | Mary Pope | Secretary | X |

**Secretary:**  
Mary motioned to approve the November Minutes. Motion was seconded. Final November Minutes to be sent via email.

**Treasurer Update (Britt):**

For your reference and review, attached are the LWHS Executive Booster Club accounting reports as of the 11/30/21

**Monthly Review:**

|  |  |
| --- | --- |
| **Cash as of 11/30/21** | |
| $0.00 | PayPal account |
| $33,450.60 | Umpqua account |
| **$33,450.60** | **Cash Balance as of 11/30/21** |
| ($5,000.00) | Reserved Funds |
| ($1,343.25) | Umpqua Scoreboard Reserved Funds\* |
| ($324.79) | Amazon Smile Scoreboard Reserved Funds\* |
| ($14,459.52) | Distribution Log from 12/13/21 Meeting |
| ($787.50) | Distribution Log from 11/08/21 Meeting -remaining |
| **($21,915.06)** | **Total Reserved Funds** |
| **$11,535.54** | **Cash balance of non-reserved funds** |

**1. Monthly recurring talking points:**

* **Accounting Reports:**  a. *Cash Balances available - $11,971.83 b. Reserved Funds $21,915.06* and c. *Matching Fund Log Sheet* *$14,459.52*
* **Receivable Update:** Amounts owed from 2020/2021 School year – 5% contribution – see attached A/R as of 12/13/21.  Band and Girls Basketball outstanding- Britt follow-up.
* **Review of non-cashed checks:** all checks have been accounted for.

**2. Executive Meeting –**

* 1. Tax Receipts for PayPal – send out emails for 4th Quarter 2021 by 01/31/22.

**3. UPDATE ON YEAR END DATA – 990 Submission**

* + Miyeon Lee review Britt’s submission

**4. Reminder Budgets!**

Rick likes to get a budget from each Club for Title 9 purposes, including approx. income and approx. idea of what it will be spent on. Due ASAP. W-9s are due in January for anybody you’ve paid over $600. Review your checkbooks. If you have checks over $600, you’ll need to ask the vendor for a W-9. Gifting limit is $500/year.

**Advertising/Matching Funds (Amy):** We had our first “shout-out”. We’re doing a $20 shout-out promotion. We could do some cross-club promotion.

**Athletic Director (Rick):**

**Winter Sports:** Rick had a previous engagement. Winter Sports update coming in January.

**President’s Report (Janis):**

**Evergreen:** Just found out that Evergreen will do a strategic sponsorship at $10,000.

**Climate Pledge:** Reached out looking for Booster volunteers to “work” events in exchange for Booster donations. Adults only. Some non-profits that volunteer consistently get to choose their events.

**Around the Horn:**

**Boys Basketball:**   
**Boys Golf:** NR  
**Boys Soccer:** NR  
**X-country/track:**  
**Dance:  
Diamond Club:**   
**Football:** NR  
**Girls Basketball:** NR   
**Girls Golf:** NR  
**Girls Soccer:** NR  
**Gymnastics:** NR   
**Music:** NR  
**Swim & Dive:**   
**Theater:** NR  
**Volleyball:** NR  
**Wrestling:** NR

Anything you’d like to see from the Umbrella Booster Club as we go into 2022?

Janis adjourned the meeting at 8:08p. **Next Meeting, Monday, January 10th, 7:30p-8:30p.**