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**Lake Washington High School Booster Club**

6:30p-7:30p, October 11th, 2021—Executive Board Meeting Minutes  
On-line Via Microsoft Teams

**MINUTES**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Present** |
| President | Janis Rabuchin | X |
| Athletic Director | Rick O’Leary | X |
| Co-Treasurer | Britt Coma | X |
| Co-Treasurer | Amy Reeve | X |
| Secretary | Mary Pope | X |

President, Janis Rabuchin called to order the LWHS Booster Club Executive Board at 6:32p on Monday, October 11, 2021. Those present included (above).

**Review / Approve September Meeting Minutes (Janis/Mary):**  
Mary made a motion to approve the Executive Board Minutes from September. Motion was seconded. September Minutes (with corrections) approved.

Janis suggested we indicate (with an asterisk) on the roster who might be leaving this year. Mary will send an email requesting updates.

**Treasurer Update (Britt):**

**Monthly Review:**

|  |  |
| --- | --- |
| **Cash as of 09/30/21** | |
| $2,798.91 | PayPal account |
| $24,326.69 | Umpqua account |
| **$27,125.60** | **Cash Balance as of 09/30/21** |
| ($5,000.00) | Reserved Funds |
| ($1,251.34) | PayPal Scoreboard Reserved Funds \* |
| ($578.18) | PayPal Diamond Club Fundraiser (Sept 2021) |
| ($1,099.77) | PayPal Music Booster Fundraiser (Aug and Sept 2021) |
| ($1,343.25) | Umpqua Scoreboard Reserved Funds\* |
| ($324.79) | Amazon Smile Scoreboard Reserved Funds\* |
| ($2,620.87) | Distribution Log from 07/19/21 Meeting |
| ($300.14) | Distribution Log from 08/09/21 Meeting |
| ($2,880.00) | Distribution Log from 09/21/21 Meeting |
| ($1,575.20) | Distribution Log from 10/11/21 Meeting |
| **($16,973.54)** | **Total Reserved Funds** |
| **$10,152.06** | **Cash balance of non-reserved funds** |

1. Monthly recurring talking points:

* **Accounting Reports:** a. *Cash Balances available - $10,152.06 b. Reserved Funds $16,973.54* and c. *Matching Fund Log Sheet* *$1,575.20*
* **Receivable Update:** Amounts owed from 2020-2021 School year – 5% contribution - TBD I will have final amounts once 990 docs are completed by the Booster Club Treasurers. Britt will be sending out payment notices to those booster clubs that have completed their 990 worksheets
* **Review of non-cashed checks:** all checks have been accounted for.

1. Remind Treasurers to send mailing addresses of where checks should be mailed for 2020-2021 school year.
2. Executive Meeting –
   1. address PayPal thank you procedures
   2. Review of revenue categorization of fundraiser vs. donation.
3. **UPDATE ON YEAR END DATA – 990 Submission**
   * Orchestra – need physical copies of Bank Statements; need assistance in contacting Brandi Comstock
   * Dance – Britt has a few questions for treasurer before finalizing
   * Gridiron – Britt has a few questions for the treasurer before finalizing.
4. Provide direction/vote on how to use AmazonSmile funds for 2021-2022 school year.
5. Reminder Budgets!
6. Music Booster paperwork completed.  Officially a club. WELCOME!

**Thank You/Receipt Procedures (Britt):** A donation over $250 dollars gets a “Thank You” note coming through Benevity or another platform - they will send out an official document. For scoreboard it would be a “thank you” not a receipt. Does the responsibility lie with us or the club? **Rick says if the club received the donation, they should be sending the “thank you**.” Clarifying – do you want *us* to give the official receipt? We can take care of the ones that have tax implications. ***For any donation run thru PayPal over $250, the Treasurer will send an official note which is the donor’s tax receipt*. We will send a tax receipt that says “thank you” in it, then we’ll encourage the other Treasurers to write a “thank you” letter.** They will be using the PayPal spreadsheet that we provide. The tax receipt is separate from the Paypal receipt. We will provide the PayPal spreadsheet for those donations under $250 using language we give them. Janis said: we want to be able to differentiate those things tagged for the scoreboard. Amy said everything coming in thru PayPal now should have a tag for its source. **Fundraising vs. Donation (Britt):** Clubs were not always putting fundraising toward revenue. ***A Fundraiser is when you ask/solicit a donation*.** It then needs to be categorized in “fundraiser revenue.” ***If it is unsolicited, it goes in the “donation” bucket***. I think we need to educate the Treasurers about this when they’re submitting their year-end data. A Treasurer Training might be in order. Of the 19 clubs, only 3-4 have an accounting system. Britt has some ideas to share with Treasurers re: tips and tricks.

**Tax Filing Extension (Janis):** Greg Lacombe agreed to do our taxes again, as long as we are ok with filing an extension. Britt and Janis checked with WSBCA Rep who said “no problem filing an extension.” Janis made a motion to file an extension for our 990 tax filing for last year, so that our CPA (who is donating his services) can get them done. Motion was seconded and passed.

**Amazon Smile:** Last year we voted to put that money toward scoreboard. What should we do with it this year? Participation fees? Will bring this up in the General Meeting.

**Music Vote (Janis):** Is it us who votes to have the 3 Clubs join into one? Janis sent everyone the bylaws. They don’t have their banking and officers official yet. They are in transition. Rick said he doesn’t remember requiring a vote for previous situations like this. He said it wouldn’t hurt, but also is probably not necessary. Rick says lets’ do it in the General meeting. Do we need to review their bylaws? Rick said he will look them over. Are we OK with the word “scholarship” in their bylaws? Perhaps the language of “scholarship” should be changed to “financial aid”. Are we supposed to formally review these? Rick says as long as we determine they don’t conflict with our bylaws they should be fine.

**President/Co-Treasurer (Janis/Amy):**

**100 Year Gift Surprise Chick-Fil-A Coupons:** Janis announced that Kirkland-local Chick-Fil-A donated coupons for free sandwiches that will be taped under the bleachers and announced at our HOCO game. Rick said: “We felt good about supporting a community member/small business.” Chick-Fil-A wanted to do a Juanita night and LWHS night. There was pushback from the community. These coupons are a ‘Booster’ activity rather than a school activity. Janis said Amy and I were talking about assembling those. Any ideas on two other parents who can do a daytime assembling of tickets? Amy said she will reach out to some people. Janis got another 150 for football team and dance and cheer. Rick said he can hand those out after the game.

**Evergreen Health Sponsorship:** There are ongoing conversations at a district level with some really interesting ideas. Steve Beden suggested that we make sure to keep ‘Boosters’ in the conversations. It’s bigger than us, but to make sure we are still engaged in the process. Boosters brought it to the district, should have a role in the final plan and acknowledgement.

**One green plant:** Recycling event. Still have not resumed their fundraising events yet. We are still on their list.

**Holiday Party:** Two meetings from now will be our December meeting and hopefully a holiday party. Janis spoke with Soi (at Kirkland Urban) about hosting us. If anybody else has ideas, let her know.

**Notable:** Dance received a $10K donation

**Scoreboard Ads (Janis/Rick/Amy):** We’ve all been working a lot on the ad program trying to get this launched. Where does this get handed off to, how does it get managed? Rick was denied access for non-district employees having access to MS Teams for planning meetings. Once the meeting happens, documents can be shared in the chat after that meeting. Janis said she can create it within our Booster Club Teams account. Is this something that students working on the workflow will need access to? CJ will update it and re-upload. It’s possible to just share it with CJ and have him do updates with his class. I don’t know how the workflow will work on the student end. Another thought is to have CJ create that workstream document - where they could checkoff items as they do them. Would be nice to have something ‘live’. Rick sees it as 2 separate workflows. So far companies purchasing advertising have shared their logo. The students will be more involved when purchaser doesn’t have graphics readily available. This may not be a large number of buyers. Amy suggested a spreadsheet. Who has responsibility for creating the spreadsheet? If ad is ready-made it goes to Rick, if more work is needed it goes to CJ. A good place for students to start may be the Birthday shout-outs. They’ll want to put them into something that will look nice. Balloons, Sparkles, etc. Rick said CJ and he can manage that pretty easily. The biggest thing in Rick’s mind is: when a community member makes the purchase, CJ & Rick need to be notified about the status. Janis also suggested we use a contact management system. Amy said Wix has a CRM function built-in.

**Athletic Director (Rick):**  
**Winter Sports:** Registration starts next week. Rick will discuss more in General Meeting.  
**HOCO:** Negotiating with other schools. Looking for a football game with a school that doesn’t insist on having it at their place. It will be fine.

**Meeting Adjourned (Janis) at 7:29pm.**