

Date: September 6, 2005

Location: Lake Park High School East Campus Community Room

Attendance: Donna Fiedler President
Pete Schauer Lake Park Athletic Director
Vivian McKeon Vice President
Jim Andrews Treasurer
Barbara Hancock Membership
Sue Steiger Secretary
Nancy Andrews Spirit Wear Coordinator
Bill Fiedler Member
Shelli Corbin Member
Gary Steiger Member

Time: Meeting began at 7:00 pm

1) Treasurers Report by Jim Andrews:

- A) Reviewed procedures for bills over \$300.00. All bills over \$300.00 need to be approved by the board before payment can be made.
- B) Individuals who purchase items for use by the Booster Club will need to submit an expense reimbursement form in order to be paid back. All receipts must be attached.
- C) Discussed the status of the 2003 & 2004 tax returns that still need to be filed. Jim Andrews is working on them and should have them completed shortly. June 30th is the end of our fiscal year.
- D) The discussion of an Accounting Computer program such as Quickbooks was discussed. Jim stated that he could keep the financial records manually.
- E) The Knupke Fund along with the possible usage of the donated funds was discussed. Donna Fiedler was to make a few phone calls to the donator to see how she wanted the funds to be used.
- F) Balance Sheet and Income statements were handed out to all those in attendance and each was discussed.

2) Athletic Directors Report by Pete Schauer:

- A) \$4780.00 from on-line school registration is owed to the Booster Club
- B) There are approximately 330 on-line registrants for the Booster Club
- C) Discussion occurred regarding selling 50th Anniversary merchandise for the Alumni group. All attending agreed that it would not be in our best interest to sell their merchandise.

3) Vice President Report by Vivian McKeon:

- A) Vivian has been busy re-writing the Booster Club By-Laws. Changes cannot be made with the by-laws unless a general meeting

has been held. Vivian recommends that we hold a general meeting in November 2005.

- B) Discussion stating that we need to have specific job descriptions for each board member. Some of the positions need sub-chairman because of the enormity of the job.
- C) Need to develop a position for Director of Volunteers.
- D) This person will be responsible for coordinating volunteers throughout the school year.
- E) Discussion held on purchasing Homecoming Flowers for Cheerleaders and Lancettes. This discussion led to developing a program to develop a tradition for all sport programs. Booster club discussed that we would like to donate \$1.00 per person to each sporting group at the end of the season to offset costs. Money would be given to each coach.
- F) Agenda Item for October 7th meeting is to vote on a \$1.00 per person to each sport donation by the Booster Club.

4) Marketing Report by Donna Fiedler for Mike Hannigan:

- A) A photo album of snapshots of spirit wear was passed around for all to view. Pictures were taken by Mike Hannigan. Web-Site is coming along but is not ready.
- B) Corporate Sponsorships were discussed as a great way to raise money. Donna would like to recommend the development of a new committee for Corporate Sponsorship.
- C) Dr. Butts was very receptive of a Corporate Sponsorship Program. Mike Hannigan met with him to discuss this topic.
- D) Discussion about how careful we had to be in the development of the Corporate sponsorship program occurred and recommendations for Donna to contact Mr. Ken Bates to head up this committee was discussed. Donna was to contact Mr. Bates.

5) Secretary Report by Sue Steiger:

- A) Discussed the need to have an updated membership list including all of the on-line registrants was discussed. Pete was to get with Technology Department to have this completed.
- B) It has been very difficult to get volunteers because we are tapping the same people over and over again.

6) Spirit Sales by Nancy Andrews:

- A) New merchandise was discussed and pictures of a new sandal were reviewed. It was discussed that a domestic source needed to be checked for the sandals due to the delivery time.
- B) Nancy is to advertise for Homecoming by using flyers and posters.
- C) Theme for Homecoming will be "Hear the Thunder" to go along with the new thunder sticks that were purchased.
- D) Nancy is gathering information on designing signs.

- E) December 3, 2005 is the Lake Park Craft Show. At West Campus from 7:00 am to 5:00 pm. Discussion turned to volunteers for both the craft show and concessions on that day. It was discussed that we offer student council \$300.00 to provide volunteers for the concession stands during the craft show. Donna was to contact Student Council Chairman to see if they would be interested. Also was to see if they would be interested to work concessions for Powder Puff Football game during Homecoming week. There is so much going on that week that it is hard to staff.

Pete suggested that we see if there are any other groups that are in need of fundraising money.

- 7) Health Department by Donna Fiedler
 - A) We are receiving a temporary permit for 2005-2006 school year by Health Department.
 - B) School Building Managers will be responsible for Health Department Inspectors.
 - C) The school district is responsible for big ticket items such as ovens etc...
 - D) Discussion on always being prepared for inspections by the Health Department because they can occur at anytime and will occur.
- 8) School Store by Donna Fiedler:
 - A) Donna is interested in opening a school store. She would like to have it open 2 days a week at East Campus and 2 days a week at West Campus. Donna and Nancy need to discuss this topic a little bit more
- 9) Hurricane Katrina Fund by Pete Schauer:
 - A) The school will be accepting donations from students and guests at the Dekalb Football Game. Both Lake Park and Dekalb agreed to call the game the Hurricane Bowl. Tables will be set up for Hurricane Relief Fund and raffles will take place. Spirit Wear will also be raffled off. Announcements will be made during school to remind the students.
- 10) Homecoming by Donna Fiedler:
 - A) There will be a Parade beginning at 5:30 pm to kick off Homecoming on Friday September 30th.
 - B) A Tailgate Party for Alumni will also be help in the West Campus parking lot immediately following the parade.
 - C) Sue Steiger will work on getting volunteers for the Spirit Wear table during the Homecoming Game.
 - D) Discussion regarding concession sub-committee to help plan food for tail gate party.

- E) In order to make everything run more smoothly, we will sell tickets for food and offer only meal deals. This will make the lines move much faster.
- F) It was decided that there would be no barbequing the night of homecoming. We will have food catered in from Sporty's.
- G) A pop donation will be used at the Homecoming Dance and at the Alumni Tent during Homecoming game.

Meeting Adjourned at 9:58 pm.