



**Lincoln Charter School  
Athletics Booster Club  
Meeting Minutes: 20 September 2021, 6:00 PM  
Denver HS, Multi-purpose room**

1. **Establishment of 501c3 Nonprofit** – To become an independent entity from the school, we need to establish our nonprofit account, like the way the PTO operates. Any members familiar with this process? Your help is appreciated.
2. **Approval of by-laws** – New by-laws have been drafted and will need to be approved once we elect new officers for the club. The by-laws will be posted on the Booster website for all members to review.
3. **Nomination(s) of Officer (Treasurer, Secretary)** – Here is a description of our two vacant officer positions currently. If you'd like to volunteer, please let us know:

The Secretary shall: • Keep an accurate record of all regular and special meetings. • Be the custodian of the Bylaws of the organization and the Articles of Incorporation and any other organization documents provided to them by the Executive Board. • Maintain records of attendance of each officer; • Conduct and report on all correspondence on behalf of the organization; • Other specific duties as outlined in the bylaws of the organization. ci. The

Treasurer shall: • Receive all funds and disburse those funds as designated by the Executive Board. • Issue a receipt for all monies received and deposit said amounts on at least a weekly basis (daily if receipts on hand exceed \$ 250.00); • Present a current financial report to the executive board and general membership within thirty days of the previous month end; • Maintain an accurate and detailed account of all monies received and disbursed; • Reconcile all bank statements as received and resolve any discrepancies with the bank immediately; • File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually); • File annual IRS form 990 in a timely manner; • Submit records to audit committee appointed by the organization upon request or at the end of the fiscal year; • Other specific duties as outlined in the bylaws of the organization

Within the by-laws are these descriptions as well as descriptions of other committees. Please help!

4. **Naming Convention for Booster Club** – To maintain consistency across the board, we are officially titled as the "LCS Sports Boosters" or "sports boosters" for informational purposes.

5. **Financial Report** – No report was available by the meeting time, however, during a recent meeting with our financial officer for LCS, Christy Berry, she stated that we had roughly \$20k in our current operating account.
6. **Meeting/location schedule for 21-22** – A group decision was made to conduct monthly meetings on the 3<sup>rd</sup> Monday of each month, and the location will alternate each month in between the Denver and Lincolnton Campus.
7. **Concession stand(s)** – The process has improved, and Cindy Hudson has taken the lead on the concession stands. We need to post instructions for the volunteers in each concession stand and make updated pricing signs as well. Last item in this task will be once our fund is established, the items purchased will come from that account.
8. **Sponsor Recognition and Commemorative Items** – Banners were discussed as well as placing information about our sponsors on our website. For the commemorative items, Cindy is going to work with Awards Express for a discount code to new members for an easier process of getting their items. Link to this site is: <https://www.awardsexpress.com/products/lincoln-charter-school/jh4svr59qt20r1/>
9. **Student Athlete Weekly Recognition** – Ryan Waduge has volunteered to take the lead on this new initiative. Through Coach’s recommendations, the Booster club will recognize a student athlete for their accomplishments in athletics, in the classroom, as well as community service. We discussed providing each recipient from the MS and HS with a certificate and a small gift (CFA gift card) and recognizing on all social media sites, as well as the Booster webpage.
10. **Coach’s requests** – Booster club will work with the Athletic director to start looking at “wants” for all of our Coaches and sports programs.
11. **Upcoming events**
  - a. **Booster Club Event – LCS Cross Country October 19<sup>th</sup>** – This is a Tuesday, and the event will start around 4 pm. We plan on running a full concession stand at this event at the pavilion in the park. And will serve a complimentary dinner (hotdog, chips, drink) to each Booster member who is present at the event. This will be our first Booster Member appreciation event and support/coordination will be needed from several members. We’re also looking for anyone with a connection to a food truck (desert) to have present as well. This is a regional event and there should be present of spectators present. Our Cross-country team is predominantly one of the tops in the State, so we need to do a better job supporting them.
  - b. **LCS Volleyball Senior Night – October 7<sup>th</sup>** – HS volleyball will recognize their lone senior at the final home game of the season against PLP.
  - c. **LCS Soccer Senior Night** – More information to be published on this event.
  - d. **Fundraising Events (Raffle and Golf Tournament)** – We will start our raffle around the beginning of November with the drawing being held shortly before school dismisses for the Christmas Holiday. Same format as last year, 1000 tickets at \$5 apiece. Need help with payment and ticket collection process. Goal is to raise \$4000 for the booster club, and the team that sells the most tickets will receive a pizza party. Our golf tournament is always conducted on the Friday before Spring break starts (school lets out at 1130, tournament starts at 1-2). Normally held at Westport. Need to

inquire about Verdict Ridge but will depend on pricing and policies concerning outside food and beverage. Goal is to raise \$10,000 for the booster club.

Next meeting will be the 18<sup>th</sup> of October at the Lincoln Campus, 6pm. Zoom link will be available. The meeting room will be posted later.