LAKEWOOD ATHLETIC BOOSTERS

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| Minutes | August 9, 2016 | 7:00 p.m. | LHS RANGER CAFE |

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| Meeting called by | Ann Schwarz, President |
| Type of meeting | Monthly Booster Meeting ~ First of the 2016 – 2017 season |
| Facilitator | Ann Schwarz, President |
| Note taker | Ann Byczek, Corresponding Secretary |
| Timekeeper | Ann Byczek, Corresponding Secretary |
| Attendees | Ann Schwarz, Ann Byczek, Chuck Hokky, Dan Fox, Tiffany Fox, Peggy Costanzo, Ellen Roberts, Martin Lowell, Tina Carleton, Kris Kantor, Diana Kantor, Susan Zanghi, Sarah McKay, Lisa Mullen Cimino, Kara Goeller Rossen, Don Reis, Julie Reis, Kate Sala, Karen Burks, Bruce Giberson, Renee Mahoney, and Nici Crislip |

## Agenda topics

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|  | **INTRODUCTION OF BOARD MEMBERS** | **ANN SCHWARZ, PRESIDENT** |

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| Discussion | 1. Ann started the meeting with introducing the LHS Booster Board Members. She informed the attendees that Sean Jackson, LHS Athletic Director, could not be in attendance due to another pertinent meeting. Ann then gave a brief history of the LHS Athletic Boosters, and what we do for the Athletic Department – such as donating $60,000 per year to the athletic department, awarding (8) $500.00 scholarships each year, and helping individual team needs.
2. Ann informed us that Debbie Riddle, our Recording Secretary, is moving out of state, and can no longer perform the duties of Recording Secretary.
3. This will be the last year for our current web manager for Lakewood Athletic Boosters.
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| Conclusions | Ann then turned the discussion over to the individual board members for their reports. |
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| Action items | Person responsible | Deadline |
| New Recording Secretary needed (Ann Byczek, Corresponding Secretary, will be temporarily filling in position) | LHS Athletic Booster Board | None Specified |
| New Web Manager needed | LHS Athletic Booster Board | 07/01/2017 |

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|  | **TREASURER’S REPORT** | **charles hokky** |

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| Discussion | 1. Chuck presented the Lakewood Athletic Boosters balance sheet for the dates 07/30/2015 through 07/30/2016.
2. Chuck explained the Primevest Account on the balance sheet, bringing awareness that the amount is not what Lakewood Athletic Boosters has to spend, but rather in case of emergency, should legal issues arise.
3. Ann Schwarz accompanied Chuck to Cuyahoga Safe for the purchase of a new safe in the lower concession stand.
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| Conclusions | The safe installation in the lower concession stand was successful. It was a used grocery store safe, and very durable for outside use. It has the “old fashioned” combination, as the new digital safes are not as durable for outside use. Stand managers can now deposit their money directly into the lower portion of the safe. No one except Chuck Hokky and Ann Schwarz are able to retrieve funds from upper part.  |
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| Action items | Person responsible | Deadline |
| Training stand managers to use new safe | Charles Hokky; Ann Schwarz | Aug/Sep 2016 |
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|  | **3rd Vice President of Marketing report** | **nici crislip** |

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| Discussion | 1. Facebook and Twitter page
2. First Federal of Lakewood Stadium Signage
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| Conclusions | Nici reminded everyone that our Facebook page is Lakewood Rangers Athletic Boosters. There are 8 x 4 signs still available. She delivered her signage information to 85 businesses, which had the history of Lakewood Boosters, the signage price, and guidelines.So far, Geigers, Lion and Blue, Dr. Cochran (Comfort Dental Group), and Around the Corner have all committed to a sign. |
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| Action items | Person responsible | Deadline |
| Continue to email information about signage | Nici Crislip, Ann Byczek | ongoing |
| Continue to ask businesses | Board Members | ongoing |

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|  | **TREASURER OF FUNDRAISER’S REPORT** | **RENEE MAHONEY** |

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| Discussion | 1. Drop box on front porch and forms
2. Coach email list
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| Conclusions |  Renee reminded everyone of the drop box that she has conveniently on her front porch, along with any forms that you might need. She also needs an email sent to her of all the Lakewood coaches. |
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| Action items | Person responsible | Deadline |
| Coach email list  | Ann Byczek, corresponding secretary | 08/10/2016 |
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|  | **membership secretary’s report** | **lisa mullen cimino** |

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| Discussion | 1. New Members
2. New Elementary Schools Dedications
3. LHS Fresh Start
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| Conclusions | For the start of the 2016 season, Lisa has 12 new members. We will have Booster Board Members present at the dedication ceremonies for the 3 new elementary schools, as well as for Fresh Start (August 16 – 18) |
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| Action items | Person responsible | Deadline |
| Sign up for Fresh Start passed around table | Booster Board |  |
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**OLD BUSINESS**

1. Lakewood Community Night with the Crushers only sold 27 tickets, therefore making $27.00 only in profit. We spent over $300.00 on advertisement for event. Mike Mays said to contact him should we want to try again this year.
2. Lakewood Booster Member, Don Reis, asked where we stand with the pop and pizza contracts. Ann Schwarz explained that we are going with Pepsi, since we would lose the use of their coolers if we made the choice to go with Coca Cola. Ann then addressed the pizza issue. We are no longer having Hungry Howie’s Pizza, as there were too many issues due to the establishment not being locally run anymore. The Lakewood Athletic Booster Board, after talking with numerous pizza shop owners, have decided to go with Donato’s Pizza. They will charge us $8.00/ pizza, and they will cut them into triangles per our request (as Donato’s typically cuts their pizza into squares). The stand managers will be in charge of ordering pizzas.

**NEW BUSINESS**

1. Lauren Lowell, a student at Lakewood High School, came in tonight to talk about Project Kirotshe, and Makorobondo “Dee” Salukombo, a LHS class of 2008 alumni, who is running in the 2016 Rio Olympics. She helped raise 70 pairs of shoes and over $5,000 towards this project. Lauren spent many long hours to put together Shoes for Sole (which was held on 07/27/2016) and the Board thanked her for her hard work and dedication.
2. If anyone knows of someone who would be willing to pop the popcorn an hour or so, please let Ann Schwarz know as soon as possible.
3. We have raised the prices of the following items to $2.50 each – a slice of pizza; one hot dog; one Gatorade
4. If anyone knows of a low price, children’s candy that would be good to sell, please let Ann Schwarz know. Ring Pops are too expensive to order anymore, so when the stock is gone, we will not be re-ordering.

**ADJOURNMENT**

Ann Schwarz, President moved that the meeting be adjourned, and was agreed upon at 8:15 p.m.

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Interim Recording Secretary Date

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President of Lakewood Athletic Boosters Date of Approval

**Booster Meeting Minutes**

**9.13.2016**

Introductions + August minutes reviewed.

**AD REPORT**

• Boys soccer 2-2-1
• Girls soccer 3-3-1
• Football 0-3

• Volleyball 2-6
• Boys golf 0-5
• Cross country – did well at Kenston invite

Coke / Pepsi – no updates
Sean Jackson appointed to VP NE district board
• potential district wrestling tournament
• host additional football games, district track meet and conference swim meet
• gymnastic coach resigned, assistant coach moved – in need of TWO coaches
• rugby – currently looking for coaches

**TREASURER REPORT**

• 2 large football games in August – net over $15k – this puts us ahead this year
• safe was purchased
• thank you notes have been coming in from scholarship award recipients
• chuck presented the 2016 – 2017 budget
 **TEAM TREASURER**
• largest obstacle – no one is claiming their deposits. Renee does not know who certain deposits belong to.

• first federal is to send Renee the deposit slips and forms that are completed so she can track them. Call in to Dave Shaw at FFL.

**MEMBERSHIP**

• 42 total members as of 9.12.16 ( 21 more than there were at this time last year )

**MARKETING**• signage - $700 first year, $500 for the second year
• lions and blue and the exchange have committed to signs. Other asks are out there waiting on responses.

• signage would help out greatly financially this year with loss of Ed’s / Ignatius game

**OLD BUSINESS**

• Hayes tailgate party – lots of 50/50 tickets sold
• adoptive / foster family night - $188 reimbursed for meals.
• concessions:
 eds vs glenville - $1300 upper stands / $400 lower stands
• homecoming game – Friday, September 30th following spirit parade
• October 7 – youth night – expect a very busy night
• October 21 – senior night

• October 1 St Ed’s game – 1:00
• Playoff season begins November 4 / 5

NEEDED – popcorn person for Saturdays for Ed’s games

NEW EQUIPMENT

• a company bought all our old equipment and we were able to get a pizza warmer

BAND FESTIVAL
September 24 – marching band parents run the stand – they keep the profit for the night. 2015 was $600

RANGER SHOP – Karen Lee

• new inventory coming in. Keep in mind this isn’t just a football shop and volunteers are welcome year round. This continues to grow as a booster fundraiser. Booster members received 10% off merchandise

SOCIAL MEDIA

• like and share posts on Facebook to increase views and activity

FOOTBALL SENIOR BANNERS

• to be ordered and hung at stadium

NIGHT AT THE RACES
• Saint Mary’s Hall – March 4th, 2017
• planning will begin in October

RANGERMAN LOGO

• the logo will remain as it currently is although Chuck thinks it should look like him

SCHOOL SPIRIT
• pep rally for homecoming on September 30th. There will be a pep rally held every season

MEETING ADJOURNED AT 8:16pm

Next meeting Tuesday, October 11 @ 7pm in the Ranger Cafe

**Lakewood Athletic Boosters**

**Booster Meeting Minutes**

**10/11/2016**

Meeting began promptly at 7 p.m. with introductions. September minutes were distributed for review.

**ATHLETIC DIRECTOR REPORT**

* Cross Country – SWC meet 10/15
* Girls Tennis – finished season 9-7 and 5-4 in SWC
* Golf – Finished with 4 team victories and has a young team returning for next season
* Volleyball – plays Parma at Strongsville 10/18
* Girls Soccer – plays St. Joes at St. Ignatius 10/17
* Boys Soccer – plays Valley Forge at Byers Field 10/19
* Football – plays at Midview on 10/14
* Cheerleaders – preparing for the SWC competition in November at Avon Lake High School
* Senior nights
	+ Girls soccer 10/12
	+ Volleyball – 10/13 after High School Nation’s appearance at LHS
	+ Football, cross country, girls tennis, cheerleaders, and golf – 10/21
* Winter OHSAA preseason meeting on 11/1 at 7:30 at Harding
* Fall sports awards on 11/9 at 6 pm in the Civic
* Winter schedules available on the district website
* Hazing – there were 2 hazing incidents recently. The AD has distributed the board hazing policy to the coaches and visited several teams personally
* New facility – gym and weight room might not be opened until October or November 2017 due to the addition of the indoor track. All other areas – offices, locker rooms, training room, storage areas, wrestling room, coach’s office, PE offices – should be available in August 2017. The potential delay is due to the fact that the gym floor can’t be put down until the track is done.
	+ Ann asked about the concession stand for the gym. Sean does not have any information so Ann will send him email with a list of desired amenities the Boosters would want and he will forward it on. Instant hot water and faucet for pots
* Pepsi & Coke – Sean contacted Coke, who visited every school to review the coolers we currently have. Coke is putting working on a quote.
* Potential for football playoff games at LHS stadium: 11/4 (Eds), 11/11, 11/12, 11/18, 11/19

**TREASURER’S REPORT**

* Concession sales have made $3,000 less than last year as of the end of September.
* The budget for October is lower than last year because the Eds-Ignatius game is away this year. There were 7 home games for Eds last year, but only 5 this year.
* Signage contracts are coming in, so that will help make up some of the shortfall in concession sales.

**TEAM FUNDS TREASURER**

* Not much to report. Reminder that coaches need to follow the process.

**MEMBERSHIP**

* Currently 67 members, which is about the same as last year at this time, and half of last year’s total membership.
* Call the Book Room to use booster bucks to pay for winter sports.

**SIGNAGE**

* Four new signs went up last week
* Currently working with Cleveland Clinic
* Revisiting local retailers
* Facebook traffic is up

**OLD BUSINESS**

* Football senior night is 10/21 (plus cross country, cheerleading, golf, girls tennis, and band). Introductions will start at 6:15.
* Night at the Races scheduled for 3/4/17 at St. Mary’s Hall with Star Entertainment. More detailed planning will begin in the next few weeks.
* Booster Chipotle Night made $194.50.

**NEW BUSINESS**

* Concessions for October – schedule is in the agenda. Signup Genius to be used for football. Cheerleaders are assigned to this weekend’s Eds game. The coach has plenty of volunteers. Girls soccer is assigned to football senior night. Marty will contact the coach and send out the Signup Genius link.
* Getting Harding ready for basketball – typically move to Harding on a Sunday morning after football
* Closing outside stadium stands after football and playoffs. Currently trying to use up current stock to minimize what has to be moved. Garfield’s stand is heated so it used for storage.
* Pool concessions
	+ 6 meets scheduled with Matt Demaline
	+ Mary Beth Healy to run stand
	+ Unlikely that we will have Ranger Relays this year. The coach wanted to move from the last Friday before break to have it during the break. Currently only 2 teams are scheduled.

**OTHER BUSINESS**

* Since Debbie Riddle’s family moved, Kate Sala is the new recording secretary. (Board voted their approval by email before the meeting.)
* Signup genius link: <http://www.signupgenius.com/go/20f094da4ad29a5f85-2016>
* Hockey coach update
	+ The hockey team has a site they are using for player profiles and schedules: <http://hockeyclubhouse.com/lakewood/news.php>
	+ Winterhurst has locker space available. Lakewood has not had dedicated locker room so players have to bring their gear back and forth every day. The team has written a letter to Winterhurst to request space, but would appreciate it if Boosters would also send a letter. The coach will forward a copy of their letter.

**NEXT MEETING**

* The next meeting is scheduled for 11/8, but that is election day so there is no school. Therefore, the meeting will be 11/15 at 7 p.m.

Meeting concluded at 8:30

**Lakewood Athletic Boosters**

**Booster Meeting Minutes**

**11/15/2016**

Meeting began promptly at 7 p.m. October minutes were distributed for review. No changes were noted.

**ATHLETIC DIRECTOR REPORT**

* Sean could not attend so Ann read the report
* There are no more playoff football games this year
* Winter sports are getting underway.
* A picture of the new, proposed swimming record board was circulated for review
* Still waiting for a quote from Coke

**TREASURER’S REPORT**

* Chuck could not attend do details were not discussed, but it is expected that concession sales are down about $15,000 compared to this time last year.

**TEAM FUNDS TREASURER**

* The teams have a cumulative $55,000 in their accounts
* It would be nice if teams would maintain a cushion in their accounts from one season to the next rather than spending all of their funds.

**MEMBERSHIP**

* Currently 77 members, but there are several sign-ups that need to be processed. Expect to have about 90 after that.
* A “thank you” to current members will be submitted for the December Ranger Roundup
* The Bookroom will have updated hours soon.

**SIGNAGE**

* Dr. Laubmeier and the Cleveland Clinic have recently purchased signs
* There will be a new push for sales in 2017 as companies have new advertising budgets

**NIGHT AT THE RACES (N@R)**

* Reservation for St. Mary’s has been verified
* DJ is sending a contract. There may be a deposit that is required but won’t know for sure until we get the contract.
* Car raffle – Karen approached Steve Barry today and he is interested in exploring some sort of sponsorship of a car raffle. There is a meeting scheduled for Friday to discuss further. The idea is to sell tickets in January / February and raffle the car at N@R
	+ Karen met with Ann Giffels in the Athletic Office to discuss ways people could purchase tickets online
	+ A suggestion was made that the raffle revert to a 50/50 if the fundraising target isn’t reached (and the car is too costly)
* Baskets – asking people to begin thinking about who we can solicit for donations.
	+ A suggestion was made to ask each team to donate baskets
	+ There was a suggestion to request a list of businesses from the Lakewood Chamber of Commerce
* KB Confections will provide cupcakes
* Italian Creations has said they would donate pizzas for the event
* There was discussion about setting up a Google spreadsheet to track donation requests and note what has been received. In the past, if someone requested a donation, there has not been an easy way to know if the donation has been received.

**OLD BUSINESS**

* Fall concession sales are down about $15,000 compared to last year. This is attributable to no St. Ed’s/Ignatius game this year, fewer St. Ed’s home games, only one playoff game, and several nights with bad weather this year.
* Signups for winter sports concessions will be available soon on Signup Genius
* Stand managers are:
	+ Boys Basketball – Karen Burks
	+ Girls Basketball – open
	+ Wrestling – Brandy Bates & Mona Salti
	+ Swimming – Mary Beth Healy

**NEW BUSINESS**

* Winter sports concession preparation
	+ Most of the concessions have already been moved to Harding (or Garfield for storage)
	+ Let Ann know if you are available on Friday 11/18 at 6 pm to move the remainder.
	+ N@R items also need to be moved out of the lower stand because once it snows, it is icy and very difficult to get into the stand
* Concessions for Non-LHS Swimming events
	+ Times aren’t yet available for non-LHS swimming events.
	+ Dates: 12/3, 12/10, 12/21, 1/7, 1/28, 2/4
	+ Concessions typically don’t open for early morning diving. For afternoon meets, typically open around 11 and run 2 sifts through the afternoon.

**OTHER BUSINESS**

* Buddy day – the Boosters make an annual donation of a few hundred dollars to defray the cost of the buses for 8th grade buddy days from Harding and Garfield.
* Holiday trays – these are holiday thank you gifts for the custodial staff at Harding and LHS, with trays for both day and night shifts. Boosters are encouraged to bring cookie donations to the next meeting.
* Coach Cammock, Boys Basketball head coach, submitted a request for a donation to help defray the cost of an iPad to be used for game film and statistics, plus jackets for the coaching staff.
	+ A motion was made not to support the purchase of jackets since those are more personal in nature. This motion passed.
	+ A motion was made to support the purchase of the iPad by donating a percentage of the cost. This motion passed, but the decision about the donation percentage was deferred to the next meeting since the Treasurer was not in attendance tonight. Traditionally, between a third and half of the cost is donated for these types of requests.

**NEXT MEETING**

* The next three meetings conflict with Boys Basketball games. For the next 3 months, the meetings will be held on the second Monday at 6:30. The next meeting is Monday December 12 at 6:30.

Meeting concluded at 8:00

**Lakewood Athletic Boosters**

**Booster Board Meeting Minutes**

**12/01/2016**

Meeting began promptly at 6 p.m. The Board is meeting to decide whether or not to pursue the car raffle.

Not present: Ann Byczek, Carmen Bowen

**KAREN OUTLINED THE DETAILS**

* A 2 year lease of a Buick Enclave at Barry Buick costs about $7,900. Tax and fees would be about $2,000.
* Purchasing the same car would be $25,000.
* No money due for the car until ticket sales are over
* Winner has to pass a credit check or get a co-signer to lease the car
* Steve Barry is willing to let us market the car in the show room. He would also let us take the car to different locations to help with marketing.
* Sell tickets for $25 each
* Revert to a 50/50 raffle if we don’t sell enough tickets to cover the cost of the car
* If we can cover the car and the winner wants cash, they can do that instead of the car
* No upfront costs – except for what we want to spend on marketing
* Karen met with both Sean Jackson and Keith Ahearn. Both are supportive of the sale.
* Ticket sales would be online; no students or coaches would be given tickets to sell; only Booster Board members would sell tickets in person (preferably online, using square or taking cash if necessary)
	+ There is a walk-through of the new LHS building on 1/24; that could be a day to sell in-person.
* Ticket sale from 1/9 – 2/19 (about 6 weeks).
* Would be good to get kids involved in marketing – athletes in pictures, student photographer, etc.
* Encourage teams to help sell tickets with a drawing; each team would be asked to sell a certain number of tickets to be entered in a drawing. There would be 2 drawings – one for girls teams and one for boys teams. The prize would increase as more tickets are sold.
* Winning tickets would be drawn at Night at the Races (for car and teams)
* Board and immediate family would not be eligible to buy car raffle tickets. We want to avoid any apparent conflicts if a Board member were to win.

**DISCUSSION**

* Ann Schwarz relayed Ann Byzeck’s concerns that we might not sell enough tickets for it to be a success.
* Nici expressed concern about the timing. Would it be more successful if done during football season?
* Chuck likes the idea of a diverse source of sales.
* Ann Schwarz is concerned that the coaches won’t buy in. Karen thinks that coaches aren’t integral to the success. Lisa suggested that we could contact team parents rather than coaches to get the word out.
* Other ideas to promote the sale:
	+ Mike Snyder – WTAM
	+ Kickin it with Kenny
	+ Cleveland.com (Bill Neff)
	+ Lakewood Observer
	+ Chris Gordillo (school district)
	+ School announcements
	+ Ranger Roundup

**VOTE**

* Everyone present voted in favor of moving forward with the fundraiser.

**DECISIONS**

* Boosters will cover the taxes and fees.
* Board members and immediate family will not be eligible to buy tickets.
* Each team would need to sell 10 tickets for a chance in the team raffle.
* Sale to start January 9. Could be extended beyond Feb. 19th if not going well.
* Need to have flyers to hand out to promote the sale
* Want a separate Pay Pal account to facilitate tracking.
* Nici found that Pay Pal’s terms of service require approval from Pay Pal for any type of raffle sales.

**ACTION ITEMS**

* Ann Schwarz to send an email to Pay Pal requesting a separate account and approval for the raffle (done 12/2/16)
* Renee to talk to Bill Neff about promotion artwork
* Karen to talk to Steve Barry about promotions and legal verbiage
* Kate to put together a spreadsheet with different levels of ticket sales, expenses, and team incentives (done 12/6/16).

**Lakewood Athletic Boosters**

**Booster Meeting Minutes**

**12/12/2016**

Meeting began at 6:30 p.m. November minutes were distributed for review. No changes were noted. Attendance sheet was circulated.

**ATHLETIC DIRECTOR REPORT**

* Sean provided an overview of the records for the winter sports teams
* Still waiting for a quote from Coke. Expect that a deal would be similar to Pepsi. Neither company offers big promotional incentives (signs, score boards, etc.) any more. Boosters and the Dining Services department would be under the same contract.
* Football head coach search is underway. There were about 40 applicants. Twelve will be interviewed on 12/19 and 12/20. Two will be brought back for interviews with district personnel. Hope to have the coach finalized by the January school board meeting. Sean has started morning lifting workouts at Taft for those football players who are interested; many are in other sports so cannot participate. The weight room likely won’t be done at the high school under late October, November, or December 2017 because the addition of the rec center has extended the construction timeline for the athletic facilities.
* Middle school football players not had any locker space so next year, the plan is to have the middle school practice at LHS rather than Garfield and take what has traditionally been used as the freshmen locker room. This will also help alleviate concerns from families with students at Harding who had to get to Garfield for practice last season.

**TREASURER’S REPORT**

* Chuck could not attend do details were not discussed, but financial reports were reviewed. The balance sheet shows more cash in our account, but there are several large bills (Donato’s, Pepsi, new pizza warmer) that need to be paid.

**TEAM FUNDS TREASURER REPORT**

* Renee could not attend, but Ann indicated there were no issues to report.

**MEMBERSHIP REPORT**

* Currently 77 members, but there are several sign-ups that need to be processed. Expect to have about 90 after that.
* A “thank you” to current members will be submitted for the December Ranger Roundup
* The Bookroom will have updated hours soon.

**SIGNAGE REPORT**

* Dr. Laubmeier and the Cleveland Clinic recently purchased signs. The Clinic has paid in full and Nici is waiting to hear back from Laubmeier. She is planning to submit an order for both signs at once because the set-up costs are lower per sign when created in batches.
* There will be a new push for sales in 2017 as companies have new advertising budgets

**NIGHT AT THE RACES (N@R)**

* Karen could not attend so details were not discussed.
* Scheduled for March 4th (first Saturday in March) so activity will ramp up in January.
* Baskets – asking people to begin thinking about who we can solicit for donations.
* The following suggestions were made at the November meeting; keeping them on the minutes for review so they will be reviewed at the January meeting:
	+ A suggestion was made to ask each team to donate baskets
	+ There was a suggestion to request a list of businesses from the Lakewood Chamber of Commerce

**OLD BUSINESS**

* Harding concession stand is set up for winter sports (wrestling, girls and boys basketball). One of the casters on the Pepsi cooler are bent so the cooler is difficult to move. Pepsi came out to repair on 12/7, but did not have the correct part.
* At last Friday’s boys basketball game, one of the outlets we use sparked and smoked when the cart was plugged in, causing all of the outlets we use to burn out. Extension cords will be used until the wiring is fixed.
* Need to make sure the volunteers know that cooler, candy and chips need to be restocked for the next group. This takes a little more time at the end of an event, but means that less time is required to set up for the next event.
* The Westlake Waves swim meet was successful with about $1,300 in sales.
* Car raffle fundraiser – the board met separately and approved trying it. If ticket sales won’t support the car raffle, it will revert to a 50/50 raffle.
	+ Working with Steve Barry Buick. The car will be a Buick Encore and will be a 2 year lease. Prize will be worth about $10,000
	+ Winner will be drawn at Night at the Races. Winner could choose a cash option. If choosing the car, winner must pass a credit check because it is a lease.
	+ Car can be taken to different school events to market the sale (basketball games, open house for the new academic wing, etc.)
	+ All sales will be online. We will offer an incentive to teams to encourage them to solicit donations.
	+ Advertising possibilities include WTAM and Channel 8.
* Athletic scholarships
	+ Seniors are eligible to apply. $500 per student, typically 8 to 10 are awarded. Awards are not based on grades.
	+ Parents must be booster members and volunteer 15 hours by March 1st.

**NEW BUSINESS**

* Upcoming concession dates are in Sign-up Genius: <https://m.signupgenius.com/#!/showSignUp/20f094da4ad29a5f85-welcome>
* Volunteers are needed for girls basketball.
* There is a dual meet for swimming that also needs volunteers.

**OTHER BUSINESS**

* Coach Cammock, Boys Basketball head coach, submitted a request in November for a donation to help defray the cost of an iPad to be used for game film and statistics, plus jackets for the coaching staff. The boosters will make a donation to cover 50% of the cost of the iPad. The jackets are personal items and not re-usable, so will not make a donation toward that purchase.
* The holiday trays (thank you gifts for the custodial staff at Harding and LHS) were assembled earlier tonight.

**NEXT MEETING**

* The next two meetings conflict with Boys Basketball games. For the next 2 months, the meetings will be held on the second Monday at 6:30. The next meeting is Monday January 9 at 6:30.

Meeting concluded at 7:15

**Lakewood Athletic Boosters**

**Booster Meeting Minutes**

**01/09/17**

Meeting began at 6:30 p.m. December minutes were distributed for review. No changes were noted and minutes were approved. Attendance sheet was circulated.

**ATHLETIC DIRECTOR REPORT**

* Sean provided an overview of the records for the winter sports teams
* Football head coach search is down to three finalists. The superintendent and assistant superintendent will interview them and plans are to have the position filled by the end of January.
* The concession stand in the new gym will be built out for the Boosters. There had been some concern that there would not be funds in the budget to cover the cost of building it out.
* Sean emailed the coaches to solicit volunteers for Night at the Races. Have 2 volunteers so far.
* Coke vs. Pepsi – Ann t call Nancy Early at Nutrition Services. Ann asked Sean about pricing. Sean thinks it would even out over time. Nici suggested that if Powerade is cheaper than Gatorade, it could be worth a switch to Coke.

**TREASURER’S REPORT**

* Revenue is down $24,000 from this time last year. There are several contributing factors: No Eds v. Ignatius football game, only one playoff game this year compared to three last year, Indians playoff games this year seemed to impact our attendance.
* Cash balance is holding its own even though revenue is down

**TEAM FUNDS TREASURER REPORT**

* Renee could not attend. Ann asked Sean to remind coaches of the process and that the Boosters are all volunteers because the hockey team had a last minute issue that did not get addressed as quickly as they would have liked.

**MEMBERSHIP REPORT**

* There are 101 current members, down about 40 from last year.

**SIGNAGE REPORT**

* Dr. Laubmeier and the Cleveland Clinic recently purchased signs. The Clinic has paid in full and Nici is waiting to hear back from Laubmeier. She is planning to submit an order for both signs at once because the set-up costs are lower per sign when created in batches.
* Nici is concerned about approaching businesses about signage now because we need Night at the Races donations. The consensus was to wait because sports will be back in the stadium in the spring.
* Nici needs a phone number for Donatos.

**NIGHT AT THE RACES (N@R)**

* Scheduled for March 4th (first Saturday in March)
* Arrangements are set for the hall, the DJ, cookies, cupcakes
* May add Yeungling
* Big items so far: Chairs, Cavs items, jewelry. Ann will ask Dave Shaw about the Florida condo. In the past we have raffled a TV, but there were suggestions to try PlayStation or surround sound instead
* Ticket sales begin Friday 1/13.
* Karen will contact Mike Dow about a corn hole set
* Table gifts (magnets last year) will be eliminated
* Programs – will print 200 rather than 300 because there were so many left behind last year
* Deadline for ads is 2/15/17
* Expect Geigers will be the main sponsor again
* Baskets – a sheet was circulated to ask people to help solicit donations

**OLD BUSINESS**

* Car raffle
	+ Starts 1/16
	+ Signage at Steve Barry showroom
	+ Will have the car at LHS athletic events (boys and girls basketball, possibly hockey)
	+ Each team will get an entry for 1st 25 tickets and additional entries for every 10 tickets after that
	+ Looking at ads in the Observer and Scene magazine

**NEW BUSINESS**

* Two swim meets on 1/28 – GL conference and SWC at Westlake
* Upcoming concession dates are in Sign-up Genius: <https://m.signupgenius.com/#!/showSignUp/20f094da4ad29a5f85-welcome>

**OTHER BUSINESS**

* Senior scholarship packets due March 1st.

**NEXT MEETING**

* The next meeting conflicts with Boys Basketball game. The next meeting will therefore be Monday February 6 at 6:30. Meetings will return to regularly scheduled Tuesdays in March.

**02/13/17**

Meeting began at 6:30 p.m. January minutes were distributed for review. No changes were noted and minutes were approved. Attendance sheet was circulated.

**ATHLETIC DIRECTOR REPORT**

* Sean provided an overview of the records for the winter sports teams
* Tom Hannan has been named as the new football coach.
* Strength and conditioning coaches will be added in March, one for girls and another for boys. This will allow the weight room to be kept open for set hours beginning March 20th. Equipment will be moved from Taft to Franklin.
* The new swimming record board arrived and needs to be installed.
* The stadium scoreboard needs to be replaced; parts can no longer be found. The hope is that the scoreboard will be free, but the district will need to pay to dismantle the old and install the new.
* Ann asked if Sean has heard anything about the Eds-Ignatius game being moved to Cleveland Browns stadium. Ann had also heard that Eds parents did not want to move down there. Sean will ask their Athletic Director.

**TREASURER’S REPORT**

* Revenue is down $26,000 from this time last year.
* Cash balance is holding its own even though revenue is down

**TEAM FUNDS TREASURER REPORT**

* Renee could not attend. All is going well.

**MEMBERSHIP REPORT**

* There are 109 current members.

**SIGNAGE REPORT**

* Lakewood Urgent Care, Rebound Physical Therapy, and Steve Barry are interested in purchasing signs.
* Nici still hasn’t heard from Laubmeier and needs a number for Donatos.
* Nici had a banner printed for the car raffle. One was a bit blurry so we got a second banner for free.
* Several people asked for a copy of the car raffle flyer to put up at work so Nici emailed that out.

**NIGHT AT THE RACES (N@R)**

* Karen could not attend so Kate provided the update.
* We are still waiting on donations and ads. Lisa, Chuck and Ann are following up on the businesses they signed up for. In addition, we could use a few hair salon, yoga, or massage gift cards.
* 278 tickets have been sold; there are roughly 100 left.
* Only 30 horses have been sold. Asked everyone to encourage friends at their tables to buy horses.
* We still need 2 race sponsors. Emails are out to GV Art, Melt, Banyan Technologies, New Castle Roofing, Angelo’s, and Sugar Bar.
* Everything is moving pretty smoothly, but we need people to focus on donations.
* Italian Creations was supposed to donate pizza, but they are not in their location because of the theater demolition. Roman Fountain is a possibility.
* Nici and Don Crislip got a baseball signed by Terry Francona, plus a football signed by Joe Haden and 3 Browns shirts
* Nici needs to know when Adkins needs the program.
* We will need people to help with set-up, clean-up, etc.
* Kohls Cares volunteers have been requested. We also have the following jobs:
	+ Bankers
	+ Sell raffle tickets
	+ Sell jello shots
	+ Be basket runners
	+ Monitor food table
	+ Sell car raffle tickets

**OLD BUSINESS**

* Car raffle
	+ Sales started to jump since email was sent to the teachers.
	+ Website has been updated so that up to 4 tickets can be bought at a time
* Coke vs Pepsi – need to be sure we would have coolers if we switch to Coke

**NEW BUSINESS**

* Upcoming concession dates are in Sign-up Genius: <https://m.signupgenius.com/#!/showSignUp/20f094da4ad29a5f85-welcome>
* Scholarship committee - Lisa Cimino will be the committee chair
	+ Applications will be available March 24
	+ Due to the Athletic Department by 3:30 pm on April 24
* Spring sports
	+ Don Reis said that Coach Ribar wants to have a food truck at Friday night games as a baseball fundraiser. Ann said that concession sales raise funds for Boosters so that a food truck isn’t appropriate.
	+ Baseball is having a wing night fundraiser at Around the Corner on March 24th
* Need to have a nominating committee in place by March 1st for 2017-18 officers
* Ann said that the After Prom committee requested a donation. $500 has been donated in the past. A motion was made to do the same this year. The motion passed unanimously.

**OTHER BUSINESS**

* Senior scholarship packets due March 1st.

**NEXT MEETING**

* The next meeting conflicts with Winter Sports awards. The next meeting will therefore be Monday March 13th at 6:30. Meetings will return to regularly scheduled Tuesdays in April.

**03/13/17**

Meeting began at 6:35 p.m. February minutes were not available so they will be reviewed via email. Attendance sheet was circulated.

**ATHLETIC DIRECTOR REPORT**

* Sean was not available so no report was given

**TREASURER’S REPORT**

* February ending balances were reviewed. Night at the Races revenue and expense items were still outstanding at that time.
* Signage income is one of the reasons the balance sheet is holding steady. Expenses are also down over last year.

**TEAM FUNDS TREASURER REPORT**

* Renee could not attend. All is going well.

**MEMBERSHIP REPORT**

* There are 110 current members.

**SIGNAGE REPORT**

* Lakewood Urgent Care and Rebound Physical Therapy has submitted their deposit and artwork
* Nici will follow up with Steve Barry
* Nici still hasn’t heard from Laubmeier
* Ann will follow up with Donatos.
* Nici is looking for anyone who might have contacts at Marcs or Drug Mart. Drug Mart has a sign at Harding so maybe Sean has a contact there.
* Nici has not approached any “over 21” businesses such as bars, Rozi’s, etc. There was consensus that we should not promote businesses unless they are appropriate for students.
* Pricing is $700 for the first year which includes $200 for the sign. After that, it is $500 / year to keep the sign up. The “year” begins when signs are installed. (For example, Cleveland Clinic paid several months ago but the sign hasn’t been installed yet, so their first year won’t begin until that happens.)

**NIGHT AT THE RACES (N@R)**

* The event was very successful. Financials are still being reviewed, but it appears that we raised $22,615 (after expenses.)
* We need to continue to target families with younger kids
* Feedback about the event
	+ Positives
		- Will call worked pretty well. It kept the front from becoming too congested and we saved time and money because we didn’t print and deliver tickets.
		- Baskets were good
		- Set-up was easy. Helpful to have people who have been there before
		- Zone concept and having people take care of garbage throughout the night was “brilliant”. It allowed people to keep an eye on their area and having garbage handled throughout the night meant clean-up was faster at the end
		- Saved money because we only printed 200 programs.
	+ Negatives
		- Could not buy multiple individual tickets on the website. If you were buying 3 tickets, you would have to submit 3 transactions.
		- The bank needs more fives and singles. We really need 4 or 5 bankers. It would be ideal to have one or two who can begin to count before the event is over.
		- The window needs to either have programs or have printouts of the races with the horses.
		- Requests for more jello shots and fewer pudding shots
		- There were several concerns about the DJ
			* Could not hear him from the back of the room
			* He did not engage with the crowd; did not encourage bidding, would not take music requests
			* The woman working at the windows wasn’t personable and frequently disappeared
	+ Suggestions
		- Next year send an email to let people know we need volunteers for set-up. People would have helped but didn’t know
		- Have membership forms available at the event
		- Contact middle schools to include the event in their newsletters and publish on their websites

**OLD BUSINESS**

* Car raffle
	+ Extended to the spring sports award
	+ Only sold about 200 tickets so far. We need to get to 1,000 to make the car viable.
	+ Need to push marketing. Suggestions
		- Observer
		- Rec catalog
		- Separate QR codes so we know where people learned about the raffle (one code for business cards, another for on-site signs, etc.)
		- Need to get the coaches engaged. Only teams with significant participation are track and swimming (possibly basketball from sales at games.)
		- Publicize at event forums. Possibilities:
			* Lakewood Patch
			* Akron Beacon Journal
			* Sun News
			* Observer – online events
* Scholarship applications
	+ Applications will be available March 24 in the guidance office.
	+ Due date is April 24th or 25th (Ann or Lisa will check the dates)
	+ Lisa Cimino to get a PDF for the booster website

**NEW BUSINESS**

* Dare basketball tournament April 8th at HardingUpcoming concession dates are in Sign-up Genius: <https://m.signupgenius.com/#!/showSignUp/20f094da4ad29a5f85-welcome>
* Winter sports awards are tomorrow (March 14th)
* Spring sports meeting is Thursday (March 16th)
* Spring sports
	+ need stand managers
	+ Susan Zanghi has notes about a stand manager’s responsibilities that she will type up
	+ Need to stock Garfield as well as the upper and lower stands

**OTHER BUSINESS**

* The nominating committee will be confirming people’s willingness for positions next year. Nominations will be announced at the April meeting. Voting will take place at the May meeting.
* Ann had to file a Statement of Continued Existence with the State of Ohio. We need to identify a new Statutory Agent who can file in 5 years. Rachel V. volunteered and provided Ann her contact information.
* Lake Erie Crushers contacted Ann about having another Lakewood Community Day this year. There was discussion about last year’s event. The consensus was that it would be more suited for something like the Rec Department that has a larger baseball presence and more activities during the summer. Ann will contact Leslie to see if she would be interested.
* The health department received a complaint after one of the basketball games against Amherst. The health inspector visited the Booster room at Harding and had no concerns. The health inspector spoke to Ann after she visited Harding and was going to call the person who made the complaint. Ann reminded everyone that our procedures are to wear gloves when handling food and that people handling money should not also handle food that is not sealed.

**NEXT MEETING**

* Meetings will return to regularly scheduled Tuesdays in April. The next meeting is at 7 pm on April 11th.

**04/11/17**

Meeting began at 7 p.m. Attendance sheet was circulated.

**ATHLETIC DIRECTOR REPORT**

* Sean was not available so no report was given

**TREASURER’S REPORT**

* March ending balances were reviewed.
* The safe needs to have better procedures for taking change.
* Fiscal year is July 1 – June 30.

**TEAM FUNDS TREASURER REPORT**

* Renee could not attend. All is going well.

**MEMBERSHIP REPORT**

* No change from last month. There are 110 current members.

**SIGNAGE REPORT**

* Nici could not attend.

**NIGHT AT THE RACES (N@R)**

* Karen could not attend. A couple of Night at the Races revenue and expense items were still outstanding.
* Profit estimate is $22,600.

**OLD BUSINESS**

* Car raffle
	+ Having trouble getting people outside of Lakewood.
	+ Need to pass out fliers / business cards
	+ Ticket prices may be too high
* Scholarship applications
	+ Applications forms are available in the guidance office
	+ Due date is April 25th
* Coke vs. Pepsi
	+ No pricing available from Coke. Might be worth a switch if we can get better pricing from Coke on Powerade because Gatorade is expensive from Pepsi. Ann will try to get pricing.
	+ School (Nutrition Services) does not want to be involved
	+ Bethany asked if there will be vending machines in the new gym / rec center
	+ Consensus is that we would not make a chance unless cost is significantly better
	+ Kate suggesting adding Dr. Pepper if we stay with Pepsi

**NEW BUSINESS**

* Build awareness among coaches and drive volunteers.
	+ Need to get coaches on board to get stands staffed in off season.
	+ Coaches focused on fundraising for their teams. Coaches need to be aware of impact that team meals have on concession sales at games.
	+ Idea to present a “publishers clearinghouse” donation check to Sean to get the coaches attention. Could also do this at sports award ceremonies.
	+ Get teams to compete by % of members that are basketball, baseball, football, etc.
	+ Get kids involved – football team to move pop
* Nominations for next year
	+ Still need an Executive Vice President. Need to have the slate posted for 30 days. If it gets to summer with positions vacant, the board would approve.
		- Currently the EVP is in charge of fundraising.
		- Night at the Races needs to be run by a committee.
	+ Susan made a motion to accept the slate of nominees with the understanding that it may change. Bethany seconded the motion, and there was unanimous approval.
	+ Nominees
		- President – Karen Burks
		- 1st VP – Carmen Bowen
		- 2nd VP – Susan Zanghi
		- 3rd VP – Nici Crislip
		- Treasurer – John Levis
		- Treasurer of Athletic Team Funds – Renee Mahoney
		- Recording Secretary – Kate Sala
		- Membership Secretary – Lisa Cimino
		- Corresponding Secretary – Ann Byczek
* Upcoming concession dates are in Sign-up Genius: <https://m.signupgenius.com/#!/showSignUp/20f094da4ad29a5f85-welcome>
* Ranger Relays are 4/13 at 4:30
* Other business – end of year get-together at O’Tooles on 6/2 or 6/3

**NEXT MEETING**

* The next meeting is at 7 pm on May 9th.

**05/09/17**

Meeting began at 7 p.m. Attendance sheet was circulated.

**ATHLETIC DIRECTOR REPORT**

* Sean Jackson provided a status of spring sports and their records
* Fall and winter sports schedules are almost done. They will be published shortly after June 1st
* Football will be moving down to Division II next year.
* Lakewood will be hosting the SWC swim meet next year. Sean is also trying to get track and wrestling conference tournaments
* Weight room at Taft - open to any student with completed participation forms. There are 2 room coordinators; they will ensure form and technique are right. Will be open over the summer; hours to be determined. August 1 the weights move to LHS. They may temporarily be in the wrestling room if the weight room isn’t done at that point. $4,000 of new weights were delivered this week.

**TREASURER’S REPORT**

* Financial report was reviewed

**TEAM FUNDS TREASURER REPORT**

* Renee Mahoney could not attend so Ann provided an update.
* Still waiting for expense documentation from the hockey coach for food for alumni hockey event
* There was an order problem last fall with girls cross country. Ann stated that Renee is “a champ” for working to negotiate a resolution with Asics (got the bill down under $600)

**MEMBERSHIP REPORT**

* No change from last month. There are 110 current members.

**SIGNAGE REPORT**

* Four new signs were installed over spring break.
* Balance for Steve Barry and Urgent Care and Rebound are in the mail – this is about $1500.
* Marty Lowell will call O’Tooles to see if they are interested in a sign

**OLD BUSINESS**

* Night at the Races raised $22,500 this year. Scheduled for March 10, 2018. DJ is already booked. Karen needs to book the hall
* Car raffle
	+ Lots of people have stopped in at Steve Barry to ask about buying tickets
	+ Ann has the log of in-person tickets sold
	+ Ann will get flyer printed so we can do an additional distribution
	+ Winner will be drawn at spring sports awards on May 30th
* Scholarships
	+ Will be presented at spring sports awards on May 30th
	+ Scholarship committee will meet separately in the next two weeks to review applications
* Coke vs. Pepsi
	+ No pricing available from Coke. Ann’s understanding is that prices are essentially the same as Pepsi’s
	+ Informal survey at a recent track meet and kids strongly prefer Gatorade
	+ **John Levis made a motion to stay with Pepsi. Carmen Bowen seconded, and there was unanimous approval to stay with Pepsi.**
	+ There was discussion about the sizes of pop. Larger sizes mean less fit in the cooler which can be an issue for early fall season games when the weather is hot

**NEW BUSINESS**

* Nominations for next year
	+ At the last meeting, we still needed someone to fill the Executive Vice President (EVP) position. Kate Sala has accepted a nomination for EVP with the understanding that Night at the Races will be run by committee. Rachel Vuyancih has agreed to take on the Recording Secretary role.
	+ Marty Lowell made a motion to accept the nominees, seconded by Tina Carlton. The slate was unanimously approved.
	+ Board members for the 7/1/17 – 6/30/18 term are:
		- President – Karen Burks
		- Executive Vice President – Kate Sala
		- 1st VP – Carmen Bowen
		- 2nd VP – Susan Zanghi
		- 3rd VP – Nici Crislip
		- Treasurer – John Levis
		- Treasurer of Athletic Team Funds – Renee Mahoney
		- Recording Secretary – Rachel Vuyancih
		- Membership Secretary – Lisa Cimino
		- Corresponding Secretary – Ann Byczek
* Funding for the next fiscal year (must be voted on during the May meeting)
	+ Historically the Boosters have donated $20,000 per season with payments made in July, November, and March.
	+ This is about 30% of the Athletic Department budget. The revenue sources for the department are approximately:
		- $35,000 from the school board (to pay for officials)
		- $90,000 from ticket sales
		- $60,000 from Boosters
	+ The funds from the Boosters are primarily used to pay for uniforms.
	+ League dues are about $4,000
	+ Students pay-to-participate fees go to the school board to offset coaches’ salaries. Kids have to pay in order to get their free attendance sticker for that season. If they don’t pay, the fees are added to their school fees and they cannot graduate unless those are paid in full.
	+ There was discussion about presenting the ceremonial “big check” to Sean at the summer parent meeting, and the fall and winter sports award ceremonies.
	+ Hockey team has had free ice time due to a contractual oversight by Winterhurst, but that contract is expiring. Hockey parents are working to get discounted ice time in the contract renewal. Ice time normally costs $15,000 annually. Sean can make it work with his budget if ice time is $7,500. Nici suggested giving them a free sign at the stadium if they provide free or significantly reduced ice time.
	+ **Nici Crislip made a motion to approve funding, seconded by Rachel Vuyancih. Unanimous approval was given to provide $60,000 to the Athletic Department for the 2017-18 year.**
* Upcoming concession dates are in Sign-up Genius: <https://m.signupgenius.com/#!/showSignUp/20f094da4ad29a5f85-welcome>
* Other business – end of year get-together at O’Tooles on 6/2 from 7-10

**NEXT MEETING**

* OHSAA fall pre-season meeting is scheduled for Tuesday July 18
* The next meeting will be in August. Date and time are yet to be determined.