

Date: 08/07/06

Attendance

Barb Drufke
Ken Bates
Donna Fiedler
Barbara Hancock

Vivian McKeon
Pete Schauer
Nancy Skie
Laura Korinek

Phyllis Gertz
Mike Hannigan
Sarah Gunderson
Terry Blake

Meeting called to order at 7:08pm

Meeting called to order at 7:15pm

Athletic Director Report

- Freshman BBQ Monday August 14 6:30pm
- Nancy request 7 tables for membership/spiritwear
- Barb D. suggests cash box for spiritwear
- Nancy requests start up cash for sales at BBQ
- First official West Campus outdoor concessions will be at the Blue/White Scrimmage on Friday August 18. Freshman-5:30pm Sophomore-6:30pm Varsity 7:30pm
- First football game August 25
- Vince suggests displaying the car for the raffle at the scrimmage and at the first home game, takes suggestions on where to display it
- All hands on deck for the freshman BBQ-please be there at 6pm.
- Donna coordinating manpower for the scrimmage
- Spiritwear to be sold in the shack right by the front gate at football stadium, Nancy will contact Bob Woods and ask when they can gain access to shack to set up shop for the season
- August 26 first home soccer tournament
- Shipping charges from wish list items was very high; next year Pete will ask the coaches to add shipping charges to the cost of item; that way no surprises
- Looking forward to a great year

President's Report

- Happy to report we have come a long way since this time last year
- Bob Ungaro-Director of Operations started July 1
- School board gave us \$6,000 for construction costs at West Campus concession stand, the job will cost boosters between \$2,000 and \$3,000, much less than budgeted
- Concession stand equipment delivered on Tuesday August 8, Health Dept inspection Wednesday the 9, move in Thursday the 10
- \$5,000 sponsorship from Great Blue Mortgage

- Coke/Pepsi contract update: Pepsi is \$40,000 less than Coke with rebates-over the 3 year term of contract student council receives about \$10,000, the rest goes to scholarships, etc. Boosters have been counting on purchasing new scoreboards with a portion of the rebate money, it was suggested that we don't negotiate our own contract at this time, but get an agreement in writing from Lake Park that we'll receive the money from rebates to purchase scoreboards
- There was discussion regarding availability of Coke funds. Vivian recommended that we approach Pat (I think) and ask that we secure (in writing) a % or \$'s since the booster club was part of the contribution to these . The discussion settled with getting in writing a commitment to the purchase of scoreboards on the part of Lake Park High School via Jeff O'Connell of the LP Business Office. LP would handle these directly and we would get assurances that they would handle this. The Booster Club would not be involved in those purchases.

Financial Report

- 2005-2006 books are closed; income less expenses was \$15,316 as June 30.
- It was agreed that concession money is booked as it comes in, no need to open last year's books for June's concession stand cash from boys volleyball. Barb says she should receive the money from concession stand sales within a week of the event; need to keep closer tabs on cash from concessions
- Shelli will keep inventory lists so we know what we're selling-then we have a better idea of what should be there
- Pulling money between shifts-signature required for pulls, need a receipt book. Assigned puller needs to be there at the end of the shift
- How do we set prices? Shelli tracking it; Viv suggests that all prices are the same at all concession stands/events
- No blow pops at indoor concessions per the facilities staff
- Inventory amount has stayed the same throughout the '05-'06 school year, should we do a monthly inventory? Quarterly?
- We have to restate June 05 inventory amount, a monthly inventory was agreed upon for '06-'07
- Do we have a standard mark-up on Spiritwear?
- We need 200 dollars a month in online sales to break even on the charge card merchant costs. Need to utilize middle school sales
- Nancy sent an email to Lake Park staff to ask what they'd like to see at the bookstores
- Is there a school store inventory? No. Who decides the mark up for school store supplies?

Vice President

- Raffle tickets for car will be carbon-online raffles purchases Viv fills out and mails to the person-but nothing goes out until clearance of check/charge card
- Minimum of 650 tickets will be sold for raffle, maximum 1,000. If we don't sell 650, it will carry over to next year. Contacting Jim Andrews about 1099. There are 13 dates when the car will be displayed-concern is Krupke classic, a chance to sell a large amount of tickets. Viv will create the signs for the raffle. Viv will talk to Joe at Friendly Ford about the dates, and logistics for displaying car at both campuses

- The raffle drawing is scheduled for December 14, 2006. We need a public forum-boys basketball game
- Blue/White scrimmage volunteers; Jeff Romani to send list of Booster Club registrations by Friday the 11th. Soccer has 20 home games this year
- Need freshman and sophomore football rosters; schedule is laid out for fall sports. Minimum of 3 shifts per team to earn 300 dollars
- Hockey club would like to work concessions; Pete says to keep him informed of relationship with Hockey, as they are not a Lake Park sponsored sport. It was discussed whether or not to use clubs outside of Lake Park for concessions
- Scholarship checks are going out to University of Illinois for Booster Club Scholarship recipients
- Everyone needs to go over the bi-laws, any proposed changes need to be submitted by September meeting, put on the floor at October meeting, and voted upon at the November general membership meeting
- Boys/Girls cross country invite September 9

Marketing Report

Lake Park High School Website Booster Info Page

- Contacted Mr. Romani and asked that our Booster page be updated to include new board information which was provided to him and to delete a not-quite duplicate page missing our LPHS Booster Club Website link. Thank you to Maureen Woodall for completing this task.

Coaches Wish List

- Wrote detailed specs for the order for the electronic portions of the coaches' wish list.
- Negotiated new pricing with ABT reducing previous quote by ~\$500
- Wrote specs and ordered new items to replace asked for items that were either discontinued or replaced.
- Placed the order with ABT and arranged a delivery date acceptable with Pete Schauer
- Followed up to ensure all was delivered well on 7/13/2006 and worked with Pete to make sure the right programs got the correct items.
- Followed up to obtain rebate certificates from vendors who offered them for items purchased and provided them to the coach for their use.

LPHS Booster Site

- Modified the notification mechanism for spirit wear orders so multiple people could be notified of new orders.
- Set up new Boosters emails for all new board and committee and communicated such everyone - but didn't get confirmations from everyone despite 2-3-4 attempts. So I'm still unsure if they are work at this time.

Home Page

- Added text and links for Corporate Sponsorship Program

- Added text and links for new General Membership Program page
- Added any outstanding achievement information I could to headlines by perusing the Daily Herald and LPHS publications. Nothing coming from the coaches yet unfortunately.
- Included announcements of the membership and Corporate Sponsorship programs with links to the appropriate new pages.

About Us

- Updated the Wish List page to show all the new items funded by the Boosters this past year - <http://www.lphsboosters.org/about-teampurchases.cfm>
- Revised the page so visitors can be easily searched and find an individual sport rather than paging down the entire list.
- Added a new .pdf page showing the 2006 Lake Park Booster Club Scholarship Application forms can be printed from our site by accessing - <http://www.lphsboosters.org/PDFs/saform.pdf>
- Made meeting minutes files into pdf files and added all the Meeting Minutes for 2006 to bring us up to date on the site.

FAQs

- Changed Booster Board names in the Board Member section
- Added an FAQ section on the Corporate Sponsorship Program

Join Us

- Added new Corporate Sponsorship Program page - <http://www.lphsboosters.org/join2006corporatesponsor.cfm>
- Added new General Membership Program page - <http://www.lphsboosters.org/join2006program.cfm>
- Modified cost on form to reflect new minimum \$20 membership fee
- Worked with Mike Rende to figure out some problems in our new "Join Us" form noticed by Vince Tunzi.

Sponsorship

- Began development of the page we will use to list corporate sponsors

Fund Raising

- Wrote and revised rules / web write up submitted to legal via Donna and finalized after review for the Raffle as of this date
- Created a Raffle page for the website (still waiting for a few specifics) - www.lphsboosters.org/events2007raffle.cfm

Links

- Finished all needed intro and conclusion text
- Added new LPHS Auxiliary Groups Links - <http://www.lphsboosters.org/auxiliary.cfm>

Shopping Cart

- Finished the detailed descriptions for each current SKU item.
- Added Raffle, Membership, and Corporate Sponsorship categories
- Added new SKUs for corporate sponsorship with complete benefit descriptions and photos
- Added new SKUs for Booster membership options with complete benefit descriptions and photos
- Added additional SKUs for membership package shipment to members.
- Changed the handling rate and made a complete revision to the SKU weights
- Researched the UPS Residential Ground rates for shipments from Roselle for all UPS Zones and created a spreadsheet we can all use to verify shipment costs.
- Utilized an average of zone 1 and 2 for shipments from Roselle for all weights and programmed the shipping system with those rates.
- Added 1-pound increments to calculate shipping charges from 0 to 12 pounds and then 2-pound increments from 13 to 20 pounds. Previously the system had been set up from 0 - 10, and 10.01 - 20 pounds. These changes should provide for much more accurate shipping cost calculations.
- Made all of the new membership and corporate sponsorship SKU items invisible after they were completed until we are ready to activate them.

Other - Miscellaneous

- Got a commitment from Frank Judd of Alphagraphics in Bloomingdale, 185 East Lake Street, to help make up raffle posters from existing paper stock for nothing in exchange for listing his company as providing the posters on the bottom of each poster.
-
- Had a number of phone calls with both of our website programmers trying to determine if they could set up an FTP site for use with the Corporate Sponsorship program. They both indicated they had used FTP sites but had never had to set one up for any of their clients.
-
- Placed links on the Home pages of the Lake Park football, wrestling, and boys gymnastic websites to the LPHS Booster Club site.

Concessions

- Trying to get the new Pepsi machines by the 14, Pete says it is unlikely; we would get the machines/stock after the PGA tournament at Medinah
- Thursday the 10th, set up the concession stand at West?
- Donna displayed stadium chairs to be sold by Spiritwear committee, it was decided no, too expensive

Membership

- Raffle report: Vince passed out details on vehicle package. Friendly Ford will charge us \$19,942 for the car, and they will donate \$2,500 back to Boosters

- Friendly will tow the car over when we need it, we'll put a Lancer graphic on it. Vivian will send Friendly a calendar of events when we need the car displayed
- Winner is responsible for taxes on car; winner will be taxed on the value of the prize, we will check with Jim Andrews on specifics
- The winners responsibilities are clearly stated on the raffle ticket, are the Boosters responsible for the 1099?
- Who will be onsite for the drawing? Lawyer? Accountant? Somebody not affiliated with or a sponsor of the Booster Club. Laura K to find this person.
- Friendly Ford would like an opportunity to come to Lake Park during class time to talk about safety-air bags/anti lock brakes etc. Ken suggests we have him speak at the parent's night for driver's ed
- Tickets for raffle will be sold on the website and at dealership
- Pete asked how many corporate signs will be displayed at football/basketball games. There will be a template for signs displayed in the field house
- Pete says during football games the halftime show performances will be as follows: Marching Band, Cheerleading, Lancettes. If there is any time left over for sponsor commercials that will be great, if not there will be no commercials. Can we not call these commercials... I believe it would be tag lines – the sponsor's tag lines will be used in reference to their company names in the announcements.
- Terry working on membership spreadsheet from mail ins or drop off forms. Vince would like to create a boosters share drive, would be convenient for all of us to share files/info. Viv and Vince working on creating updates from online registrations.
- Viv wants to know how her donation will be credited, as she gives through the United Way through payroll deduction. Ken says she will be treated as a corporate sponsor

_Meeting ended at 10:45pm

Next Boosters meeting is Wednesday, August 30 at East Campus 7:00pm . Viv suggested a conference call in between meetings, as there is a lot to discuss during August/September.