

LHS Swim & Dive Booster Club Meeting Minutes

Date: June 11, 2024

Time: 5:45 PM

Location: LHS Commons/Cafeteria

I. Welcome and Opening Remarks

- **Call to Order:** Meeting commenced at 5:45 PM.
 - **Welcome to Attendees:**
 - Bree Smith
 - Darcy Loseke
 - Amy Turpine
 - **Introduction of Current Board Members:**
 - Theresa Graves, President
 - Mercedes Thelen, Vice-President
 - Michele Caputo, Secretary
 - **Purpose of the Meeting:**
 - Introduce board members and special guests.
 - Discuss logistical information and approval for ACSD1 paperwork and Uniwyo account setup.
 - Review recent and upcoming fundraising efforts.
 - Consider additional board positions and their roles.
 - Enhance support for athletes and families.
 - Address questions and open floor discussions.
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II. Review and Approval of Previous Meeting Minutes

- **Previous Minutes:** Not applicable (N/A).
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III. Logistical Information Approval

- **Completed:**
 - ACSD1 Memorandum of Understanding

- EIN
 - USPS P.O. Box
 - Venmo Account
 - LHS Swim & Dive Booster Club email and website (\$108/year)
 - **Pending:**
 - Tax exemption under 501(c)(3)
 - **Uniwyo Federal Credit Union Account:**
 - Setup completed; Bylaws, Minutes of Meeting, Articles of Organization pending submission.
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IV. Treasurer's Report

- **Financial Overview:**
 - Income/Expenses since the last meeting: \$0
 - Current Account Balance: \$5 (account opening) + \$1 (Venmo setup)
 - Venmo Handle: @LHSSwimDiveBooster
 - **Reimbursement Approved:**
 - Theresa Graves for 501c3 Application Fee - Tax ID (\$275), USPS P.O. Box rental (\$108/6 months), Webador website fee (\$54), and account setup (\$6). Total - \$443
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V. Fundraising Updates

- **Upcoming Fundraisers:**
 - Palisade Peach Shack collaboration:
 - Projected Revenue (assuming majority participation by LHS swimmers):
 - \$3,300 from peaches
 - \$6,300 from pears
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VI. Discussion of Additional Board Positions

- **Newly Nominated:**
 - In-coming Treasurer: Darcy Loseke (accepted)

- Event Coordinator (Girls): Bree Smith (accepted)
 - Public Relations/Communication Outreach Coordinator(s) (Co-chair): Jennifer Rasmussen (Accepted) & Mercedes Thelen (Accepted)
 - **Additional Positions to be Filled:**
 - Outgoing Treasurer
 - Event Coordinator (Boys)
 - Membership Coordinator
 - Volunteer Coordinator
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VII. Program Updates

- **Coach's Report:**
 - Weight Training: Mon, Tues, Thurs (Boys: 8:30-10 AM; Girls: 10-11:30 AM)
 - Laramie Swim Club Summer Training: June 5 – July 25, 2024 (Mon-Thurs: 7:30-9 AM, 5:30-7 PM)
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VIII. Committee Reports

- **Sub-committees:**
 - No updates.
 - **Fundraising Coordination:**
 - Adherence to District's non-solicitation agreements.
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IX. New Business

- **New Proposals/Initiatives:**
 - Apparel Sales: T-shirts for parents with optional last names.
 - **Suggestions from Members:**
 - Discuss allocation of funds for tee-shirts and banners in a future meeting.
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X. Parent and Athlete Support

- **Support Enhancements:**

- Discussion of ways to connect middle school swimmers/divers with high school, such as attending middle school meets or organizing a fun swim meet.
 - **Recognition:**
 - Thank you to Mercedes for coordinating the Palisade Peach/Pear fundraiser.
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XI. Communication and Outreach

- **Communication Strategies:**
 - Website: [LHS Swim/Dive Booster Club](#)
 - Email: info@lhsswimdiveboosterclub.org
 - Remind App Group: @h2ofam
 - Address: P.O. Box 912, Laramie, WY 82073 & Laramie High School 1710 Boulder Dr, Laramie, WY 82070, Attn: Theresa Graves
 - **Social Media:**
 - Consider combining Facebook pages for boys and girls.
 - Explore linking Facebook to Instagram and improving overall social media presence.
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XII. Questions and Open Floor

- **Discussion Points:**
 - Funding for invitational meets and managing within booster club bylaws.
 - Measuring and recognizing academic excellence as part of the mission statement.
 - Connecting middle school and high school swimmers/divers.
 - Social media and public relations updates.
 - Allocation of funds and upcoming fundraiser details.
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XIII. Next Meeting and Adjournment

- **Next Meeting:** July 29, 2024, at 5:45 PM
- **Action Items:**
 - Confirm and finalize date for the next meeting.
 - Follow-up on social media strategies and fundraising allocation.

- **Adjournment:** Meeting adjourned with thanks to attendees.
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Communication Protocol: Members, parents, coaches, and fans are encouraged to contact the booster club via email at info@lhsswimmingdivingboosterclub.org for concerns, website or document errors, fundraiser inquiries, or any other matters.

Board Meeting Notes Approval:

- Signed by Board President or Vice President: _____ Date: _____
- Signed by Board Secretary or Designee: _____ Date: _____