

LCS Foundation Committee  
Meeting Minutes

<b>Meeting Attended by:</b>	Katherine Bryant, Danielle McCormick, Xochiti Fargoso, Jess Stimmel, Trisha Coberly, Jeanice Prohs
<b>Call to order:</b>	Katherine Bryant
<b>Date:</b>	7/28
<b>Time:</b>	6:06
<b>Facilitator:</b>	Danielle McCormick

<b>President's update</b>	<p>Peach sales are going well. We've upped our order to a total of 55 boxes. This will bring approximately \$550 to the foundation with very little effort! Jess and I will travel to Thornton to pick up the peaches on 9/2. We may need help with volunteers to help distribute peaches at the school that evening.</p> <ul style="list-style-type: none"> <li>· The school administration plans to use TSD funds to pay for the computer lab, gym floor and possibly the kiln. There are still a few details to be worked out so we will not release the \$20k currently allocated toward the lab until we hear from Mr. Stout. There will be a staff in-service meeting on Friday August 28th and the Foundation is scheduled to meet with staff from 10:30 – 12:00 that afternoon to hear funding needs for the coming year. Katherine and Jess have volunteered to assist with this meeting.</li> <li>· We are still waiting on information from administration regarding soccer goals. See this comment from Mr. Stout in a recent email "There is finally some movement on this front. The city engineer that is the contact for this project finally got back to me today, 7/15. She sent a draft revocable permit agreement to me, per the recommendation of their attorney, and I agreed that this was a good way to go. She plans on sending me a draft with the language specific for this project for LCS, which I will coordinate legal review on our end. When this is complete, we can move forward with the Foundation's purchase of the soccer goals, and mowing of the area we will use.</li> </ul>
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	<p>Either myself or Mr. Boylan will follow up with you when we are ready. We don't believe that we will be able to use the drainage area for this purpose.”</p>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Display case in lobby of school: Katherine and I spoke with Kevin and Lynette this morning concerning display case options for the lobby. They informed us that the current volunteer computer station is to be moved to a different location which would allow for a 5 1/2 foot display/storage case to showcase LCS merchandise. I will get a couple of display case options for everyone to look at Tuesday night. Currently the large black cabinet that is at LCS can be used to store merchandise.</li> </ul>
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Clothes Swap was very successful! We sold dress code items, LCS merchandise and had a sign up for the Palisade Peaches. Will have the profit totals by meeting time.</li> <li>• LCS Merchandise - all merchandise has been moved to the school to the Foundation's black cabinet. Jess &amp; I are researching the cost of a commercial quality, display &amp; storage unit that could be located in the lobby of the school to increase merchandise sales year-round.</li> </ul>

<b>Discussion Topic #1:</b> Update from Trish Coberly about the ROAR campaign	<b>Deadlines:</b>
<p><b>Notes:</b> Trish Coberly came to the meeting to update the foundation about the fundraising efforts of the ROAR campaign. They are researching a variety of fundraising options for the school year. In addition to the golf tournament and other fundraisers they are considering doing a Candlelight Dinner that would include a paddle call. Trish was interested in our input and wanted to be sure that this would not be in conflict with any of our fundraising plans. The Foundation voted and approved that this effort could move forward without conflicting with our fundraising plans. We also discussed the importance of scheduling the timeline for our fundraising</p>	

efforts. We agreed that this needs to be communicated between the two entities.	
<b>Action Items:</b>	
<b>Discussion Topic #2 Storage</b>	
<b>Notes:</b> Danielle researched the cost of off-site storage to keep the BA and Foundation supplies and it proves to be too costly at \$60 - \$80 per month. The decision was made to donate the majority of the supplies to the school and purchase new supplies as needed each year. Each person who currently has supplies at home will inventory what is being donated to keep a master supply list for future auctions. Once items are condensed they will be stored in the black cabinets at the school designated for Foundation supplies.	
<b>Action Items</b> For those condensing and donating items, prepare a list of what is being donated to the school	by next meeting
<b>Discussion Topic #3 Purchasing policy</b>	
<b>Notes:</b> If there is an existing relationship we do not need to pursue other quotes. Adjust purchasing policy to \$1000 for looking at 3 different quotes. Keep president's check writing amount to \$150.	
<b>Action Items:</b> Danielle motioned to raise purchasing quote to \$1000 Jess 2nd all approved. The purchasing policy was approved and will be submitted to the school board by Danielle	
<b>Discussion Topic #4 LCS Merchandise and Clothing Swap Sales T-shirts for back to school night</b>	
<b>Notes:</b> Katherine is working to identify the LCS merchandise that consistently sells well and will eliminate items that don't sell as well. She plans to place an additional t-shirt order to have a variety of sizes on hand in time for BTS night events. In reviewing the last invoice the board unanimously approved Katherine spend up to \$3000 on LCS merchandise  The Clothing Swap was successful again this year bringing in \$716 in new LCS merchandise sales and \$733 in donations for the clothing swap..  Action Items: Katherine will get a quote.	

<b>Discussion Topic #5 Summer Workbook Prizes</b>	
<p><b>Action Items:</b> Mr. Boylan intended the Foundation provide erasers, pencils and pouches however the cost of the pouches was not approved. He asked we supply logo'd pens as well with excess pens to be donated to the marketing team for events.</p> <p>We will be getting erasers and LCS pencils. Order will be going in next week.</p>	
<b>Discussion topic #6 Back to school night</b>	
<p>Notes: It was decided after discussion not to submit paper materials for BTS night folders. The Foundation will need two tables in the lobby for merchandise sales and an additional table for Scrip information. We need 3-4 volunteers for each session of BTS night.</p> <p>Do we want to do a newsletter that will go in the folder - merchandise sales and scrip. Need to have a separate table for scrip and merchandise. We need two for merchandise, 2 for scrip.</p>	
<p>Action Items: Danielle will contact Tamera to request tables and <a href="#">volunteers</a>. Jess and Katherine will do merchandise sales in evening. Jeanice will do scrip in the evening</p>	
<b>Discussion topic #7 Scrip</b>	
<p>Scrip has a new volunteer Shielah Julefs. Do we want to charge for card. 6 \$5 King Soopers - Safeway we have 23 cards. Should we mail it or just hand them out.</p>	
<p>Action items: After Xochiti talks with King Soopers to request 200 more cards, and enter the serial numbers on a spreadsheet we can evaluate how we want to move forward. We will have the table at Back to School night and see how many we can get dispersed.</p>	
<p>Xochiti put in her 3 month notice. Jeanice will contact Brian to get quickbooks added to the foundation computer.</p>	
<b>Meeting Adjourned: 8:14</b>	
<b>Next Meeting: August 25th 6:00pm</b>	