

Sandpiper Boosters, Inc. Board of Directors Meeting Minutes
Tuesday, July 25, 2023 at 8:00 a.m., Central time
Cafetorium

Call to Order

The meeting was called to order at 9:23 a.m.

Members Present

Jamie Lynn, Jennifer Gray, Melissa Lott, Jennifer Standley, Liz Branch and Kristen Sandoe

Approval of Agenda

The board reviewed the agenda. Jamie Lynn made the first motion to approve. Melissa Lott seconded.

Approval of Minutes

The board reviewed the minutes. Jamie Lynn made the first motion to approve. Jennifer Gray made one revision to the financial update and then seconded.

Old and New Business

23-24 Booster Letter and Calendar of Events - Jamie Lynn stated that the calendar is finalized to distribute and post to social media. An AVID evening event is in the works and will be added at a later time once date and time are determined.

Vehicle Hang Tag Sponsorships - Jamie Lynn stated that Boosters grossed \$6,000.00 and netted \$4,000.00 in vehicle tag sponsorships for the 23-24 school year.

Teacher + Staff Gift Bags - Jamie Lynn stated that the Boosters have raised \$600 in sponsorships so far, but will continue to solicit until Orientation day. The Boosters have spent approximately \$1,500 on gift bag items which include tote bags, tumblers, hand sanitizer, chapstick and other various supplies. There are 115 of each item ordered and bags will need to be assembled Thursday, August 3rd at 9:00 a.m.

Dune Lakes Orientation - Orientation will be held Wednesday, August 9th from both 1:00 to 3:00 p.m. and 4:30 to 6:30 p.m. Jamie Lynn discussed the shifts and asked for board members to sign up for volunteer slots. Boosters will need to setup at 12:00 p.m. before the event. Boosters will have flyers displayed with information on how to get involved, merchandise forms promoting our online store and actual items to sell from the Spirit Shop. We will also need internet access at the event for square payments.

Tears & Cheers - Tears & Cheers will be held following school drop off on Thursday, August 10th from 8:00 to 10:00 a.m. at Distillery 98. Boosters will purchase champagne and juices for the mimosa bar and

rose. Swiftly Catered will provide coffee, mini scones, banana bread and fruit and will deliver by 7:30 a.m. that morning. Spirit Store items will also be for sale at the event. Melissa Lott is working on signage and new forms which will include the updated Spirit Store merchandise. Jessica Standley is reaching out to Kwiker Liquor to see if they will donate the champagne.

23-24 Class T-Shirt, Sponsorships and Family Shirt - Jamie Lynn stated that the new class t-shirt design has been approved by the executive board as well as Principal Chavers. In addition, Liz Branch has drafted a revised 23-24 sponsor letter that has also been approved by Jamie Lynn. The letter will be emailed out to all existing sponsors and board members. Existing sponsors are asked to respond by Thursday, July 27th with commitments. The sponsorship levels will be posted on social media and the Boosters website after that time. Melissa Lott stated that the new 23-24 Dune Lakes Family shirt has also been designed and ordered to have in hand to sell at orientation and throughout the year on our website.

Spirit Store - Jennifer Gray and Melissa Lott stated that they will take inventory on Monday, August 7th to update the Boosters merchandise items online.

Vinyl Mesh Banners - Principal Chavers approved the outdoor vinyl banner sponsorships. Liz Branch has researched and discussed two potential options with the board. The first option would be printing one long vinyl mesh banner with the Dune Lakes Elementary logo in the center and the surrounding sponsor logos left and right. It would be long in length like a wrap. The second option would be to print multiple smaller vinyl mesh banners with a different sponsor logo on each. Liz is getting pricing on these two options.

Sandpiper Decals - Back in the spring, the board previously discussed an additional sponsorship opportunity where parents could purchase sandpiper decals with their student's name on them. The decals would be placed either on the walls or floors within the school hallways. The board also discussed an alternate option which would resemble a plaque like case enclosed and installed in a specific area of the school where the decals would be displayed. Jamie Lynn is going to discuss with Principal Chavers to get her thoughts on the process and installation options.

Financial Report - Jennifer Gray stated that as of June 30, 2023, the Boosters reconciled bank balance was \$81,136.08. In July, Boosters paid for the new 23-24 school planners and folders costing approximately \$5,000.00. Teacher Gift Bags were also ordered and purchased within July. Jennifer stated that the sunshade project is now complete and that Boosters paid the remaining \$35,000.00. Boosters also paid \$49.83 in sales tax to the Florida Department of Revenue and \$1,700.00 for two ULine shelving units for the Boosters closet. In addition, Boosters paid a \$2,000.00 deposit to Boosterthon for the 2024 Fun Run. Jennifer stated that Boosters received a check for \$224.00 from Coast Hippié's May proceeds. Boosters also received a \$205.55 check from Benevity for our Fun Run corporate match. These were all purchases and deposits made within July. Our current bank balance as of July 24, 2023 is \$39,244.00. Jennifer also stated that the new Amazon Business account is set up and will be tax exempt. In addition, Jennifer watched a tutorial for the new online Quickbooks and recommended we move to this platform.

Reimbursements - Jamie Lynn explained that the president, vice president and treasurer will have credit cards to make purchases on behalf of Boosters. No reimbursements are allowed for purchases made with other forms of payment. If needed, board members can access and use one of the three credit cards.

Coast Hippie - Jamie Lynn stated that Coast Hippie is sending new garment pictures today for Boosters to add to the Dune Lakes Spirit Shop signage and forms. New designs are also on their way to sell for the 23-24 school year!

August Dune Lakes Dines - Jennifer Gray stated that we have a commitment from Bahama Bucks for our August Dune Lakes Dines.

Next Sandpiper Boosters General Meeting Date - Tuesday, August 15th at 8:00 a.m.

Dismissal

The meeting adjourned at 10:33 a.m.