



CHSGB

President – Wendy Yang
Vice President – Sara Romeo
Secretary –
Treasurer –

Carson High Safe Grad Booster

Safe Grad - A Tradition That Makes A Difference

MINUTES

TUESDAY, AUGUST 15, 2023

5:15PM

CHS HIGH SCHOOL – ROOM 223

- I. **Call to Order: 5:23**
- II. **Member in Attendance:** Wendy Yang, Kyra Hinton, Rafael & Amy Perez, Jen Parson, Sheila Story, Sara Romeo, Janie Davis, Anne-Marie Cuneo
- III. **Treasurer's report:** Beginning July balance 34,449.07 with 1 deposit that cleared for ending balance of \$34,569.07 Still outstanding is bus payment for \$8,114.24 and a \$50 deposit that should post in August. Kyra did an audit for books and the reports have been incorrect and updated made minus the below that the GL's would not let her change. Janie to follow up with System Edge for invoice missing from books.
 - a. Revenue – Golf Tournament \$2461.00, 5k \$2,613.00, Trip Registration \$2,804.46.
 - b. Expenses - Registration Go Payments is Jot Form Payments which get deposited in Revenue accounts this should be \$0.00
 - c. Entertainment – Misc – this includes invoices for System Edge and Movie events. (a separate GL was not listed. Actual misc. expenses were \$93.57
 - d. 5K Fundraiser – Timing should be \$90.00.
 - e. Operations – Website Maintenance \$180.98 still reviewing invoices for grand total will have at budget meeting. Misc fee of \$541.18 should be in entertainment for the VR (Systems Edge) supplies.
 - f. Trip Expenses – Bus fee should be 0.0 this belongs to hotel expenses for 2022 that cleared this year. Ticket total is actually \$4634.58 (a refund was listed here verses in the trip revenue GL)
- IV. **Minutes:** Wendy motioned to approve, Rafael 2nd motion
- V. **Old Business**
 - a. Officer/Coordinators Still Open – Vice President, Registration Coordinator, Volunteer Coordinator, Raffle/Fundraiser Coordinator, Bus Coordinator, Decorations Coordinator
 - b. Sheila will stay on as bus coordinator to train.
 - c. Sara will take over as President in December – Wendy motioned Jen 2nd motion and voted unanimously across the booster.
 - d. Amy Perez for Secretary – Sara motioned to approve, Janie 2nd motion.
 - e. Anne-Marie for Treasurer- Wendy motioned to approve, Sara 2nd motioned. Kyra and Ann-Marie will get together to go over books.
- VI. **Bank Account –**
 - a. Natalie has been removed from account.
 - b. Anne-Marie will need to be added to bank account.

VII. New Business

- a. Budget Meeting – September 12th at 4pm at CHS room 223
- b. Accounting Software – Anne-Marie mentioned Money Mind \$129 a year versus \$85 a month with QuickBooks. Kyra and Ann-Marie to get together to move over books and get ready for budget meeting September 12th. Wendy motioned to approve the company, Janie 2nd motion.
- c. Fundraising
 - a. Golf – Kyra requesting move for tournament as there is not much engagement all approved to move to spring.
 - b. 5K – October 21st, Rafael has been working on updates and has been versed in the systems and forms. Kyra provided another USB drive with all the files. Sara provided all Raffle prizes that have been donated and T-shirt company for her quote. Kyra to get new insurance certificate for run.
 - c. Kyra to follow up with Wendy and April with city for copy of receipt and permit for the run.
- d. Options for next Safe Grad
 - a. Safe Grad night will not happen in 2024, with voting happening at the school and to change the trip the booster and board all agreed to change it up this year and just do a trip. We will do a trip leaving Saturday June 1st to head to Disneyland for a full park hopper ticket and grad night party coming back after the event ends.
 - b. Sheriff's office to still provide bag check and dog check before boarding buses at the High School and 2 cars to go down with the buses like normal.
 - c. Students pay \$150.00 and Safe Grad will take care of all the other expenses. We will have a \$75.00 fee to reserve students' spot with payment plans to be paid off by March 1st with first installment of November 30th.
 - d. Kyra to call and get info on when tickets must be ordered, cut off times, ordering more or if we don't sell all tickets etc. To provide update at next meeting.
 - e. Janie to complete flyer for Senior Classes and to have available for Back-to-School nights.
 - f. Anne-Marie to create QR Code for flyers and payments.
 - g. Registration forms to go over next meeting and completed on Jot Forms.
 - h. Emails to go out on Parent Square and to Students for trip information.
 - i. Sheila will go into the schools and talk with the seniors about the trip.
 - Other items discussed for future grad nights – that will not be needed for this year's safe grad night.
 1. Kyra to confirm with the insurance company if we can have drivers for the pool.
 2. Sara to check with the school if we could use gym.
 3. Janie to complete survey for schools

VIII. Back to School Nights

- a. September 11th no info from Bridget on time or what we will be doing. (table/speaking etc.). Sara, Jenn and Wendy will be available to go. Kyra will follow up and send out info and cc Wendy on communication.
- b. Freshman Night-Senior Night October – more info coming on dates. Bridget to confirm and update. Kyra will follow up and cc Wendy on communication.

IX. Parent Emails

- a. Sara to get with Wendy on email communication to parents. Sara recommends doing Parent Square as well.

X. Football Games Stickers

- a. Sara to follow up with Wendy to fill out Facility form to be at Football games booster jumped in and said they would all participate in the games. There will be 4 home games total first one end of this month.

XI. Next Meeting: September 12th at 5:15pm **Parent Emails**

XII. Adjourn: 7:06