



Lady Highlander Soccer Booster Club (LHSBC)

August 25, 2025 / Meeting #1 – George and Cynthia Woods Mitchell Library 8125 Ashlane Way Room 222 6pm

Meeting Minutes

Welcome and Introductions

- The Meeting was called to order at 6 pm by Carrie Bucki.
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- The following people were present at the meeting:
 - Carrie Bucki - President
 - Jennifer Schmittauer - Vice President
 - Carrie Mann-Treasurer
 - Tara Mermis-Secretary
 - Laura Franek – Senior Moms
 - Erin McQuain – Senior Moms
 - Claire Eiteljorge-Coach

Approval of Minutes

- Tara Mermis approved the minutes, and Carrie Mann seconded the motion.

Old Business

- Carrie Bucki shared that Carrie Mann and Tara Mermis have been added to the PNC account as signers.
- Carrie shared the reminder that for next year, there must be proper wording in the last Board Minutes to have Carrie Bucki removed as the controller of the account.

New Business

- Conroe ISD Booster Club Requirements will be sent by September 1.
 - Carrie has this finished out.
 - Audit Committee has signed, and this will be sent to the contact at CISD. The rest of the forms will go to the Principal by Sept. 1.
- Financial Update/Budget: Carrie Bucki/President and Carrie Mann/Treasurer

- Carrie shared the expenses through the summer. Bank balance was \$74K.
 - Sent a check for the uniforms, socks, and balls that will go against this balance.
 - Identify Large Expenses for 2025-2026
 - Coach Eiteljorge shared that expenses for the tournament have gone up. Charter buses are more expensive this year (\$5K vs. \$3K). Charter, hotels and food are expensive.
 - Need to reserve hotel block. Room rates are \$129 for 2 Queen bedrooms and we get a few king rooms for driver, trainer, etc...
 - Booster covers tournament fees, charter bus and meal money.
- Carrie shared that June 1 – May 31 is our school year for expenses, so for example scholarship is an expense from last year's girls for 2025.
- Questions were raised by new board members about annual senior scholarships.
- The group discussed Varsity/JV Dues and decided the dues can stay the same as last year - \$300 Varsity / \$250 JV teams
- Tax Exempt Form Accessibility – Carrie shared if we need to buy something, we are tax-exempt so must use the form. After the fact, we can't be reimbursed for the tax. Use the form (found on our web site) and then turn in the receipts. PNC card can also be used or Amazon account is already set up as tax-exempt to use for purchases.
 - Process for Submitting Expenses - Need a detailed receipt and use the form when purchasing.
 - LHSBC Amazon account is tax free; easiest way to order items
- Kroger Account – We raised \$480 last year in cash back from the program. Carrie Bucki encouraged us to promote this with parents at the start of the year. Board members asked how to link and set this up. Tara shared that she typed instructions last year. Coach Eiteljorge will share with the group.
- Update on Square - ~\$8,900 in sales last year; Fees were \$317. Carrie asked the group if all are good with continuing to use Square. We used for tournament, concessions. Fees were \$317. All agree we should keep.
- Update on Venmo and Zelle - We deactivated the Venmo account. It has to be tied to a personal number which is problematic. We have and will use Zelle instead. We have Zelle, check and cash as payment options. Zelle is free.

- Update on Tax Return - Carrie Bucki filed the tax returns for 2024, through May 2025. She is trying to get in touch with the controller's office in Austin about our sales and use tax. We need to determine how much we owe for sales and use tax. We now have the form we were waiting for that was needed to proceed. We are likely to owe back taxes from a few years.
- Freshman Parent Meeting – Tuesday, September 2, 2025 at 6pm.
 - Coach Eiteljorge shared that the meeting is at the 9th grade campus for freshmen parents and new players.
 - Allows coaches time to chat with parents – freshman and new - go through calendar, answer questions, share expectations.
 - Coach Eiteljorge asked for Carrie to attend as president. The rest of the board can attend the main parent meeting in December.
 - Carrie suggested that Jackie Sparks also attend to share information about the tournament.
 - Suggested to share sponsor information and forms at the freshman parent meeting.
- Fundraising – the group discussed fall fundraiser ideas.
 - Typically fundraise Sept / Oct.
 - SNAP Raise vs Calendar Pick a Date
 - SNAP fall 2023 - Raised \$20,705; Retained \$16,586
 - Coach Eiteljorge shared that SNAP is a digital platform and that they keep a large portion of proceeds as fees.
 - Lots of schools use SNAP.
 - Tara shared that easier to fundraise with out of town family / friends.
 - Group shared that no phones rule will hinder use of Snapraise
 - Coach Eiteljorge will look up SnapRaise contact information as a next step.
 - Calendar fall 2024 – Raised \$9,500
 - Girls shared before that there is nothing we can provide to the donors.
 - Parents shared that the girls didn't want to ask with the calendar.
 - Carrie Mann suggested a raffle. Could handle online and offline.
 - Coach Eiteljorge shared that we missed the email and not doing football concessions this year.
 - The group shared various fundraising ideas including ideas for recognition for sponsorships and the larger fundraiser including a “football pot” concept to buy squares.

- Suggest Instagram posts for sponsorships to get additional recognition. Cheer does this. We did this last year but shared post season as a thank you vs. pre-season as a recognition opportunity.
 - Spirit Nights – Raised \$145 last year
 - Discuss we need to do more – tbd on game schedule to pair nights with home games
- Spirit Wear -- Use DugOut. Collaborated with DugOut on the current designs.
 - Coach Eteljorge asked for design ideas. Logos that are up have been used for two years. Can add a new logo or design. Group said they would ask the girls as well.
 - Need to confirm in October so we can get items ahead of the spring season.
 - DugOut handles any copyright issues.
- Concession - Shelby Hall and Leslie Chinchard are chairs
 - Carrie B. will meet with them in the fall.
- Homecoming Parade – Monday, September 22, Kentucky Derby Theme.
 - Information for parents will be shared at Freshman parent meeting.
 - Carrie met with Jessica Jackson (Homecoming Parade Chair) last week and she made 3D models of the design, costume, signs, chant, skit ideas.
 - Carrie showed the group pictures of the float mockups and the costumes each grade needs to order, the chant, and all the plans.
 - We have rented a trailer. It has side rails, open in back. It is a little smaller than usual but it will work.
 - Jessica's husband will drive the truck with the trailer; he is an experienced driver. Will pick up Friday night leading up to the parade. Saturday can be a work party day. \$300 for the trailer total.
 - Tentative Schedule for work parties/HOCO week
 - 13th and 20th – Saturdays for float work parties
 - Jessica is out 15-18 of Sept. But work can be done during class periods to work on banners and other items.
 - On 20th we will have trailer so we can start putting things together.
 - Parade on Monday, 9/22. Use the class period the day of to finish putting things on the trailer. Will try to get the trailer there by noon on Monday. Discussed where to park trailer, we were on the asphalt last year as opposed to the grass.

- Homecoming Week Schedule
 - Monday: Parade
 - Tuesday: Pumpkin decorating; 1-2 parents needed to help
 - Wednesday: Field Day, cupcakes and capri sun
 - Thursday: Movie day connected to the theme, chips and capri sun
 - Friday: Regular practice.
- Signup Genius ready to go for weekly activities
 - Carrie B. already updated sign up genius.
 - Coach Eiteljorge to share # groups for pumpkin decorating. Will have popsicles on that day too.
 - Girls are asked to bring supplies for pumpkin decorating. Need to order 9 pumpkins for each group.
- Carrie asked Amy Thurlow and Lauren Mouritsen to help head up field day. They will ask for volunteers and organize.
- Group suggested Sonic gift cards for the winning field day team. One for each winner, pumpkin, field day.
- Web site / Social Media:
 - Can take group pic of Board / Booster Club at December meeting.
 - Post sponsorships and meeting minutes on web site.
 - Claire Elliot updates the web site.
- Photographer/Hype Video
 - We have the quote and Carrie has been in communication with Raegan Clapsaddle.
 - Board approved the quote:
 - Team pictures mid DEC - \$2,100 for photos of players, coaches and team photos. Position group photos too.
 - Game Day actions shots at games – she charges \$300 per game and we'll do 6 games - \$1,800.
 - An extra \$75 for senior night to take pics.
 - Total \$3975. Requires a 5% deposit of \$198.
 - Parents can log in and download photos.
 - She does halves of green and white and the entire varsity game.

- Dec 9, 10, 11 – two of those days for team pics and individual pics.
- Yearbook ad deadline is 10/31. Discussed senior pics in coordination with Raegan. Thursday, Oct. 2 and 5:30.
- Idea: Ask photographer to come to Invitational to get pics earlier in season for social media. TBD, we will ask.
- Dates for pics at games
 - Feb 3: Parent Night
 - Feb 12: Camper Night
 - Feb 20: Senior Night or March 10 (spring break daytime game).
- Hype Video - last year a family had a connection with the videographer, Coach Eiteljorge to reach out about the cost. More to come.
- Senior Coordinator – Laura Franek and Erin McQuain
 - Establish communication with Senior parents
 - Senior Photos scheduled. White shirts and jeans again. October 2. Then change for regular pictures. Photographer scheduled. Want nature pics, TBD on location.
 - Will set a meeting with parents to go over expenses. Asked what booster club pays for – senior ad, photos being taken on senior night ~~and the senior night baskets~~. The rest is paid for by senior parents.
 - For signing day, booster club buys cookie cake. CK will sign in November for early grads. In February is the large school signing day. Parents decorate their own child's signing day table.
 - Display case photos will be swapped out. Frames kept but will need to replace with the new photos.
- Tournament
 - Jackie Sparks and Jennifer Hunter/Co-Chairs
 - January 1-3, 2026
 - Gosling Sports fields (4 fields)
 - Partnership with Hotel
 - 29 teams. Varsity teams and JV bracket. Waiting to hear back from 3 teams. A few teams can't / won't come on January 1 – so will only play 2 games vs. 3. Houston Memorial and Houston Episcopal and San Antonio Johnson. Discussed charging less for those teams.
 - Tara to send info to Jackie Sparks and Jennifer Hunter about hotel reservation and kick back.

- **Future Board Meeting Dates**

- September 15, 2025; November 17, 2025; December 8, 2025; January 26, 2026; March 2, 2026; May 4, 2026

Carrie adjourns the meeting at 8:20 pm.