



Kentridge High School Booster Club

10/06/14 KRHSBC Executive Board Meeting, 6 PM, Wild Garlic Restaurant



AGENDA

How is it going? Status, issues, due dates, questions for following activities in progress:

- Requests for check signing
- First attempt at collecting donations at an event (Homecoming football game)
- Minute writing for the First Quarter meeting
(Minute writing for Exec Board meetings)
- Review of website
- New ledger form
- Tax report preparation

Topics resulting from First Quarter meeting

- Booster address
- Danette requested booster club letter head
- Laura Anson suggested a goal for this year might be to explore how KRHSBC can support the member clubs
- Online access to bank accounts
- Football professional fees paid in excess of \$600 (two?) will require some 1099 work

Fundraisers

- SNAP-RAISE
- Goodsearch and Good...
- Fred Meyer rewards
- 1 Green Planet
- Clothing & textile recycling

Votes

- Agree on the authority of guidelines
- Changing guideline on check signers for \$750 and above
- Amending bylaws to allow modern communications, i.e., email, for all required notices
- Discuss amending bylaws to allow for votes via email on previously discussed topics

To Dos

- Pay AI for website fee
- Collect fall season member dues and club dues
- Actions from meeting

Exec Board meeting frequency

Feedback is always welcome.

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APPROVED MINUTES (**=Action Items) – B. Shine 10-09-14

- **Attendance: All board members were present.**
- **Donations**
 - Collection at Homecoming football was \$12.
 - **Dan is taking ownership of heading this effort up.
 - **Kim will send Dan a copy of the Parent Reps list.
 - Have something to give back (ex. KR cling-on) for a donation as a thank you and for visibility.
 - Small candy/snack available at donation table to encourage them to check things out.
 - **Need clarification on the Receipt form – Name field
 - Have acrylic stands to show member groups (vs. paper flat on table).
 - **Anita to look up which should be on Receipt: EIN or UBI?
- **Minutes**
 - Distribute within 2-3 days after meetings.
 - Two days to reply all to group with objections/edits before being considered approved.
- **Website**
 - AI mentioned now is a good time for updates.
 - Remember size/space for content is limited (display on mobile device).
 - **AI to add link to goodsearch and goodshop.
 - PayPal option was noted as on-hold.
- **New Ledger Form**
 - Anita will request Quarterly updates as that will allow time to work out any issues as compared with one time at the end of the year.
- **Booster Address**
 - The 17803 was former board member's (Craig) residential address.
 - The only mail that would go here would be State, IRS.
 - Noted that school office is locked in summer.
 - PO Box is approximately \$200 which is significant amount for club.
 - **AI will look into UPS Box.
 - Booster club has filing cabinet storage in Eric A's (A.D) office.
- **Better Supporting of Member Clubs**
 - Dan was asked by Girls Soccer how to get a set of covered rolling seats.
 - **AI will check with Eric if skyward can be used to distribute letter provided to him by Kim at the start of each sport season to people involved in those activities.
 - Letterhead or other printing can be done cheapest at the district.
 - Showing up at events to help in setup/running or sell donuts as a service (ex. Girls BB, VB, or XC).
- **Online access bank accounts**
 - This is a no-go due to need to maintain a paper trail for audit purposes.
- **Votes on Guideline Changes about Cosigning checks**
 - Voted to change limit on checks signed by officers other than treasurer from \$750 to \$1500.

- Voted to change guideline from
 “Treasurer – Verifies written approval from Principal’s Rep before co-signing Team Rep reimbursement checks exceeding \$1,500”
 to
 “Treasurer – Verifies written notice by Team Rep to Board President and Treasurer and cc to the Principal’s Rep before ...”.
 Eric A. needs to be informed to maintain awareness of equity in budgeting as well as maintain awareness among coaches about equipment available in school pool.
- Noted that a professional fee payment >\$600 requires Form 1099.
- **Vote on Bylaw Amendment**
 - Voted approval to amend bylaws to allow electronic voting.
- **Fundraisers**
 - ****SNAP-RAISE:** Hold off, waiting to hear back from district’s review.
 - Fred Meyer Rewards: Voted to move forward. Discussed showcasing this at Donation Table.
 - Restaurants (ex. Applebees, McDonald’s, Panda Express): Noted: You may not stand right outside handing out flyers—people must bring the flyer in during window to get donation.
 - ****Wendy will look into Wendy’s, Munchies, McDonald’s.**
 - 1 Green Planet:
 - They will do bulk mailer.
 - ****Shines will spearhead getting the word out:** School media, Kent Community Events, Fleetstreet news, DECA, Community Bulletin Boards, etc.
 - Have a presence, donation table at Parent Teacher conferences (week of Thanksgiving).
- **Other:**
 - School building usage – Check with Renee Hall or Eric A.
 - Booster Club Dues
 - Discussed \$10 annual fee. Decided to stay with as-is.
 - Mentioned that Treasurer could notify groups (e.g. when handing out check books) and take out via debit/credit action (not all were collected last year).
- **Next Meeting:**
 - **Wed Nov 12 at 6:00pm**
 - Discussed board meetings should be held before meetings with Parent Reps.
 - Actions will be sent to board separately by Kim.

WHAT	WHO	STATUS, ISSUES, ?	NEXT STEPS	DUE DATE
HOW IS IT GOING?				
Need club info?	Officers		Send out roster	
Check signing	All	A few requests		
Collecting donations	Dan, Brendan, Wendy	Homecoming football game \$12	Suggestions? Something to give: bowl of candy, KR booster on it –like clings; establish presence; girls’ soccer group was asking Dan about 8-10’ covered bench	Target events? Basketball can probly help; Dan will chase people; get a boosters info

			~\$1500; use acrylic stand for small signs; advertise fundraisers, how people can help	packet together for member groups
Minute writing	Brendan, Wendy	Need minutes for all meetings; decide when to distribute, when to approve	Publish on website after approval	Distrib minutes 2-3 days after mtg; 2 days to approve
Review of website	All	Editing? Content?	Student has been editing and is learning responsive design. Fixed visited link showing white. Front page needs content. - Meet & greet us at events picture of table with sign; - Fundraisers - Paypal (no hold)	
New ledger form	Kim	Distributed to all except track	Anita: Quarterly review of ledger. Anita to communicate to do on quarterly basis.	
Tax report prep	Kim	Missing credit for football	Anita to check receipts; Danette says check Pacific Raceways	
Tax report prep	Kim	Track is not reconciled	Anita to give track receipts to Kim	
Tax report	Kim		2 reports to file	'13-14 by EOY Refile '12-13
FROM FIRST QUARTER MEETING				
Booster address		Official address? Address on checks is old & residential: 17803 142 nd Ave SE, Renton, WA 98058, not school address as assumed. Don't want to pay for changing checks.	Danette requested letterhead. Get a mailbox like ptsa (\$250) Al will ask Ty at UPS and get a price. (bank uses school address; no access during summer) ... Kim to check address on annual filing.	
Laura Anson: a goal for this year might be to explore how KRHSBC can support the member clubs	All	Examples - Provide a copy of resell permit to reps: done in 9/18/14 letter on officer contact and club identification info - Danette needs check signers in August Eric might print in district print shop for us. Al's wife works in print shop. Business cards.	Show up at events to help. Sell concessions (in lobby of basketball games if no one else sells concessions). [Volleyball has been selling and not banking it with PTSA] Check with Eric –use emails from skyward of athletes/club students. Coaches can send emails to all kids'. PTSA used for seniors message. Wendy gets them from band. Group set up off skyward. Al will put out my message onto the email list. I can't have	

			that email list directly. Kim to formulate message.	
Online access: bank accounts?	Anita	People could remove funds	Read only access?	
Cosigning checks > \$750		Vote	Attendees agreed on changing cap	\$1500 cap; Back up= Kim for XC
Discussed guideline: "Treasurer - Verifies written approval from Principal's Rep before co-signing Team Rep reimbursement checks exceeding \$1500."		Checks > \$1500 are very common now. I spoke to Eric about this. I would like to vote to soften the requirement.	Eric wants an FYI on non personal (not shirts, socks, mouthpieces, etc) purchases to promote awareness of existing school assets and awareness of what teams have/need.	Parent reps to give email notif of check and reason to pres, anita, cc eric. Treasurer to verify written notice given.
2 nd Q meeting	All	Ideas other than usual updates?		
FUNDRAISERS				
SNAP-RAISE		Virtual collecting of donations; leverage distant friends & family; leverage alumni	Eric received positive feedback from Rogers. I surveyed the members for interest. Football, Robotics, Wrestling, XC, Track, Girls' Basketball expressed interest; Girls' Swim none; no response Photo, Judo, Girls' Soccer.	Asked Eric about setting up info session with rep. KR asked to hold off until district reviews & makes determination on working with them. Expect to hear next week.
Fred Meyer rewards		Proposed by Robotics. I plan on adding boosters as non-profit entity to Rewards program, then promoting to all member groups.	Fred Meyers had no mechanism for recognizing individual member groups.	
1 Green Planet		Need to set up marketing schedule	Parent teacher conf	Dec 6, 2014
Clothing & textile recycling		Need to pursue;	Joy Fenton; wife of football coach last year; 206-979-8020 joy@ws1907.com	After 1 Green; ~ winter
Booster presence at events to collect donations		Provide UBI or EIN for donation receipts?		
Eric wants awareness of fundraisers to		Promote fundraisers... all the ways you can help us.. sign for freds...	Applebee breakfast. Sell tickets. Allow people that come. Seniors to serve. \$10	

avoid replication. District wants to approve fundraisers but has no process.		Try to do all home events... just first 20 minutes.	maybe add \$5 to wash car. In the fall for football. Mgr at applebee- might do cheerleaders do it. Anita will take it Bowen scarf for test driving. Dana tate did it to raise money for private soccer. Spring event. Mcdonalds, munchey's, wendy's do similar...	
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VOTES

Quorum		Need 4/6 officers	Pass vote with majority in presence	
Agree on the authority of guidelines		Agree that guidelines are not binding. I suggest guidelines be amended to exclude repetition of bylaws.		
Changing guideline on check signers for \$750 and above		Remove \$750 ceiling for signing checks by officers other than treasurer.	Voted for \$1500 ceiling	
Change guideline: "Treasurer - Verifies written approval from Principal's Rep before co-signing Team Rep reimbursement checks exceeding \$1500. "			Voted for treasurer to verify that parent rep has given written notice of check over \$1500 and reason to booster president and treasurer with copy to principal's rep. Booster president will be backup signer for checks over \$1500 such as when treasurer is parent rep for member group.	
Amending bylaws to allow modern communications, i.e., email, for all required notices		e.g. in bylaws now: - action of board w/o meeting needs consent by all directors in office - telephone meetings - written meeting notice delivered in person or US mail	Vote for written meeting notices by email ok. No need to vote for telephone votes; already implied.	
Discuss amending bylaws to allow for votes via email on previously discussed topics			Vote for email votes with majority of all directors in office.	

ACTIONS

Anita: online bank accounts? read only access?
Anita: pay AI for website
Anita: collect booster dues from active members except XC, wrestling, track (exempt until 2016-17)

Anita: 1099 paperwork for football professional fees paid; document process
Anita: what is proper non profit ID to put on donation receipts? EIN or UBI?
Anita: find out about Bowen Scarff test drive fundraiser
Anita: find out about transferring money between booster accounts for dues collection
Kim: send roster to officers
Kim: update guidelines following vote
Kim: solidify date (11/11 6 PM (check XC banquet & Eric's calendar, 11/12 backup) for Q2 general meeting; date for exec board about a week prior
Kim: provide Al with minutes for posting following 2 day allowance for corrections
Kim: sign \$1500+ checks for XC
Kim: think of notion to give during meet&greet; KR booster clings
Kim: get info packet together to distribute to member groups
Kim: provide Al with info on Fred Meyer fundraiser, 1 Green Planet flyer, meet&greet for website
Kim: check booster address on annual filing
Kim: if boosters acquire a mailbox, have bank send statements to mailbox
Dan: chase people for meet&greet at events, use lists from Al's action; Kim to laminate signs about boosters and fundraiser notices (here's how you can help), acrylic stands;
Al: ask Ty of UPS store about mailbox price for boosters
Al: find out whether we can use group email lists from skyward for booster messages
Al: fundraiser info on website, explanation of goodsearch
Wendy: find out about McDonalds, Wendys, Munchies, Panda Express fundraisers
Brendan: send Kim electronic minutes
All: read minutes; send corrections by COB 10/9