



## Kentridge High School Booster Club

01/06/15 KRHSBC Executive Board Meeting  
6 PM, Wild Garlic Restaurant, Fairwood

### AGENDA

#### ✓ *How is it going? Status, issues, due dates, questions:*

- Requests for check signing – any checks over \$1500? Rob Holman
- Minutes for 11/4 Exec meeting and 11/17 Second Quarter meeting – Kim to edit and then send for acceptance or corrections
- Extra minutes to cover activities between meetings (votes)
  - Vote on date? for a specific need for tax consulting for up to 2 hours at \$120/hour
  - Other vote?
- Website – Kim is gathering updates to member pages, working on fundraiser info on landing page and Fundraising tab
- Treasurer's status on
  - fall sports hand-overs (Swim & Dive's new rep: Trina Bolstad [jtbolstad@comcast.net](mailto:jtbolstad@comcast.net))
  - 1099s for Football's speakers
  - receipt of copy of fall group ledgers for review
  - new address given to bank
  - tax consultant paid
  - collection of dues and notices sent except XC, wrestling, track (exempt until 2016-17)
  - link Amazon Smile to bank account
  - other?
- Tax report sent via certified mail by December 15
  - review watch items to track
  - review tax consultant's advice
- Conclusions from manning the Meet & Greet table
- Candidate dates for Third Quarter Meeting

#### ✓ *Topics resulting from Second Quarter meeting*

- Input from Parent Reps (Soccer, Football): difficult to acquire parent contact lists

#### ✓ *Fundraising*

- SNAP
  - Other interested groups = Track, Basketball (summer?), Football (summer?), XC (summer?), perhaps others
  - Robotics fundraiser December 8 – January 20
    - as of 1/4/15- \$2630 raised, 24/48 kids with no inputs
    - 35% participation; 70% needed to get back a few points
- 1 Green Planet
  - Lessons learned? Improvements for next year?
  - Allocation target date
  - Cash in extra donation
  - Discuss amount needed for future operating costs
- Clothing & textile recycling
  - Wendy was going to check on a second group who does this
- Getting the word out; try again with the skyward emails; have to modify the info
  - Fred Meyer, Amazon Smile

#### ✓ *Discuss the current Board's thoughts on continuing next year*

Feedback is always welcome.

Kim Kaiser, KRHSBC President [kjk20875@comcast.net](mailto:kjk20875@comcast.net) 253-630-9296 (h) 206-304-7200 (w)

## APPROVED MINUTES

### Attendance:

- Present: All Board members
- Absent: Al Waltner

### Board Votes:

- 10/17/2014 email vote: Approved acquisition of mailbox at Fairwood UPS store.
- 12/02/2014 email vote: Approved Kim Kaiser to hire tax consultant for up to two hours at \$120/hr.
- 01/06/2015 board vote: Approved distribution of the 1 Green Planet event revenue per last year's allocation method. Special donation received will be held for future operating costs.

Outstanding Action Items: See asterisks next to **\*names** below.

Next Board Meeting: Wed Feb 11<sup>th</sup>.

### Communications:

- Meeting Minutes: for 11/4 Exec mtg and 11/17 2<sup>nd</sup> Qtr mtg will be edited by **\*Kim** and then emailed out for revisions/acceptance by Board members.
- Website: **\*Kim** is gathering updates to the Robotics member page. This should be captured as a task to be done annually (in sync with the activities that are seasonal).
- Meet and Greet Table: Dan reported that it didn't work as well as hoped at most events. Suspending activities (with possible exception of homecoming).
- Parent Reps acquiring email contacts for Parents. Ongoing topic. Continue to work--gather insights from Wrestling as they do well in this area. Make sure parents know they will NOT get spammed or get requests for donations. Informational only.

### Check Signing/Processing:

- One check signing request over \$1500 came in from Rob Holman without a prior notice. **\*Carrie** will follow-up with Rob via email. The notice needs to be sent to Anita, Kim, and Eric Anderson.
- Anita mentioned a \$90 check bouncing. **\*Carrie** will follow-up with Wrestling.

### Treasurer:

- 1099s (required for > \$600) for Football's speakers need to be sent by end of January by **\*Anita**.
- Appropriate information is gathered on W-9s. They should be saved in the booster files.
- Collection of booster dues and notices will be done by **\*Anita** this month/Jan.
- Link from booster bank account to Amazon Smile to receive contributions based on purchases will be set up by **\*Anita**.

### Tax reporting:

- Booster tax report 990EZ for 2013-14 has been filed.
- Items that require tracking for tax reporting will be reviewed at a high level by **\*Kim** at an upcoming mtg.
  - Revenue history → Schedule A
  - >\$5000 from one contributor → Schedule B
  - >\$15000 for gross income and contributions → Schedule G
    - Top 2 fundraisers >\$5000, remaining fundraisers >\$5000 in 3<sup>rd</sup> bucket
  - Tax report includes a list of donations by "disqualified persons;" a Board Member is an example of a disqualified person.
- Tax Year 2012 went over threshold requiring filing detailed 990EZ. Form 990-N, ePostcard, was filed. Tax accountant suggested not refiling unless IRS sends a letter.

### Fundraising Activity:

- 1 Green Planet

- Event this year raised \$1,878 this year with 2 truck loads.
- Last year \$2,300 with 6 truck loads.
- Some people showed up with old tube televisions, even though the flyers specified that they would not be accepted.
- Logistics could be improved by moving processing further back in the parking lot so the line of waiting cars does not extend into the street.
- Be aware that concessions would require a food handler permit.
- SNAP: Robotics fundraiser event (Dec. 8 – Jan 20)
  - Kim's comments – keep the event in front of the kids – review the total as a group each day; need to check on kids with zero entries; some families will not participate (find out at start and don't include in SNAP roster)

Other:

- Would it help to have something (e.g. "window clings") to put into people's hands?
- Kim asked the officers for their current thoughts on continuing on the Board next year. All said that they thought they would (except Kim).
- Garage sale was mentioned but there are many downsides (pricing, weather, getting rid of leftovers, etc).

Respectfully,  
Brendan Shine