



Kentridge High School Booster Club

02/11/15 KRHSBC Executive Board Meeting
6 PM, Wild Garlic Restaurant, Fairwood

AGENDA

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

- New Swim & Dive parent rep: Trina Bolstad (jtbolstad@comcast.net)
- New contact info: holmancougs@centurylink.net

✓ *Treasurer's status*

- fall sports balance sheets review?
- 1099s for Football's speakers
- collection of dues and notices sent except XC, wrestling, track (exempt until 2016-17)
- link Amazon Smile to bank account
- other?

✓ *Topics for Third Quarter meeting, Wednesday February 25, 6 PM*

- Recommendation for acquiring parent contact lists (recall discussion by Soccer & Football parent reps? What is wrestling's approach?)
- Reminders
 - Professional fees > \$600 require KRHSBC to receive a W-9 from hiree and to send 1099 by January end.
 - Checks > \$1500 require parent reps to send email notification to KRHSBC president, treasurer, and Eric Anderson prior to check signing.
 - Member groups are reminded to update their information under the Member groups tab of the booster website www.krboosters.org. Send update to Kim Kaiser kjk20875@comcast.net
 - If member group has a fundraiser >\$5000, please note on balance sheet and make sure all associated revenues and expenses are clearly described as being related to the same fundraiser.
 - WA state requires that anyone who works with unpackaged food, food equipment or utensils, or surface where people put unwrapped food has a Food Worker Card (or Food Handler Permit). The \$10 card is issued upon completing a food safety training class and passing the WA state exam on food safety basics.
 - Microsoft Easy Match
 - Microsoft matches employee nonprofit donations and volunteer hours up to \$15K per employee
 - Web account is set up for KRHSBC
 - Individual checks are designated for member groups: e.g. robotics, football
 - Danette is current contact; she will be changing the address to our mailbox address for receipt of checks
- Member group fundraising options
 - What are member group plans to use SNAP?
 - Robotics - raised \$2926 in January 2015
 - Track -March 17, 2015 kick-off
 - Others?
 - Member groups who plan to use SNAP need to schedule their event with Sam Bathurst, 253-227-4197, sam@snap-raise.com

✓ *Allocation*

- 1 Green Planet
 - 2014: \$2492 raised; \$1878 allocated
 - 2013: \$2390 raised; \$1390 allocated

2014-15	2014 1 Green Planet Event					
# teams	10% across membership	Participants	90% across participants	Fred Meyer contribution	Network for Good	Total Allocation
10	\$188.00		\$1,690.00	\$35.00	\$50.00	\$1,963.00
X-Country	\$18.80	1	\$211.25	\$3.50	\$5.00	\$238.55
Football	\$18.80	1	\$211.25	\$3.50	\$5.00	\$238.55
Girls Swim-Dive	\$18.80	0	\$0.00	\$3.50	\$5.00	\$27.30
Girls Soccer	\$18.80	1	\$211.25	\$3.50	\$5.00	\$238.55
Girls Basketball	\$18.80	1	\$211.25	\$3.50	\$5.00	\$238.55
Wrestling	\$18.80	1	\$211.25	\$3.50	\$5.00	\$238.55
Photo Club	\$18.80	0	\$0.00	\$3.50	\$5.00	\$27.30
Track	\$18.80	1	\$211.25	\$3.50	\$5.00	\$238.55
Judo	\$18.80	1	\$211.25	\$3.50	\$5.00	\$238.55
Robotics	\$18.80	1	\$211.25	\$3.50	\$5.00	\$238.55
Total	\$188.00	8	\$1,690.00	\$35.00	\$50.00	\$1,963.00

✓ Website

- I am behind in providing updates.
- I plan to keep fundraiser info that brings in revenue under the booster umbrella under *How You Can Help* on the front page. This includes 1 Green Planet. I have asked Mike for the December 5, Saturday date for 2015.
- I plan to send fundraiser info to put under Member Groups tab
 - SNAP description, contact info, suggestions
 - Restaurant fundraisers

Feedback is always welcome.

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

APPROVED MINUTES

- The tax advisor recommended no gambling/gaming fundraisers
- Get the word out about using Amazon Smile portal to make Amazon purchases to earn donations for boosters

Member Groups

- If guest speaker is over \$600 need to fill out 1099. Anita is acquiring hard copy forms.
- Checks >\$1500 require parent reps to send email notification to KRHSBC president, treasurer, and Eric Anderson prior to signing.
- Remind Member Groups to update their info on the booster website.
- If fundraiser is over \$5000 (IRS watch/flag item), must note on balance sheet and make sure all associated revenues and expenses are clearly described and labeled as being related to the same fundraiser.
- Note requirements about needing a food handler's permit.

- When fundraising remember Microsoft matches donations and volunteer hours. Info for website.
- Invite new swim repot Trina B. to Feb 25th mtg. Anita to watch/help transition from Judy A.

Snap

- Robotics raised \$2926 in Jan. 2015
- Wrestling talked about planning for next year.

1 Green Planet

- Allocation was voted on and approved.
 - For next year look for where there are drama posters and use the same businesses. DECA class can help with this advertising.
 - 2014: \$2492 raised; \$1878 allocated.
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- Treasurer Anita to sweep dues, scan bank statements.
 - ASB budget is on Kent website. Students determine where to spend.
 - Parent Reps (those whose students are seniors) find replacements for next year.
 - Other fundraising ideas for next year??? Give it some deep thought!

Respectfully,
Brendan Shine