



Kentridge High School Booster Club
8/19/15 KRHSBC Executive Board Meeting
6 PM, Wild Garlic Restaurant, Fairwood



AGENDA

Getting new reps up to speed

- Excel ledger orientation
- Month to month, financial processes
- Meeting attendance
- *Two more new reps expected mid-year (Photo, Judo)*

Closing fiscal year 2014-2015

- Last month bank statements with activity sent to reps
- Final reconciliation
- Special notice on ledger for outstanding checks, fundraisers >\$5K
- When completed, send e-copy to Kim and Anita
- Anita to check reconciliation, Kim to initiate new year with agreed starting balance and note of outstanding checks and distribute to reps (note new tab in same file)
- Kim to prepare tax report by December 15

Sustainment planning (aka How to Keep the Booster Club going)

- First priority
- Owning it = How do we know what to do and when to do it?
 - Booster calendar and time-out dates (state filing, tax report, website renewal, mailbox renewal, resale license renewal, certain clubs being exempt from dues due to initial payment)
- Committee to establish executive board for next year and groom newbies
 - Kim to be replaced before end of school year
- How to make processes more transparent and easier to transfer
 - Update booster calendar
 - Make website more self-help oriented*
 - Process improvements - electronic signing at bank

Website woes

- Discussion topic: identification of a student early in year who is already a web coder from previous year(s) and offer volunteer hours
- Who does PTSA website updates?
- * above

Fundraising this year

- 1 Green Planet Dec 5, 2015 reserved

Q1 General Meeting planning

- Date & Agenda

Actions:

- Answering the question: Getting a written baseline instead of tribal knowledge for what will ASB or district pay for/not pay for
- Kim's topic: just who should be the voting board of directors (not the executive board)
- Kim to pay website – objective, keep AI as contact but not keep anyone's credit card on file

Feedback is always welcome.

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