



Kentridge High School Booster Club
3/15/16 KRHSBC Third Quarter Meeting
6 PM, Kentridge High School B10



Approved Minutes

- President Kim welcomed everyone and thanked them for allowing her to reschedule the meeting.
- Welcomed two new parent reps: Carla for Boys' Soccer and Micheline for Girls' Volleyball.
- President shared booster club key facts: UBI and EIN.
- Booster club officers introduced themselves.
- Treasurer Anita reported she has bank statements for the parent reps.
- Watch item: Payments for services >= \$600 require sending out 1099 forms. None were reported so far this year.

Fundraising

- Donations: \$1,000 came in from Boeing matching a volunteer's hours at \$10 per hour.
- Track has only \$500 left which may impact Pasco/Wenatchee.
- Al Waltner reported that there were approximately 100 athletes and 30 parents at Spike Night at Roadrunner Sports.
- Solicitation fundraising
 - Track students are feeling burnt out on email solicitation fundraising (especially if in multiple clubs/sports → sending out same request to same group of family members and friends). Al Waltner reported the average donation is \$50.
 - Perhaps, Football's email fundraising with Snap! Raise was higher because they started in the summer and have a working session to enter info into website.
 - Some parents do not want to donate via the website or do not want part of their donation going to Snap! Raise; they may prefer to donate to boosters directly.
 - Recommended consideration of asking for donations at the end of season banquets held by the teams/clubs. This has worked for Boys' Soccer (\$250) and Wrestling (\$715).
- Employer donations
 - Many companies are outsourcing their gift matching programs. It is hard to determine original donor and intended destination which is not written on the check.
 - The process involves us registering, sending proof of the charity, waiting for a response, establishing a website account to access donor info, and confirming employee contributions.
 - President Kim and/or Treasurer Anita has to enter a username and password and find whether the recipient group has been specified at the sport or activity level. If only a donor is provided, they have to attempt to contact the donor via email and ask about intentions. The contact info may also be passed along to the recipient groups so that they may write Thank You notes to donors.
 - Anita mentioned that Boeing will not allow match donations to be used for travel expenses.



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Fundraising

- 1 Green Planet recycle event
 - Our booster club's one all team member event and major source of operating budget.
 - President shared KR Booster Club operating budget baseline estimate ranged from \$1,500 to \$3,000 depending on goals and activities planned by the club.
 - Lake Youngs had an event with them earlier in the year. KR booster event is in Dec so as to not oversaturate the community.
 - General newspaper article said that recycling profits are going down.
 - Noted that One Green Planet is not labor intensive but an auction would be.
 - In 2012, 1 Green Planet took old tube televisions, but no longer.
 - Idea was presented to consider pairing some kind of sale with the recycling (selling barbeque, car wash).
- Passive fundraising Fred Meyer is bringing in about \$100 per month. Carla requested info so an action item was assigned to Kim to share fact sheet with Boys' Soccer so they can send instructions to parents on how to link Fred Meyer card to KR Booster Club.
- Concessions Idea shared to have off-season teams sell concessions (not requiring food handler's permit) at other teams/clubs event. For example, the shed on the hill at the track could be used to sell items like chips, soda, noodles, etc. Girls' and Boys' Soccer teams could coordinate for example. Basketball makes \$100-300 on selling concessions in gym.
- Allocation Question on whether to allocate more funds from operating budget to members, i.e. rollover into next year with \$1,500 or \$3,000? Consensus was to maintain the larger amount in the operating budget to allow for a one year buffer.



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Officer Elections

- President and VP will be vacant 7/31/2016! Handoff would include job shadow (i.e., overlap) for a while to ensure successful transition.
- Consider having more officers? One from each of the 12 teams?
- Stepping up from Parent Rep to Officer would be easier since the reps attend these meetings and are familiar with club issues as compared to someone with no background taking an officer position.
- Wrestling stated they've had a great freshmen turnout and will talk to involved parents.
- Jamie provided a volunteer.
- Bob Sandall said he would email parents
- Lynda said she would ask for volunteers
- Girls' volleyball is still coming up to speed and Micheline shares her role with Theresa who travels.

Other

- Al Waltner mentioned the hosting company for our website is no longer acceptable (KSD blocks URL) due to other content they host so he will be looking for another hosting company (possible GoDaddy).
- Action item list was reviewed.
- Consider creating a business card showing officer positions and parent reps and what the tasks and expected time commitments are for those booster club roles.
- Meeting was adjourned on time.



Kentridge High School Booster Club



03/15/16 KRHSBC Third Quarter Meeting

6:00 PM, Kentridge High School B10

The Kentridge High School Booster Club Fast Facts

14201 SE Petrovitsky Rd, Suite A3, Box 141, Renton, WA 98058

One single non-profit for KR's ASB sports and activities that choose to join (currently 12 member groups)

Run by parents and supported by coaches/advisors

UBI 602-983-003

public charity organization exempt under 501 (c)(3)

EIN 27-2022227

Uniform bookkeeping across groups

**Each member group has its own bank account
and parent rep treasurer**

4 general meetings per year

AGENDA

Introductions

Old Business

Treasurer's report

Watch item reminders

Review fundraising efforts

Allocation discussion

New Business

Identifying candidates for new officers

To Do List

Around the Room

Q&A Orientation for New Reps

INTRODUCTIONS (2015-16) **RED = new this year**

Executive Board

Kim Kaiser – president

Carrie Lantz – vice president

Anita Kallish – treasurer

Wendy & Brendan Shine – co-secretaries

Principal's Representative

Eric Anderson, Athletic Dir

Founder, School Rep

Al Waltner

Parent Reps

Trina Bolstad

Anita Kallish

Kristi Newlon

Lisa Slavik

Lisa Nakamura

Loretta Smith

Rob Holman

Susan Mundy

Verna Honda

Lynda Holman

Carla Viltz

Micheline Lopez

Member Groups

Girls' Swim & Dive

Cross Country

Football

Girls' Soccer

Photo Club

Robotics Club

Wrestling

Girls' Basketball

Judo Club

Track

Boys' Soccer

Girls' Volleyball

Coaches/Advisors

Eric Kress, Rachel Althausser

Philip Paul

Marty Osborn

Sherri Rolfs

Chantelle Moran

Nick Boyce

Todd Lantz

Bob Sandall

Phil Davis

Al Waltner

Glenn Walrond

Eric Han

Q1 Fall

Cross Country
Football
Girls' Soccer
Girls' Swim/Dive
Girls' Volleyball

Spring Q3

Boys' Soccer
Judo Club
Track & Field

Photo Club
Robotics
Project Unify Club

Girls' Basketball
Wrestling

Camps
Training
Events

Q2 Winter

Summer Q4

TREASURER'S REPORT – 8/1/15 - 2/29/16

	Individual Bank Accounts	Starting Balance	YTD Credits (Gross Receipts)	YTD Debits	YTD Total
Season	Operating:	\$3,291.51	\$2,660.01	\$511.43	\$5,440.09
Fall	Cross Country:	\$2,364.12	\$2,016.00	\$3,319.74	\$1,060.38
	Football:	\$11,090.77	\$18,967.60	\$7,222.30	\$22,836.07
	Girls Swim & Dive:	\$6,244.37	\$2,837.70	\$6,950.85	\$2,131.22
	Girls Soccer	\$1,593.44	\$8,615.50	\$7,390.05	\$2,818.89
Winter	Wrestling:	\$3,019.75	\$7,015.75	\$8,776.38	\$1,259.12
	Photo:	\$3,254.71	\$0.00	\$992.29	\$2,262.42
	Girl's Basketball:	\$3,531.16	\$9,393.45	\$5,046.70	\$7,877.91
Spring	Track:	\$793.19	\$150.00	\$0.00	\$943.19
	Judo:	\$842.35	\$0.00	\$0.00	\$842.35
	Robotics Club:	\$6,120.96	\$2,000.00	\$0.00	\$8,120.96
	YTD Totals:	\$42,146.33	\$53,656.01	\$40,209.74	\$55,592.60

COMPARING 2013-14 AND 2014-15

	Individual Bank Accounts	7/31/14 Gross Receipts	EOY Bank Balance	7/31/15 Gross Receipts	EOY Bank Balance
Season	Operating:	\$5,848.97	\$2,032.46	\$3,437.40	\$3,291.51
Fall	Cross Country:	\$4,035.96	\$2,567.37	\$2,494.40	\$2,364.12
	Football:	\$26,408.58	\$8,146.19	\$17,963.55	\$11,090.77
	Girls Swim:	\$3,864.90	\$4,436.21	\$2,294.10	\$6,244.37
	Girls' Soccer:	\$4,326.47	\$117.73	\$7,581.55	\$1,593.44
Winter	Wrestling:	\$8,106.21	\$3,657.71	\$6,842.60	\$3,019.75
	Photo:	\$3,413.52	\$4,359.50	\$1,735.30	\$3,254.71
	Girl's Basketball:	\$18,477.46	\$3,978.94	\$16,459.39	\$3,531.16
Spring	Track:	\$4,442.76	\$2,070.50	\$4,671.05	\$793.19
	Judo:	\$1,733.64	\$613.80	\$228.55	\$842.35
	Robotics Club:	\$6,228.84	\$6,557.07	\$5,264.55	\$6,120.96
	EOY Totals:	\$86,887.31	\$38,537.48	\$68,972.44	\$42,146.33

WATCH ITEM

Compliance with sending 1099 forms to report income is an IRS watch item. 1099s must be sent to recipients and IRS by February due dates.

Payments to an individual for services \geq \$600 in a calendar year require KRHSBC to file 1099 MISC. Member groups must collect a W-9 (to acquire tax ID) *before* payment is finalized!

Note that last year, IRS form 1099 MISC was not downloadable; it must be ordered

Did we have any such payments this school year?

CHECK SIGNING REMINDERS

Per Bylaws: 2 signatures per check issued from any KRHSBC checking account: one by parent rep, one by booster officer

Per Guidelines: Checks over \$1500 require an email notice to president, treasurer and principal's rep (Eric Anderson) providing description of purchase.

Checks over \$1500 require signature by treasurer (or president as back-up)

Is everyone remembering?

FORMS

Forms for reimbursement, deposit, quid pro quo donation disclosure, letterhead are available on the website under Docs tab. www.krboosters.org

INDIVIDUAL GROUP "SNAP! RAISE" FUNDRAISING RESULTS

An internet solicitation fundraiser

Robotics	\$2926	2015	SNAP! RAISE
Track	\$3412?	2015	SNAP! RAISE
Football	\$7888	2015	SNAP! RAISE
Girls' Soccer	\$5697	2015	SNAP! RAISE
Boys' Basketball	\$2479	2015	SNAP! RAISE
Track	\$	2016	eTeamSponsor

*Not a KRHSBC member

EMPLOYER DONATIONS

Employees are taking advantage of their employer gift programs which match employee gifts or hours.

These employer gift programs are being delegated to third party companies.

Examples

Benevity Community Impact (Microsoft)

TRUiST (Costco)

YourCause Corporate Employee Giving Programs (AT&T)

Cybergrants (Boeing, Nordstrom)

Network for Good

As checks are received, we have to register and then check the website to determine the intended recipient member group.

FREE ELECTRONICS RECYCLING EVENT



Computers,
Laptops, Printers,
Computer parts,
Faxes, Scanners,
Modems, Wires,
Toners, Computer
batteries, etc.



Appliances,
Washers/dryers,
Refrigerators,
Water heaters,
etc.



Stereos, CD,
DVD, VHS,
Cassette
players,
Speakers,
etc.



Bicycles,
Motorcycles,
Cars, Trucks, Car -
boat -motorcycle
batteries, etc.



Barbecues (no propane
tanks please!) Lawn
mowers (please empty
gasoline and oil!) Fitness
equipment, Medical
equipment , etc.



Recycling made **FREE & EASY**

Please do not bring: televisions, wood, glass, chemicals, hazardous waste, paint, tires, or alkaline batteries.

Saturday, December 5th 2015

10:00 AM-3:00 PM

Kentridge High School

12430 SE 208TH St., Kent, WA

This community event is being offered by the Kentridge High School Booster Club. Your Cash donations are appreciated and will help booster member sports and activities!

Bring your recyclable items (working or not!) to the event. Recycling services are FREE! Proceeds from recycled raw materials fund operations and benefit other charities. Seattle Children's Hospital and St. Jude Children's Research Hospital are among those assisted through your recycling!



1 Green Planet

850 SW 7th St. Renton, WA
More info: www.1greenplanet.org
Email: info@1greenplanet.org
Phone: 425-996-3513

1 GREEN PLANET ANNUAL RECYCLING FUNDRAISER

Typically 1st Saturday in December

*An all-member fundraiser to collect sufficient funds
for the operating budget of the KR Boosters*

We partner with 1 Green Planet:

We provide

- KR parking lot
- Students to collect donations,
direct traffic, and hold signs
- Adults for supervision
- All school media advertising
- Internet bulletin board advertising
- Local "Reporter" paper advertising
- Signs in local businesses

1 Green Planet provides

- Free recycling with
manpower and trucks
- Bulk neighborhood mailing
- Motivation for community
to participate

Fund Allocation:

Portion for Operating Account

+

Remainder = 10% divided equally among all members

+

90% divided among participating members

1 GREEN PLANET FUNDRAISER RESULTS

- **2015: \$1041 = \$978 cash + \$63 credit; \$1040 will be allocated**
- **2014: \$2492 raised; \$1878 allocated**
- **2013: \$2390 raised; \$1390 allocated**

- **About 2015 event**
 - **Rainy!**
 - **No Football kids showed**
 - **Had to use faculty parking area due to conflict with elementary volleyball tourney**
 - **Collected more funds with credit square reader (and thanks to April for suggesting that we have a sign, "We take credit")**

- **About 2014 event**
 - **Fewer cars**
 - **Fewer dumpsters filled**
 - **Larger donations per car**
 - **Need to move unloading zone deeper into parking lot so car line-up doesn't extend into street**
 - **We had more student volunteers**
 - **Students were actively engaged with collecting donations**

PASSIVE FUNDRAISING DONATIONS

**Every single parent rep should encourage their groups to:
link their Fred Meyer web account to a charity = KR Boosters
link their Amazon account to a charity via Amazon Smile portal!!!**

Fred Meyer donated:

1/21/15	\$ 35.31	(17 households purchasing Q4 2014)
4/22/15	\$113.04	(21 ... Q1 2015)
7/22/15	\$116.30	(20 ... Q2 2015)
10/21/15	\$113.53	(22 ... Q3 2015)
1/21/16	\$124.58	(28 ... Q4 2015)

Any other passive fundraiser opportunities?

ALLOCATION DISCUSSION

OPERATING BUDGET ESTIMATE

Annual state filing fee	\$ 10
Mailbox	\$168
Website	\$200 (\$184 in 2015)
Tax report	\$300 (PTSA example)
Bookkeeping software	\$200
Printing/Marketing	\$150
Buffer	\$500
New fundraising effort	\$750
Support for multi team need	\$750
Min Total	\$1528
Max Total	\$3028

ALLOCATION DISCUSSION

2015-16	2015 1 Green Planet Event			Other		Dues	
	\$1040			\$466			
# teams	10% across club	Parti ci pants	90% across partici pants	Fred Meyer Dona- tions			Total Allocation
X-Country	\$10.40	1	\$117	\$46.60		Last exemption	\$174
Football	\$10.40	0	\$0	\$46.60		(\$10)	\$47
Girls Swim-Dive	\$10.40	1	\$117	\$46.60		(\$10)	\$164
Girls Soccer	\$10.40	1	\$117	\$46.60		(\$10)	\$164
Girls Basketball	\$10.40	1	\$117	\$46.60		(\$10)	\$164
Wrestling	\$10.40	1	\$117	\$46.60		Last exemption	\$174
Photo Club	\$10.40	0	\$0	\$46.60		(\$10)	\$47
Track	\$10.40	1	\$117	\$46.60		Last exemption	\$174
Judo	\$10.40	1	\$117	\$46.60		(\$10)	\$164
Robotics	\$10.40	1	\$117	\$46.60		(\$10)	\$164
10 Total	\$104	8	\$936	\$466		(\$70)	\$1436

ALLOCATION DISCUSSION

OPERATING ACCOUNT

Current Balance	\$5440
Transfer to Swim	(\$1000)
Allocation from 1 Green, Fred Meyer	(\$1436)
Remaining Balance	\$3004
Additional Allocation (12 teams)	(\$1200)
Remaining Balance	\$1804
Compare to:	
Budget Min Estimate	\$1528
Budget Max Estimate	\$3028

OFFICER ELECTIONS IN JUNE

Positions of president and vice president will be vacant 7/31/16

Our *goal* in finding candidates:

- **Find candidates who are freshman or sophomore parents to minimize officer turn-over**
- **Find candidates who have a kid in multiple booster activities or multiple kids in booster activities**
- **Fill co-positions for all four officers to lighten the load and spread the knowledge base**

HOW DO WE MEET OUR GOALS *for the 2015-16 year?*

EXAMPLE 1

Make the Booster Club operation and processes more transparent and accessible to facilitate the regular turn-over of parent volunteers and booster officers

- **With experience, people build a mental model of how the club operates**
 - **This is Kim's 3rd year with the club**
 - **Kim first served as VP**
 - **Going into the president's role, Kim had the benefit of holding the historical records**
 - **Kim also surfed the internet for info about other booster clubs**
- **Proposing that we enable everyone who participates in the club to have a model of club operation**
- **The club is event driven**
- **The model can be as simple as a calendar → discuss strawman**

HOW DO WE MEET OUR GOALS *for the 2015-16 year?*

EXAMPLE 2

Work on a sustainability plan for officer recruitment

- **Recruit early in the year, not at end of year just in time for elections → No one identified earlier**
- **Have recruits shadow officers → I can shadow the new pres in fall**
- **Recruit frosh & soph parents, especially with**
 - **Multiple kids in booster activities**
 - **A kid in multiple booster activities**
- **Always seek to fill co-positions for officers**

OLD KRHSBC CALENDAR of EVENTS

August

Start of fiscal year

Team Reps submit balance sheets
Treasurer reconciles bank accounts
Secretary and Treasurer file permanent records
File IRS Form 990-N (e-Postcard) must be filed no later than 12/15
General Meeting – Fall Activities (Could be Sept)
Annual Fees Due for Fall Activities

September

Team Reps submit balance sheets
Treasurer reconciles bank accounts
Pay Website Hosting Fee by 9/15
Booster Club Booth at Open House

October

Team Reps submit balance sheets
Treasurer reconciles bank accounts

**Buried in Operating
Guidelines in
Computer Records !**

November

Team Reps submit balance sheets
Treasurer reconciles bank accounts
General Meeting – Winter Activities
Annual Fees Due for Winter Activities
File WA Non-Profit Annual Report (\$10 Fee)
update Executive Board Officers
must be filed no later than 1/31

December

Team Reps submit balance sheets
Treasurer reconciles bank accounts
File IRS Form 990-N (e-Postcard) by 12/15

Q1 Fall

- Q1 General Meeting (reorient, review rules)
- Gather EOY spread sheets & paper trail for tax reporting, archives
- Distribute new spread sheets
- Pay for website hosting
- Engage tax consultant

Spring Q3

- Q3 General Meeting
- Coaches turn in ASB budget proposals
- Acquaint officer candidates to roles and responsibilities
 - Allocation, dues collection
 - Identify new parent reps

Parent Reps

Prioritize needs

Make deposits & write checks
Reconcile with bank statements
Support officer requests

Officers

New member/rep orientation
Protect non-profit status
Countersign checks
Booster marketing
Channel donations
File permanent record
Improve processes

- Q2 General Meeting
- Pay for mailbox
- File 990EZ with IRS by 12/15
- File WA Non-Profit Annual Report (\$10 Fee) by 1/31
- Identify officer candidates
- Annual fundraiser

Q2 Winter

- Q4 General Meeting, elections
- Handover to new reps
- Handover to new officers

Summer Q4

THE TO DO LIST

- 1. Send out new roster to everyone.**
- 2. Set up new bank account for Girls' Volleyball on Thursday.**
- 3. Transfer \$1000 to Swim on Thursday.**
- 4. Discuss e-statements with bank.**
- 5. Look for a new website host for next year.**
- 6. Get a sustainable email address.**
- 7. Determine plan forward for bookkeeping.**
 - Use Excel or other software such as Money Minder**
 - Use PTSA tax consultant to prepare IRS report**
- 8. Create orientation material for new reps, new groups.**
- 9. Discuss bylaw language and propose updates.**
 - e.g. current Bylaws levy tax reporting responsibility on VP**
- 10. Establish minimum information set for permanent records; file in drawer in Eric Anderson's office.**
- 11. Other?**

THANKS EVERYONE!