



Kentridge High School Booster Club

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



9/1/16 KRHSBC Executive Board Meeting 6 PM, Wild Garlic Restaurant, Fairwood

AGENDA, Discussion Points, Status

Level Set Patty on KRHSBC

Treasurer Update

- Was Fred Meyer check received?
- Other issues or comments? 3200 in op, 2000 to robotics,
- Were July bank statements sent to reps? What spreadsheets have we received?
- IRS annual reporting

Executive Board updates

- Email vote of new officers passed; recorded in minutes by Kim (needed for bank signatures)
- Status on bank account updates 9/15 – 10 AM at the bank to continue
 - Shines added to Boys' Soccer, Girls' V-ball
 - Carrie Lantz, Dan Randolph being removed
 - Lisa, Patty added to: Operating, XC, Track, Wrestling, Girls' Swim, Boys' Soccer, Girls' V-ball
 - Set date of next visit to bank to finish adding Lisa and Patty to the remaining 7 members
 - Lesson learned:
 - Needed official, dated, signed minutes referencing new officers
 - Kim added letter of intent about changes to accounts needed
 - Bank needed date of incorp for club and type of corp on letterhead
 - Kim updated letterhead; ACTION (Kim) to send to AI to update website
 - Bank needed Secretary of State website to list Lisa Slavik in order for her to be listed as an "Owner" instead of "Limited Access" signer. August 1st starts our fiscal year and new term for officers but SOS annual report filing deadline is 1/31. Solution is to either file early or pay an extra fee to update annual report. ACTION (Kim) to file early (how early is allowed?) which extends club to 1/31/18.
- Roles and responsibilities of new officers
 - Tip 1: New officers should get to know active coaches and advisors, other officers, and parent reps ASAP. That goes for knowing which sports/clubs belong to Boosters and which do not!
 - Tip 2: Big picture task is to keep everyone coordinated and up-to-date on information AND to facilitate getting questions answered
 - Review responsibilities from Bylaws (see insert next page)
 - Review "primary" responsibilities of president from Operating Guidelines
 - Point of contact for the Club.
 - Preside over all meetings of the club and Executive Board.
 - Prepare and distribute the Agenda for meetings.
 - Provide 2nd signature on checks (~~not greater than \$750.00~~) when the Treasurer is unavailable
 - Verify account balances/adequate funds exist before signing checks.
 - Perform other duties as necessary.
 - Review "primary" responsibilities of vice president from Operating Guidelines
 - Assist the President and perform the duties of the President in his or her absence.
 - Record and distribute meeting minutes if the Secretary is unavailable.
 - Provide 2nd signature on checks (not greater than ~~\$750.00~~ \$1500) when the Treasurer is unavailable.
 - Verify account balances/adequate funds exist before signing checks.
 - Ensures the required [annual 990-series return](#) ~~IRS paperwork Form 990-N (e-Postcard)~~ to maintain KRHSBC Non-Profit Status is filed with the IRS no later than the 15th day of the 5th

month (December 15th) following the end of the KRHSBC fiscal year (July 31st). **This is completed on-line and requires the Year End Booster Club Gross Receipts report from the Treasurer.**

- Ensures the required Nonprofit Corporation Annual Report paperwork is filed with the State of Washington as early as November 10th of the current year and no later than January 31st of the following year. This is completed on-line and there is an annual fee of \$10.00 to file the paperwork.
- Act as Point of Contact between the Booster Club members and the Booster Club “Web Master”. HTML and CSS
- Chair Sub-Committee’s (if Required)
- Perform other duties as assigned by the President or Executive Board.
- Questions?

5.6 President. The President shall be the chief executive officer of the Club and, subject to the Board’s control, shall supervise and control all of the assets and affairs of the Club. The President shall preside over meetings of the members and the Board. The President may sign bonds, contracts, or other instruments, except when the signing and execution thereof have been expressly delegated by the Board or by these Bylaws to some other officer or agent of the Club or are required by law to be otherwise signed or executed by some other officer or in some other manner. In general, the President shall perform all duties incident to the office of President and such other duties as are assigned to him or her by the Board from time to time.

5.7 Vice Presidents. In the event of the death of the President or his or her inability to act, the Vice President (or if there is more than one Vice President, the Vice President who was designated by the Board as the successor to the President, or if no Vice President is so designated, the Vice President whose name first appears in the Board resolution electing officers) shall perform the duties of the President, except as may be limited by resolution of the Board, with all the powers of and subject to all the restrictions upon the President. Vice Presidents shall have, to the extent authorized by the President or the Board, the same powers as the President to sign bonds, contracts or other instruments. Vice Presidents shall perform such other duties as from time to time may be assigned to them by the President or the Board.

New Member Group status – Kim sent email to Project Unify asking when they would like to start

Parent Reps status (Old parent rep should train the new parent rep!!!)

- New rep for track = Toni Thomas
- Trina Bolstad delivered the parent rep (Lisa Goldsmith, for next year) and requested that we invite her to meetings so that she can get acquainted with the club; this demonstrates great timing on bringing in new volunteers soph and 6th grader for toni thomas
- Planning for cross country and girls’ soccer rep replacement by end of season
- Expect Photo and Judo rep changes mid-year Check with Lisa Nakamura...
- Need to update bank accounts accordingly

Website - Status on new web host, paypal donations function, ACTION (Kim) to send last year minutes End of Sept – run out of current host; no current students, but ex-students around – maybe for community service?

Fundraising this year - Fred Meyer campaign; 1 Green Planet Dec 3, 2016 reserved

Upcoming

- **Parent Open House Opportunity:** booster visibility, Fred Meyer Community Rewards update-announcement not table ... both groups...kim to supply lisa, part of boosters if kid on team
- **Q1 General Meeting planning**
 - Date? 13 or 15th?
 - Making some items a regular part of 4 General Meetings: Constituency (via Introductions in meetings); Sustainment (new parent reps, new officers); Calendar

- Agenda: New Officers and new reps; status/issues on accounting & finances; review Operating Guidelines; plan for Kim to sunset (action list, timeline); ACTION (Kim) send June meeting info to Lisa & Patty

Miscellaneous

- ACTION (Shines) If your nonprofit organization is or plans to fund-raise from the public, it may also be required to register with the Charities Program of the Secretary of State. Registration with the Charities Program is separate from and in addition to filings required under corporate law. Please visit the [Charities Program website](#) to review the registration requirements and registration forms. You may also want to review the [Charitable Solicitations Act, RCW 19.09](#)

MINUTES SUBMITTED BY BRENDAN SHINE

LOCATION: 6-8pm at Wild Garlic in Fairwood *=Action Items

ATTENDANCE:

- Present: Current President Kim Kaiser, new To-Be President Lisa Slavik, Treasurer Anita Kallish, Secretaries Brendan & Wendy Shine, new Vice President Patty Kassebaum, and Coach Al Waltner.
- Absent: None.

PRESIDENT:

- Kim passed out the agenda for the Executive Board meeting.
- Kim gave overview of KR Booster club to new members Lisa and Patty.
- *Roles and responsibilities of the new officers are further detailed at KR Booster website <http://krboosters.org>
- Additional knowledge transfer meeting will be setup for President transition.
- Reviewed responsibilities from Bylaws.
- *Kim is current on the point of contact for the booster club on Fred Meyer, Amazon Smile, etc – this needs to be switched to Lisa.
- *Lisa S. to give short address in gym at upcoming parent open house.

TREASURER:

- Fred Meyer check was received.
- *July bank statements have not been sent to reps. Being scanned in.
- *Due by Dec. 15th is the IRS annual reporting. Who to do it (Pres/Treas)? What software to use (xls+tax consultant or same software as PTSA)? Don't know how Money Minder would apply to our multiple groups and multiple treasurers.
- *Reminded everyone to re-register & re-link at Fred Meyer Community Rewards site and Amazon Smile so booster club continues to get passive donations.

WEBSITE:

- Al reported website hosting will be changed around end of Sep to another provider recommended by Kent School District--possibly GoDaddy.
- Donation account is set up to accept from website for PayPal which will be tested during Track season before being rolled out for use by other booster participants.
- *Kim to send last year's minutes.

INSURANCE:

- We have insurance on all groups set.

OTHER:

- School bus to cross country in Pasco saved half over charter bus.
- *Secretary (Shines) requested to look into possibly registering with Charities Program of the Secretary of State.
- KR has moved into a new league NPSL.

VOTES:

- N/A for this meeting.

UPCOMING EVENTS

- Next General Booster Club Meeting.
- Next Board Meeting.
- US Bank account updates: Kim, Lisa, Anita, Patty, Wendy, Brendan.