



## Kentridge High School Booster Club

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

11/14/16 KRHSBC Executive Board Meeting  
6 PM, Kim's House



### Discussion Points

#### Status

- Anita and Kim met with the new Wrestling booster president and parent rep to KRHSBC. Kim sent a copy of the Bylaws, Operating Guidelines, roster, and insurance coverage to Jen Pisciotta. Parent rep Jennifer Smith has been registered as a limited signer on the Wrestling account.
- Kim has reconciled 12 of the 13 accounts. She expects to receive Football ledger today. Kim is ready to create the totals for the IRS report due in December.
- Toni Thomas, new Track rep, cannot make the Wednesday general meeting and has been asking about training. Kim will arrange a meeting to go over responsibilities.
- Kim emailed Susan Mundy about the timing for bringing on the new Girls' Basketball rep. Susan will stay on until the end of the fiscal year and suggested that we do not sign Angie Schmitke onto the account until then.
- Kim will need a treasurer's report for Wednesday meeting. Any donations?
- Kim sent updated letterhead, updated calendar, insurance coverage documents, the Washington Secretary of State information page for non-profits, and minutes and slides from recent meetings to Al and he updated the Booster website.
- Lisa would like to set a regular target date for our general meetings and then move as needed, e.g. second Tuesday in the quarter.
- Lisa is now co-owner on all our US Bank accounts.
- Lisa brought up the possibility of writing grants to the philanthropic department of the bank. She asked US Bank what groups they supported. Needs follow-up.
- Kim and Lisa discussed the use of booster funds for coach's gifts, which turned up on a ledger that Kim was reconciling. Kim is looking for reference material she found previously regarding gift giving. We thought in general that coach's gifts should be paid from money collected from families separately and not from Booster funds. Thoughts?
- Related to the topic above, should Booster funds help reimburse Washington State Coaches Association fees? Lisa's concern is the case where coaches are club coaches or private coaches for athletes, and realize a farther reaching benefit from our KR Booster funds.

**From:** Waltner, Alfons (Al) [mailto:[Al.Waltner@kent.k12.wa.us](mailto:Al.Waltner@kent.k12.wa.us)] **Sent:** Tuesday, October 11, 2016 7:07 AM

**To:** Weinbrecht, Jami <[Jami.Weinbrecht@kent.k12.wa.us](mailto:Jami.Weinbrecht@kent.k12.wa.us)>; Kimberly Kaiser <[kjk20875@comcast.net](mailto:kjk20875@comcast.net)>; Lisa Slavik <[01lisa.slavik@gmail.com](mailto:01lisa.slavik@gmail.com)> **Subject:** Coaches Association Dues

*The Washington State Coaches Association is having their fall membership drive. There are many reasons that our coaches should be members.*

1. *Liability Insurance*
2. *Entrance to State and District events. (They never give us enough to cover all the coaches)*
3. *Valuable resources available at clinics*
4. *Strong voice in Washington State Track and Field decisions*

*Please consider whether or not it would be appropriate use of booster club funds to reimburse coaches for their membership fees. \$40 per coach. (max \$400)*

*All of our coaches are very generous with our time and resources. This would be a small token of appreciation for a valuable opportunity.*

Al

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Again to clarify if this is an annual or seasonal membership?

For example our Girls Soccer coaches are only for the Fall. Coach Sheri Rolfs is just Fall for us. Coach Tim Quinn is for Girls soccer for KR and then Boys Wrestling for NW. Should KR pay his fees for NW? This is where my question lies. Love both of these coaches... just curious where we draw the line.

Lisa Slavik

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*There are no restrictions on what we use our funds for other than the amount. All team funds are raised through some type of fundraiser. I would not ask the booster club general fund for money because this only affects the coaches.*

*Note: There are many districts that do pay for their coaches associations through district and booster club funds. KR football has done it several years in the past.*

*I would suggest that we use the same approach as always and leave the discretion up to the coaches and parent reps. The question should be does this benefit the team.*

*I also would not worry if a coach is at two locations. They are a coach here at KR for their team. That's all we need to worry about.*

*I would not want to make this discussion a big deal because many times they become over analyzed.*

Al

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*Al, I understand that you are asking the question generally. Are you suggesting this from just the track and field perspective or would this apply to all sports coaches?*

Thanks, Kim

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*I'm asking this in general. I don't think it needs to be a big issue.*

*ASB cannot use funds for non-students (coaches)*

*Booster club does pay for non-student expenses.*

*I was just asking if you thought there would be a big objection to using booster funds to pay for coaches association dues. I do believe that this has benefits for the whole team, not just the individual coach.*

Al

## **Banking options and policies**

### **Our current practice and situation**

- No debit/credit cards on any accounts.
- No on line banking; recent vote approved on line banking for the treasurer.
- Treasurer receives paper statements, makes paper copies and distributes or scans and emails them to parent reps. The full account numbers are on the statements so email poses a security issue.
- New accounts are charged \$3/month for paper statements. This charge may catch up with the older accounts eventually.
- The new wrestling parent rep wants on line banking access.
- The new wrestling booster president is asking about use of square readers (e.g. for concessions)
- We have 2 Square readers, app is linked to the Operating account, used for the annual fundraiser.

### **Should member groups have Square-like readers?**

- Square has a free card swipe reader not a chip reader. If a card with a chip is presented and there is a dispute, Boosters as the merchant would be responsible.
  - Fee when used
  - Swipe technology being phased out
- US Bank has their own solution called Clear & Simple
  - In-house merchant service, own software for phone app, no 3<sup>rd</sup> party, 24/7 support, training
  - Monthly fee depending on volume and size of transactions, \$10 min, no contracts
  - \$49 for EMV chip reader device, wireless tty, blue tooth to phone
  - Seasonal plan for seasonal team; turn off service in off-season

### **About on line banking**

KRHSBC is a 501(c)(3) nonprofit organization with UBI 602-983-003, incorporated in Washington on January 7, 2010

- With on line banking, electronic statements replace paper statements
- To set up on line banking, signer has to go to bank and order debit/credit card
- We can request that the bank shred cards when they come in; but this depends upon the bankers being aware of our preference
- Nothing prevents a signer from going to a different branch and getting a card and setting up on line banking
- To determine if a user has a card, the banker must go into each signer's profile to check

**Single Point Essentials, business point of contact Linda Shepard 253-307-5217**

- System administrator can
  - create/delete users
  - run audits on who logged on and what transactions were made
  - view all accounts
  - view PDFs
- A second system administrator can be established who would have to log on and confirm actions taken by the first admin
- Users can access and record information
  - View balances, transactions
  - Cannot view PDFs; person who sees PDFs , sees all accounts
  - Export CSV, Excel, Quicken, Quick Books
- Pricing for a login for
  - 3 accounts for \$14.95 per month
  - 4-10 accounts, \$15 each per month
  - >10 accounts, \$75 each per month (corporate level)
- We could have multiple 3-account logins
- Linda has requested a price break for us.

**Prep for 1 Green Planet – Kim will solicit some help with covering all school media**

**General Meeting Agenda**

- Web updates
- 1 Green Planet prep
  - Who is opting in/out?
  - Perhaps less to allocate due to insurance costs, maybe banking costs?
  - Facebook – post flyer on member FB accounts
- Board voting results
- Setting a regular target date for general meetings
- Reminders about filling out ledgers
- Shines and Anita are leaving. Need to recruit. Karen Gates (XC) soph – Shines will ask.
- Send member group updates to their website pages to AI
- Website function for donations status
- Holiday reminder for Fred Meyer and Amazon Smile

## Square reader...

Anita as sys admin  
Admin email, one email per square account  
Wendy for track and x-country would need two email accounts  
The users would need one email account per reader.  
Notify Anita who to add as users  
Can there be more than one admin?  
Audit for square reader as part of our regular audit

MINUTES SUBMITTED BY BRENDAN SHINE

MEETING MINUTES: Board      DATE: 11-14-2016 6-9pm      LOCATION: Kim Kaiser home

### ATTENDANCE:

Co-President: Kim K.      Vice President: Patty K.  
Treasurer: Anita K.      Secretaries: Brendan & Wendy S.

### VOTES:

- NO – Use of booster funds for coaches' gifts.
- YES – Pay for coaches' association dues provided they are not also giving private, paid coaching lessons.
- YES – Wrestling request to purchase Square (swipe/chip) reader with Treasurer Anita K. linking to account.
- YES – Online banking to be phased in starting with wrestling per their request and as new parent reps are brought on-board. Treasurer Anita K. will be administrator across all accounts.
- YES – Bylaws are updated to allow board members to serve 1 additional year after their student graduates.

### OUTSTANDING ACTION ITEMS:

- Set a regular target date for general meetings.
- Older meeting minutes onto website.
- Check PO Box for donations.
- 1 Green Planet Dec 3<sup>rd</sup> promotional communications (DECCA flyer, Facebook, etc).
- Booster officer replacements.
- Member group updates (ex. Boys XC at State) to webmaster Al Waltner.
- Single Point Essentials price break information from Linda Shepard at US Bank.
- Review status of Paypal donation setup by webmaster Al Waltner.
- Reminder for the holidays to get AmazonSmile and Fred Meyer card linked to booster club.
- Treasurer Anita K. to provide example of audit file to Co-President Kim K.
- Board working group to go through past financial files and package them into binders for long term storage.
- Secretary Brendan S. to determine action status of Secretary of State website registration.