



Kentridge High School Booster Club

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

03/09/17 KRHSBC Board Meeting
6:30 PM, Wild Garlic



Discussion Points

Talking about possible candidates ...

Mary Kay Elsner -sec of PTSA, accountant, does Friend to Friends daily bookkeeping

Tracy Arnold, niece swims, soph

The Shines will check whether Karen Gates is interested.

Mention of Dee (for Deloy) Marcyes, XC frosh and 6th grader

Need to ask coaches for suggestions for officer candidates

Talking about managing the books...

Talk to Money Matters product expert about our multiple accounts and then summarizing them

Are there any other school boosters that are umbrellas? How do they do their IRS report?

New Parent Reps

- **Track:** Aleli and Rowen Punsalan; had to replace Toni Thomas since she is a KSD employee and cannot have check writing authority or financial responsibility. Aleli is now a signer on Track account.
- **Football & Project Unify:** Kristi Newlon will remain; since she is a KSD employee, she has been removed from the two accounts but will continue in all other capacities. Mr. Albrecht approved.
- **Swim/Dive:** Lisa Goldsmith; Lisa is now a signer on Swim account and is the only one with on line banking. The bank gave us the option to keep paper statements and we did for now.
- **Boys' Soccer:** Lori Macauley; **on jury duty; needs to be signed onto Soccer account.**
- **Girls' Basketball:** Susan Munday will stay on until EOY; then Angie Schmitke will be the new rep.

Booster club responsibilities

- Kim sent in the IRS 990EZ in November.
- Kim filed the WA annual report for nonprofit corporations early; expiry 1/31/18. In addition to being listed as the co-president, Lisa Slavik is the Registered Agent for the club which means she is the recipient of all written communication from the state. **Note:** the US Bank needed to see the filing updated to show Lisa Slavik listed in order to list her as co-owner of the bank accounts.
- Kim renewed the Fairwood UPS Store mailbox; expiry 2/1/18. **The next president will need to put her name on the contract and renew before 1/20/18.**
- Do we need to register as a charity with the state? Criteria:
 - Do we receive \$50K+ from public? Almost (\$42K in 2015-16), but no.
 - Do we have paid officers or employees? No
 - Do we pay others to carry out our org's activities? No
 - **Do we use a commercial fund raiser? Maybe - SNAP! RAISE**5 page registration/renewal form with \$60 init fee/\$40 renewal
- **Need to renew reseller permit; expiry 9/1/17. No fee.**
- Generic email address: Did Lisa set one up? Can Al set this up like donations@krboosters.org? How do we access? Do we need more than one? What do we want to call it? Example: use for all our logins to donation platforms.
- **Have to pay big insurance bill in June.**

Treasurer

- Need to reimburse Kim for annual filing, 2 years of mailbox rent, certified mail for IRS report.
- Need to reimburse Kim for \$50 for seeding the KR Unified account to buy checks.
- Need a list of electronic links to which bank account, Donations vs Operating
 - Amazon Smile, Boeving matches via Cybergrants → Operating ← Benevity

- Need to get Anita and other officer signers on KR Unified. No one responded to my email on this.
- What is our current Operating budget? **\$5,527.56 as of 2/28/17**
- From operating account, owe Swim \$1500 from Boeing, Boys' Basketball (Eugene Victoria, Treasurer) \$392.76 from Microsoft, Chats (Lori Clifton, Booster President) \$172.50 from Truist/Costco (4 checks in 2015 and 2016), Football \$10 from AT&T (11/9/15 on operating ledger), G's Soccer \$150 from Benevity (11/9/15 on operating ledger), G's V-ball \$40 from Benevity (1/29/16 on operating ledger).
- After paying the above and adding Fred Meyer check, our operating budget will be \$3479.92.
- New donation checks: G's Basketball \$500 from Nordstrom, Robotics \$534.75 from Microsoft, Boys' Basketball \$232.50 from Microsoft.
- Still need to sort out Network for Good, Giving Assistant.
- US Bank started charging all our accounts except Donations with \$5 fee for paper statements; Anita is going to start online banking.
- I am going to push back on our earlier decision that all member groups will use online banking. The treasurer will get online banking and that will get rid of the \$5 paper statement fee. It does not make sense to me to *require all* parent reps to get OLB; some parent reps are only with us for a single season and some are not computer or financially saavy. **Thoughts?** *The group agreed that those parent reps who would like OLB can get it, but it is not required.*

Allocation?

Our expenses:

- Annual state filing fee \$ 10
- Charity filing, \$60 init, \$40 renew \$ 60
- Mailbox \$ 180
- Website \$ 70
- 2016; \$210 for 3 yrs; 2015: \$184
- Printing/Marketing \$ 150
- Insurance \$1610
- Buffer \$ 500
- **Min Total \$2580**
- Unknown: Tax report prep \$?
Account fee ~\$150/hr
PTSA: \$300 for one org (we have 13 teams and an operating budget)
- Unknown: bookkeeping software \$ 300
- 1 Green Planet is the main source of our operating funds: 2016 = \$2360
- Fred Meyer provided \$550 Nov15 to Oct16; last check was \$217!
- A suggestion from Tracy Arnold if there is a future need: take a percentage of the group fundraisers
- Anita says that the Music program may be coming under our booster umbrella so that means more planning, insurance and bookkeeping.

The group agreed that we would not allocate any proceeds to the member groups at this time.

Online donations capability

- Thanks to AI for finishing up the online donations function
- This week kick-off of Track fundraiser using the capability and **testing our back-end process**

General Meeting Agenda

- Need Treasurer's report.
- Check on remaining Parent Reps who will be continuing next year: yes from Lisa Nakamura, Jennifer Smith, etc?
- Online Donation site launched with Track fundraiser

- 1 Green Planet for 2017: trying to reserve December 2
- Restaurant fundraiser info for individual groups
- Officer elections in June
 - Status on Lisa, Patty
 - Candidates for Treasurer, Secretary? *Karen Gates (XC) soph – Shines will ask.*
- Update club info regarding team size
- Confirm June meeting date.
- New rep reminders and questions - *Brendan suggested that we might use website during meeting to show parent reps where documents are. Would need AI to help hook up to school network to show website.*

MINUTES SUBMITTED BY BRENDAN SHINE

MEETING MINUTES: Board

DATE: 03-09-2017 6:30pm

LOCATION: Wild Garlic restaurant

OFFICERS ATTENDANCE:

Co-Presidents: Kim K., Lisa S.

Vice President: Patty K.

Treasurer: Anita K.

Secretaries: Brendan & Wendy S.

Other: AI W.

NOTES:

- President Kim researched if booster needs to register as a charity with the state; the booster club did not meet the criteria for required registration except in the case of using a commercial fundraiser (SNAP! RAISE). Most research is needed to confirm that SNAP!RAISE is a commercial fundraiser and if so, we do need to complete the 5 page registration with \$60 initial fee with annual \$40 renewal.
- Discussed officer positions starting with the presidency and if anyone had suggestions if Lisa chose not to continue. Consider asking some Parent Reps to consider moving into these roles and finding replacement Parent Reps (and push coaches for candidates for Parent Reps).
- Discussed finding a way to merge the many into one in terms of financial activity ledgers and filing taxes and perhaps a consultant could assist with this (whether paper or electronic). Again researching to see if we can find any other examples of this umbrella model in other organizations.
- Treasurer mentioned that the KR Music program may be moving from PTSA into KR Boosters.
- President Kim mentioned the spreadsheet form has been improved so that Revenue is not inadvertently double-booked.
- Reminder that booster club members that are KSD employees cannot have check writing authority.
- AI Waltner has online donation site ready to go, starting with Track fundraising. There is a memo field for people to indicate what the donation is for.
- Treasurer, in comparing the board meeting agenda balance to the checkbook balance and the balance after paying all the checks, corrected the balance from \$3479.92 to \$3,067.05.

VOTES:

- YES – Officers unanimously voted put all 2016 1 Green Planet proceeds into general operating fund and not allocate out to member clubs since the balance is so close to our minimal operating expenses.
- YES – Change the prior vote from all member groups *shall* use online banking to all member groups *may* use online banking since some parent reps serve for only a short time.