



Kentridge High School Booster Club

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

05/23/17 KRHSBC Board Meeting
6:00 PM, Wild Garlic



Discussion Points

Booster Officers for 2016-17

- Lisa, Patty, and Anita are continuing.
- Thoughts about secretary? Would Patty be willing to act as secretary if the position is not filled?

Parent Reps

Parent Reps	Member Groups	Coaches/Advisors
Anita Kallish (S)	Cross Country	Philip Paul
Karen Gates	Cross Country	
Dee (Deloy) Marcyes	Cross Country	Brett Ogata
Kristi Newlon (R)	Football	
Lisa Slavik (S)	Girls' Soccer	Sherri Rolfs
Lisa Goldsmith (S)	Girls' Swim	Eric Kress, Rachel Althaus
Micheline Lopez (R)(S)	Girls' Volleyball	Eric Han
Lisa Nakamura (R)(S)	Photo Club	Royce Thompson
Loretta Smith (S)	Robotics Club	Larry Kull
Kristin Kipp	Robotics Club	
Susan Mundy (S)	Girls' Basketball	Bob Sandall
Angela Schmitke	Girls' Basketball	
Jennifer Smith (R)(S)	Wrestling	Todd Lantz
Lori Macauley (S)	Boys' Soccer	Glenn Walrond
Verna Honda (S)	Judo Club	Phil Davis
Aleli, Rowen Punsalan (S)	Track	Al Waltner
Kristi Newlon	KR Unified	Lindsey Cornish

■ = NEW
(R) = Returning
2017-18
(S) = Signer

Booster club general actions

- Need to renew reseller permit; expiry 9/1/17. No fee. We need to ensure that our mailing address is corrected.
- 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.

Onboarding music program

- Washington PTA told Northwood PTSA to encourage the formation of a booster club for the music program. This prompted the KR transition of its music program to KR Boosters. The Northwood PTSA treasurer wants to attend our general meeting and find out how the feeder junior high schools can join forces with KR and be under our booster umbrella.
 - This is not in the scope of our Bylaws.
 - We already have to solve the challenges of scaling our processes to match our growth.
 - Anita, have you communicated this to the Northwood PTSA treasurer?
- 3 new member groups for Band, Choir, and Orchestra
- Anita, have you confirmed whether a PTSA can write a check to another 501(c)(3)?
- Joining KR Boosters will mark the end of their cooperative fundraising (tracking individual efforts to fundraise.) How is the transition being managed? Will cooperative fundraised monies be kept in PTSA?
- What is the timeline for starting the member groups and their new bank accounts?
- Anita suggests that deposits have 2 signers. Let's figure out the logistics.

Treasurer

- In an email, Anita said we are over the threshold to register as a WA charity. The deadline is May 31.
- Was the online track fundraiser money transferred to the track account yet? \$1940.39 + \$131.43 from Donations account. From that total, \$97.50 goes to XC.
- What is the status on Lisa getting online banking? The plan is that Lisa will share web account info with the treasurer. [Note, only an owner \(bank account role\) can access all booster accounts with one web account even though Anita has access to all accounts as limited signer.](#)
- Need to get Anita and other officer signers on KR Unified. Lisa as owner. Kim will provide memo. No one responded to my email on this.
- KR Unified owes Operating account \$50 for reimbursing Kim for seeding the KR Unified account to buy checks.
- KR Unified owes \$75 initiation fee
- Confirm that new as of March donation checks were deposited appropriately: 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.
- Did Robotics receive their check from Hexel?
- Any new donation checks?
- On July 11, 2017, KR Boosters' annual Self-Certification Declaration with Benevity will expire.

Discovery

- Kim looked at booster insurance policies, and they have apparently 2 year durations as the expiration date listed is June 1, 2018.

Online donations capability

- Any lessons learned from the Track pilot?
- Reminder to designate which sport/club ...
- Subject line changed for emails

General Meeting Agenda

- Need Treasurer's report.
- Review roster of officers and parent reps; Booster secretary? Start looking for co-treasurer for Anita to train
- Online Donation site launched with Track fundraiser
- Update club info regarding team size
- 3 Music groups are joining KR Boosters
- Ask for people to get involved - people with experience with accounting, large fundraisers, nonprofits

How to make the club more efficient

- Consider having multiple (4 or 5) treasurers under a main treasurer instead of one for every member group. There would still be a parent rep for every group to represent the specific interests and submit reimbursement and deposit forms to one of the treasurers. Efficiency would be gained in less people to sign up at the bank and having several people involved with the financial details that could review each other's ledgers and bank statements.
- Other ideas?

To Do

- Kim's actions
 - Review minutes from Brendan
 - Send Q3 docs to AI
 - Update Bylaws & Operating Guidelines with last several years' votes
 - Clean up electronic files and give copies to and review with officers
 - Paper archive for storage at KR

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

- Finish orientation materials; give to AI to post on website under Documents
- Review tax report with officers
- Continue polling umbrella clubs for their accounting approach

BC Name, # teams, revenue	Tool	Multiple Teams	Who	Teams	Payment	Accountant	Reviews
Kamiak Athletic BC	Inherited Quicken but Excel can do all functions that they use in Quicken	One master file but separate acting for ea team and BC	Juli Meyer, treasurer maintains Quicken file and writes checks on behalf of teams	Also maintain parallel accting		No regular use	Decided recently on annual audit – maybe by acct?
Mt. Rainier HSBC, BAM; 30+ teams/clubs	QuickBooks for \$400 one time fee. “fumbles his way” uses 10% functionality	Account for each team or club	Books kept by Vince, treasurer. Gets deposit/reim requests and deposits/pays as needed. Categorized on reim form; Vince puts it in QB. “Like a full time job”		Teams & clubs pay fee for BC to keep books, pay acct, pay insur. 10% of acct up to \$100.	Yes. Gets bank stmts and QuickBooks for taxes. \$500-1000 per year	Accts & stmts reviewed monthly by BC board member

MINUTES SUBMITTED BY BRENDAN SHINE

MEETING MINUTES: Board DATE: 05-23-2017 6-8pm LOCATION: Wild Garlic

ATTENDANCE:

Co-Presidents: Lisa S. Kim K.

Vice President: Patty K.

Treasurer: Anita K.

Secretaries: Brendan & Wendy S.

Coach/Teacher: AI W.

NOTES:

- Treasurer reported still awaiting \$1,400 spirit wear invoice.
- If email broadcast to KR high school community is needed (e.g. One Green Planet reminder), provide text to Renee Hall and send a copy to Eric Anderson, Activities and Athletic Director.
- Discussed Booster Officers for next year: Lisa, Patty, Anita are continuing. Kim, Brendan, & Wendy are not continuing. 8 meetings + 30 mins/meeting to type up meeting notes is approximately 12 hours per year for secretary. Patty agreed to add the role of secretary to her VP role if the position is not filled.
- Next year the Student Store next to the KR cafeteria will no longer sell food. They can sell spirit wear and other promotional items for sports and clubs.
- Onboarding of music programs.
 - Timeline: we will create new bank accounts to start the new fiscal year in August
 - Insurance: we will need to add the 3 groups to our policy
 - Parent reps: we will need to find volunteers and get them signed onto the accounts
 - Existing cooperative funds: will continue to be drawn from the existing music accounts and used for the respective families. If the student has graduated and has no sibling, then the family funds will go into a general fund, e.g. instrument fund. Band has mostly spent theirs; Orchestra has a little left; Choir, the most, and may take 2 years to burn off the funds (e.g. for school trips).

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- Inspired by Anita's experience with the Music program, we voted to have 2 signers on our deposit forms. Two booster parents will verify the amount to be deposited and then sign the KR Booster deposit form for record keeping. The word "optional" will be removed from the form.
- Northwood Junior High PTSA wanted to look into joining KR Boosters. No, per Treasurer and President.
- Treasurer will purchase 2 new Square readers with the chip reading technology.
- Treasurer thought we are over the \$50K threshold for registering as a state charity. Kim asked about the operable date for the threshold because she was assuming end of fiscal year and use of the IRS report amount. Kim advised that we not use the total credit from the bank ledger since revenue may be counted twice because of lateral transfers between accounts for placing donations.
- Treasurer items
 - Deposits confirmed:
 - \$500 G's Basketball from Nordstrom
 - \$534.75 Robotics from Microsoft
 - \$232.50 Boys' Basketball from Microsoft
 - Check from Hexel for Robotics had to be resent; it was received
 - New donation checks: \$1400 Robotics from Microsoft (DuPuis), no Nordstrom check yet
 - Money not yet transferred from Donations to teams. Reviewing PayPal, the allocations should be:
 - \$2035.58 → Track
 - \$97.50 → XC
 - \$77.94 → Football
- Kim mentioned that there are no insurance expenses for this year because we have 2 year policy. Later after the meeting, she received invoices, so the second year does get charged. There was a suggestion that groups that hold camps might pay an extra fee to go toward the insurance bill.
- Suggestion for invitational fun run at SIR track as a fundraiser.
- Federal Way Booster Club asked, through their Athletic Director, how our booster club worked as an umbrella organization. They reviewed our website. President sent information and answered a host of questions through email. We're trying to share what we've learned as well as learn from others. President documented highlights in a table how Kamiak and Mt. Rainer, operate in terms of what Tool/Software they use, who does the financial tracking, if they use an accountant, what reviews they hold. Both clubs put the burden of writing all checks for all groups on the treasurer and both treasurers admitted that the amount of work was like a full time job.
- President reported the tax preparation cross-check verification (i.e., are things in the proper categories on the spreadsheet) and integration are what takes the most time. The actual tax form takes less time.
- Suggestion to improve the efficiency of club operations: possibly consider having other member groups follow Al's Track group lead whereby most purchases are made through ASB and then ASB bills KR Boosters at the end of the season. The parent rep writes one check to Kentridge and categorizes it as a "grant."

VOTES:

- YES, UNANIMOUS: KR Booster deposits must have 2 signers on the deposit form kept for booster records.*

ACTION ITEMS:

- See Kim's actions above within Agenda discussion.
- Kim to get official memo minutes for bank approval for Anita and other officers to become Limited Signers on KR Unified and for Lisa S. to become Owner of account.
- Kim to send Lisa login info for Benevity to renew.
- Kim to check with Kristi about money transfer for KR Unified.
- Kim to remove "optional" label from the KR Booster deposit form.*
- Anita to renew reseller permit expiring 9/1/17 and ensure our mailing address is corrected.
- Anita to transfer funds from Donation account to designated teams.
- Anita to pull KR Unified \$75 initiation fee when they have funds.
- Anita to transfer \$50 from KR Unified to Operating for reimbursing Kim for her seed money to start the account.

- Anita to confirm PTSA can write a check to KR Booster 501(c)(3).
- Anita to cross-train a backup / future Treasurer in the upcoming school year.
- Anita to order 2 square readers (chip versions).
- Onboarding of music programs: opening accounts, fee payments, adding to insurance, etc.
- Lisa to put out an all call for candidates for co-treasurer and secretary, also people with accounting experience.
- Lisa to find a Girls' Soccer parent rep to replace herself.
- Lisa to go to bank to get online banking setup.
- Brendan to get past meeting minutes and March minutes to Kim.
- Al to setup a generic email address with input from President Lisa S for use on employer donation platforms.
- Sort out Network for Good, Giving Assistant
- Have square reader available for donations at Open House.
- Convert reimbursement and deposit forms into fillable PDFs on our website.