



Kentridge High School Booster Club

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



9/19/17 KRHSBC Executive Board Meeting 6 PM, Wild Garlic Restaurant, Fairwood

AGENDA, Status, Actions

Treasurer's Status

- From Kim:
 - Analysis charges refunded for July & Aug to most accounts
 - Benevity is still not signed up as direct deposit.
 - Were dues taken from all accounts for 2016-17? 1st year for Project Unified dues = \$75.
 - 3 new music groups to pay 1st year dues for 2017-18.
 - Watch out for bank fees! Need to move donations money in timely fasion.
 - What are Track's analysis fees of \$15 each for Aug, Sept? *From 3 music accounts.*
 - Track to pay back Operating for \$60 - \$36 bank fee for overdraft
 - Need to send bank statements with activity to Parent Reps in timely fashion, not just quarterly. Note which groups shut down activity after their season.
 - Send Al a copy of new reseller's permit to replace old one on website.
 - 3 new music groups to pay back Operating for \$100 seed money each.
 - Transfer \$50 from Project Unified to Operating for reimbursing Kim for her seed money.
 - Order 2 new Square credit card readers with chip technology.
 - WA Charity registration by June 30, 2018? See after prepping IRS report.
 - File 1099 MISC, maybe 1096, by January 31, 2018; are there others besides -
 - **Marty Osborn, summer training for football, \$2500**
 - **Victor Tolbert, summer training for football, \$1500**

Website – Thanks to Al for updating with: nonprofit approval letter, updated deposit voucher, 2 email announcement minutes, addition of “Please check if your employer has a gift program to match your contribution.” to website online donations thank you page; 3 new links for 3 music groups, straightening out meeting dates.

Status and Actions

- Executive Officers: Secretary needed. Co-positions are really important this year especially for Treasurer. Kim asked Dee Marcyes about the Secretary position but she declined.
- Parent Reps: 3 Music group reps needed.
- Bank accounts: need to add Karen Gates to Track, Lisa & Patty to 3 Music accounts, Project Unified, then verify online banking for Lisa for all groups and switch to e-statements with check images for 4 accounts, then remove Kim, Wendy, Brendan from all.
- Insurance: need to add 3 new music groups ASAP.
- Important to include on roster: Anna Copley is co- to Kristin Kipp for Robotics; Dee Marcyes is active for XC; Tomoko Seaman is 2018-19 Parent Rep for Girls' Volleyball; Jen Pisciotta is Wrestling's booster president and attends our general meetings for Jennifer Smith; Kristine Miron is active for Girls' Swim.
- Open House: Lisa gave the 2 minute speech and Anita sat at a booster table. Any feedback?

Proposed dates for remaining General Meetings (all Tuesdays)

Meetings	Q1	Q2	Q3	Q4
2013-14	9/9	11/12	3/5	6/4
2014-15	9/17	11/17	2/25	6/3
2015-16	9/30	11/19	3/15	6/8
2016-17	9/15	11/16	3/15	6/7
2017-18	9/21	11/14	3/13	6/5

EOY LEDGER STATUS 2016-17

	Club	Turned in ledger?	Reconciled w/bank?	Out-standing Checks?	Tallies OK?	>\$5K Fund raisers?	>\$5K Donations?	Turned in paper record?	Any items missing?
1	Operating	N							
2	XC	Y	Y	2	Y	0	0		
3	Track	N							
4	Wrestling	Y	Y	0	Y	0	0		
5	Girls Swim	Y	Y	0	Y	0	0		
6	Judo	Kim to gen	Y		Y	0	0		
7	Photo	Y	Y	0	Y	0	0		
8	Football	N							
9	Girls Soccer	N							
10	Girls Basketball	Y							
11	Robotics	Y							
12	Boys' Soccer	Y	Y	0	Y	0	0		
13	Girls' Volleyball	Y	? for Micheline	0		0	0		
14	Project Unify	Kim to gen	Y	0	Y	0	0		
15	Donations	Kim to gen	Y	NA		NA	0		
16	Band	NA	NA	NA	NA	NA	NA	NA	NA
17	Orchestra	NA	NA	NA	NA	NA	NA	NA	NA
18	Choir	NA	NA	NA	NA	NA	NA	NA	NA

New Operating Guidelines

- Comments and corrections; ready to vote?; okay to distribute?

General Meeting Agenda

- **Introductions and welcoming to new coaches, new groups, new Parent Reps**
- **EOY close out status**
- **Parent Rep responsibilities – note website updates**
- **New Operating Guidelines**
- **Fundraising** – Fred Meyer campaign; 1 Green Planet Dec 2, 2017 reserved, online donations capability reminder
- **Accounting tutorial at end**

Miscellaneous

- Registration with the Charities Program may be required either based on 2016-17 IRS report or next year's due to the new member groups contributing to our totals.
- Research which app can create fillable PDFs.
- Research an app that has redacting function to send e-statements without displaying full account numbers.
- Sort out Network for Good.

MINUTES

The new Operating Guidelines were adopted by a vote of the majority of the Board.