

KRHS Booster Club Meeting Minutes

11.5.25

Recorded by: Jenny Buron, jennyburon@gmail.com



Pre-meeting: John Engle, possible treasurer, has helped with volleyball as parent volunteer & has background in accounting, finance and planning

► Action Item: Setup signers on bank accounts (Janell & John), needs approved/signed minutes and appointment at the bank

► Action Item: Microsoft 365 is changing how non-profits get subscriptions, setup Tech Soup clearinghouse account (Jenny Buron)

Call to order: 7:03pm by President Janell W.

Attendees (online): Taylee Krall - Girls Soccer, ending, Alison Wu - Girls Swim & Dive, Tina Tufts - Boys Soccer, starting (she will email Brooke at info@krboosters.org)

Attendees (in person): Ron Park & Rheta - Wrestling, Noreen Johnson-LaTour & Jim Smith - Robotics, John Engle - Volleyball parent & possible treasurer, Shelly Bynum - Interim Treasurer, Janell W - President, Jenny Buron - Boys Swim & Dive / Choir

► Action Item: Setup ledger and US Bank for Tina's access, ask Taylee Krall for ledger and remove US Bank access

Shelly moved, Janell 2nd on approval of minutes, vote passed

Finance report: recruiting new treasurer, no totals presented

Zeffy update: When money comes through it is usually pretty easy for Jenny Buron (Donation chair) to figure out what are donations and what are pass through funds. However, in special situations, please contact jennyburon@gmail.com to make sure this is understood so the treasurer can properly account transfers.

Presentation of reimbursement / technology products by Jim Smith:

Tech Soup, a clearinghouse that vets non-profits and gives discounted access to tools, such as Quickbooks (\$80/year)

► Action Item: Jenny Buron will start this process

Expensify has different levels of memberships with various pricing

► Action Item: Need to create sub-committee & include new treasurer, narrow the list of options, dig deep into details/fees that will/will not work with Booster Club structure

Possible use of online forms for parent reps to submit expenses/deposits/transfers to a cashier-role person (Jenny Buron & Brooke Baker)

► Action Item: create parentrep@krboosters.org in Booster MS 365 so we can test the forms

WSBCA membership renewed, Janell will ask if they have any product recommendations for reimbursement/accounting

All travel is being coordinated through ASB now. This is not in KRHS Booster Club bylaws yet

Bylaws/gudelines need to be updated. Shelly moved, Janell 2nd on tabling this agenda item, vote passed

►Action Item: Need a “red-line” digital version of bylaws/guidelines to work from

Beginning November 2025, each “active” Booster club group will be charged a \$40 annual fee to be transferred to the main Booster Club operating budget. Need to define an “active” group.

Possibly create a cashier position with bank signing role whose job is to write & distribute checks and help with deposits or mail collection

A working meeting of the board will be held to review and implement changes.

Discussion on condensing the end of year meeting with voting of new members in Q3. Possibly do the approval of minutes via Zoom meeting and Docusign or some other digital means of acquiring signature on minutes.

►Action Item: Benevity login & authentication to Donation chair, Jenny Buron (Shelly)

►Action Item: Folder access so clubs can upload files (???)

►Action Item: Go through portable space to clear things out (Janell & Jenny)

Janell moved, Shelly 2nd on Bylaw change: the 5th meeting in June to 2 weeks after the Q4 meeting, vote passed

Rheta asked if all winter sports would like to pool resources to do senior banner pictures and production together

►Action Item: Ask Eric Todd if he could do this and ask Mr. Flanigan how O’Conner is running photos this year (Jenny Buron)