

Port St. Joe Band of Gold Booster Club

Meeting Minutes
9 November 2021

I. Call to Order

The meeting was called to order at 5:35pm by President Jaime Price.

II. Attendees

Joy Ashbrook
Mitch Bouington
Bonnie Durham
James Parham
Stephanie Parham
Carol Pippin
Laurel Riley

III. Rule of Order Announcement

The Secretary made an announcement regarding the Meeting Rules of Order which have been put together. These are a condensed version of the Robert's Rules of Order. The intent behind these is having the meeting run smoothly. It was discussed that we are all learning the process and it will take some time to become accustomed to it. The rules will be published to the club's documentation site (<https://docs.psijhsbandboosterclub.com>).

IV. Approval of Minutes

A motion was made by the Jaime Price to waive the reading of the minutes and accept them as posted to the club website. The motion was seconded by Laurel Riley and passed unanimously.

V. Announcement from the Band Director

- Mr. Bouington updated the membership on the transportation fees which had been paid. To date there has been just under \$500 paid and an additional \$150 is owed. All transportation will then be paid.
- Mr. Bouington announced there will be a home game on 19 November with the time TBD.
- Mr. Bouington announced the following upcoming events; December 4th is the Farmer's Market, December 11th is the parade, and the Fall concert is 16 December at 6PM.

VI. Reports from Board

President's Report

The President addressed the members regarding club division and expressed her desire for the Booster club to work as a team united moving forward.

Treasurer's Report

The Treasurer reported the current balance in the bank account is \$13,934.82. Last month, the organization had expenditures totaling \$1546.78 and deposits totaling \$4254.06. The membership was informed all information has been updated and is available on the club website.

VII. Additional Vice President

The President addressed the membership regarding the need for an additional executive board member because of state 501(c)(3) rules. The Secretary informed the President an email was sent to all members on file email address announcing Liz Lentz as the executive boards nominee and informing the membership additional nominations could be made at the upcoming meeting. The email was sent 2 November. The President asked if there were other nominations and none were presented. Jaime Price motioned to officially nominate and elect Liz Lentz as Vice President. The motion was seconded by Joy Ashbrook and unanimously approved.

VIII. Reports From the Committees

Fundraising Committee

In the absence of Suzanne Kilgore, the Vice President read an announcement provided:

17 Shark signs remain and 22 Band of Gold signs remain making the total of sold signs being 168. This fundraiser was a huge success. Pizza fundraising forms are due on 11 November and there will soon be a signup for the bake sale which will be on 4 December. Items are still needed for the 14 November bonfire that Suzanne is coordinating.

The question was asked if Boosters would be paying for any of the expenses for the upcoming bonfire during the read report. It was expressed because it had not been addressed and approved by the general membership, the club could not provide funds.

A question was asked about a table during the Winter concert. Mr. Bouington expressed a table can be set up, but no food can be made available until after the concert.

IX. Old Business

Status of 501(c)(3) was discussed. Michael McKenzie was going to originally set up the non-profit. When he found the club was not an actual corporation he could not file for the non-profit. Tom Gibson has offered to file for our LLC at no charge with the exception of the state filing fee. The name chosen is Band of Gold Boosters. The fifth board member was needed to move forward with the LLC and now that Liz has been elected the information will be provided to Tom so the LLC formation can begin. After the LLC formation, Michael will begin the 501(c)(3). The formation of the non-profit, will let us be able to receive donations directly.

The Treasury presented a budget for the club which reflects the Booster bank account and also accounts which are controlled by the school. There were additional discussions regarding expenses for dry cleaning which had come from the school-controlled concession account. Additionally, there were discussions around the confusion of the reference to the schools General Fund. The name will be modified for clarity. Discussion was made around the budgeted amount for marching uniforms stating we may need to reduce this amount for this year, but that we should always keep some amount there because we know it is recurring. A motion was made by Jamey Parham to approve the budget. The motion was seconded by Joy Ashbrook and unanimously approved.

Concert attire was discussed and Mr. Bouington stated for him the concert attire is more important for the girls for uniformity because most boys have slacks available. The question of do we purchase for each child or do we purchase clothing which is used from year to year. After some discussion, the topic was essentially left with Mr. Bouington informing him we have funds available for him once he makes a decision.

X. New and Ongoing Business

Sponsoring of holiday performances was brought up as an idea for the holiday season. The club asked Mr. Bouington for his feed back on whether things could be sponsored or not by the school. For the school to sponsor it there must be a school chaperone and busses etc. Also, due to liability reasons we currently cannot have a club sponsored event. The idea to do this is a great idea that the club will research further with the attorney to determine what we must do for this type of function.

The topic of Mattermost and other web services which have been put together were discussed. The executive board has been using Mattermost to see if it would be a viable communication solution. There was a consensus from the assembly the BAND app can be difficult to find information. Additionally, file sharing and emails have been set up to bring all the information together in a single location.

XI. Upcoming Events

- The next club meeting is at 5:30 PM on 14 December 2021 in the PSJHS band room.

XII. Adjourn

The meeting was adjourned at 6:41pm.