

Port St. Joe Band of Gold Booster Club

Executive Board Meeting Minutes 10 March 2022

I. Call to Order

The meeting was called to order at 6:10pm by President-elect Joy Ashbrook.

II. Attendees

Joy Ashbrook
Bonnie Durham
Brian Kilgore (Treasurer-elect)
Jamey Parham

III. Approval of Minutes

The meeting minutes were unanimously approved as posted to the club website.

IV. Old and Ongoing Business

Establish 501(c)(3)

The 501(c)(3) filing has been completed and documentation received from the Internal Revenue Service indicating the approval to operate as a non-profit.

V. New Business

Annual Report Filing

The annual report was filed on February 14, 2022.

Changing of the Accounting Year End

Michael McKenzie will be handling the annual filing of the 990 for the organization. The 990 is the non-profit tax filing which is required annually. The filing is due by the 15th of the 5th month after the end of the fiscal year. Financials are not required unless we have receipts greater than \$50,000. We have been instructed we can begin operating on the new Fiscal Year of June 1 – May 31.

Restitution Payments

No payments have been received by the organization for a couple of months and a follow-up with the probation was accomplished. Payments had been received by probation, but were on hold due to a documentation error. This error has been resolved and we should have the on-hold payments shortly.

End-of-Year Party

Since the level of participation by the band students was not high enough to enable an end of year trip to Universal, it was decided to discuss putting together an end of-of-year party or trip for those who participate at the highest levels. The executive unanimously agreed to support such an event. We will need to coordinate with Mr. Bouington for further action.

Vice President Public Relations

This vice president PR position will be vacant in June. The executive board decided to wait until the position is vacated and the new executive board is officially onboarded to make the selection for a replacement.

Documenting Monthly Bank Reconciliation and New Accounting Software

An open-source accounting program has been selected to start using for the organization. The outgoing and incoming treasurer along with the secretary will work to migrate existing record keeping into the new program. This will allow easier documentation of the monthly reconciliations and other financial record keeping.

Zoom Meetings

The executive board decided to utilize Zoom meetings for their board meetings. Additionally, the executive board would like to start using Zoom as a method of meeting for the general member meetings as well. However, there still needs to be further discussions on how we will be able to include Mr. Bouington in these meetings. It was brought up to have hybrid meetings as an option as well. Such meetings would allow members to meet at the band room and via Zoom when meetings are held.

Committees

There is already a concession stand committee which has been created for managing the concessions for the organization. This committee is currently chaired by Joy Ashbrook. Additional committees were discussed such that members could take lead roles for specific activities. The following committees were discussed or already exists:

- Concession Committee – Current Chair is Joy Ashbrook.
- Banquet Committee – Chair to be solicited for at next meeting.
- IT Committee – Current chair is Jamey Parham.
- Fundraising Committee – Chair to be solicited for at next meeting.
- Membership Drive Committee - Chair to be solicited for at next meeting
- Band Baquet Committee - Chair to be solicited for at next meeting.

Although it may seem odd to have so many committees, we felt this would increase organization and participation by all.

Documentation for Attesting No Criminal Activity by Board Members

The board discussed this as it had been brought up by a member as a possible piece of documentation required for the board members. The board unanimously agreed this would not be necessary at this time.

Piggly Wiggly Credit

There is a \$500 credit balance at the Piggly Wiggly from last years concession operations. It was decided to leave the credit for the time being in case supplies are needed for the end of year banquet.

End of Year Banquet

The board will solicit club members looking for a Banquet Committee chair who is willing to organize this year's banquet. It will be requested that a chair commit by 22 March.

Membership Types

The topic of membership types was discussed. A voting member vs. a supporting member. The two types of members would allow us to open up the organization to more community members, but limit voting members to those with children in the band.

Expenditure Letter of Intent

The topic of a letter of intent was brought up for the purpose of submitting requests to the school for funds which they have in their possession (e.g. concession funds). The letter would allow the organization to get a signature from Mr. Bouington regarding his approval for the use of funds.

VI. Upcoming Events

The next general club meeting will be held on 22 March at 5:30pm in the PSJHS band room.

VII. Adjourn

The meeting was adjourned at 7:20pm.