

Fossil Ridge Band Boosters

Board Meeting Minutes

March 11, 2019

Opening The regular meeting of the Fossil Ridge Band Boosters was called to order at 5:30 pm on March 11, 2019 in the Fossil Ridge Band Room by Brent Sessions.

Present Brent Sessions, Kris Sessions, Kim Crawford, Sheri Dvorak, Meghan Munoz, Megan Dupont, Hope Shurigar, Sarah Parks, Sherri Vantelingen, Garrett Shryock, Joey Leclerc, Ned Puev, Misty Menard

Approval of Minutes The minutes of the previous meeting were unanimously approved as distributed.

IRS Tax-Exempt Status Update

Brent has completed the process of filling out the IRS paperwork. He has sorted, printed and sent (via FedEx) all paperwork. The wait now begins for the IRS to complete the process.

Updates to Registering as a Colorado Charity.

This is an online process. Not sure what the fee for this is yet. Kim and Hope will need to sit down with Brent to do for financials. We have been advised by the CPA to do this process. It is a much faster process than the IRS.

Vote: the FRBB President is authorized to fill out and sign all necessary paperwork for the Colorado Charity registration and spend the necessary money (not to exceed \$400) for filing this paperwork. Motion: Sherri Vantellingen, Second: Meghan Munoz. Unanimous approval.

Updates from previous (1/22/19) meeting

Sam's Club Check: This should have been transferred to the band account from the fees office.

Winter Guard: Lessons learn meeting is scheduled for 3/14/19 at 6 pm in Fossil Band Room. Meeting will be Sherri V, Hope, Sarah, Julie Grillo and Kris. We are still waiting for some final totals (after returns, reimbursements, etc.) of what we have made. This may take a few weeks to completely get an accurate total.

Fuzzy's: this will be followed up on at a later time. We will take this off the list for now.

February 4 meeting for WGI event: Great job Sherri V and team.

Video from 3/4/19 band concert: Great video, Garrett! The content and length were both just right. This is a format we will continue to use to help get information out to parents.

Treasurer Report

Current balance in our account is: \$14,238. (IRS check is still outstanding. This may take several weeks to clear.)

Recent income from
events:

WGI preliminary numbers: \$3,777.40 profit for the
day

CBA concessions sales:
\$562.83

Overall, the use of Square is worthwhile. It allows for the use of both credit and debit cards at events. We do need to look into being able to use the WIFI version as it has eaten into board member data plans. Kim will do some research to find a WIFI square device and report back to the board.

Executive Committee Long-Term Strategy Update

Thank you to Ned, Brent, Kim, Meghan M., Joey and Garrett for the hard work on building out a 5-year plan. This plan is starting to take shape but is not quite ready yet. The next step will be folding in the fundraising piece of this plan.

Action item: Band directors need to get the budget information to the team in order to be able to do the next steps.

BOA
trip:

Meghan M. has already paid a \$500 NON-REFUNDABLE Fee for this trip next school year. Budget for this trip is a major concern. The cost per student is looking to be around \$1,400 per student PLUS the \$525 band fee. Questions brought up regarding this trip so far are:

How will we track student
payments?

Do we need to create a special executive team to help with the
BOA trip?

Action Item: Meghan Munoz needs to get the board hard numbers of what this BOA trip is going to cost and a breakdown of these costs.

Action Item: Sherri V. will reach out to Pat Ryan, band parent for grant writing help.

Action Item: Sarah will reach out to Lisa Marino, band parent, and find out if she is still interested in helping with grant writing. She will also follow up with her about the flower fundraising information she is compiling for boosters.

Creation of a FRBB Website

Julie Chaplain, FRHS principal, is checking on whether or not we are allowed to link the boosters on the existing FRHS band website. We will need to purchase a domain.

Action item: Brent will work on creating a procedure for posting, formats for posting, timelines, etc.

Communications

Chair

Vote: Shall Garret Shryock be appointed the temporary communications chair for the remainder of this current board term? Motion: Brent Sessions, Second: Ned Puev. Unanimous approval.

A question was asked about the current Facebook pages. There needs to be ONE point of communication. Several people are trying to be helpful, but when there are multiple administrators on these pages, it is not always the most accurate or efficient way to share information. Now that Garrett has been voted in as our communications chair, he will be the one functioning as the administrator in the Facebook pages.

Procedures and

Policies

Action item: Brent (with the help of Glenn?) will:

- *Rework the information policy*
- *Create a complaint process*
- *Create a bylaws definition of a member*
- *Create a web content posting procedure*

Version 1.2 of the bylaws will include member definition and voting

procedures.

Action item: Ned will put together verbiage for pit/props/uniforms/food crews and also begin to craft out a policy for how we conduct voting at our annual meeting.

The annual meeting for the Fossil Ridge Band Boosters will be held on May 6, 2019 from 6-7:30 pm.

Action items for the meeting are as follows:

Kim: Budget Report

Ned: Prior to this meeting an election policy

Garrett: A plan for getting parents to attend

Kris: A 'blurb' for the Fanfare advertising the openings for Vice President and Communications.

Long-Term Strategies The following are long term strategies which will stay on our agenda month-to month as needed:

- Recruitment,
Outreach
- Board Member
Transition
- Program Portfolio for
Fundraising

Adjournment Meeting was adjourned at 7:00 pm by Brent Sessions. The next meeting will tentatively be at 5:30 pm on April 1, 2019, in the Fossil Band Room.