

Fossil Ridge Band Boosters

Board Meeting Minutes

August 12, 2019

Opening

The regular meeting of the Fossil Ridge Band Boosters was called to order at 6:00 pm on August 12, 2019 in the Fossil Ridge Commons by Brent Sessions.

Present

Brent Sessions, Kris Sessions, Kim Crawford, Rebecca Creech, Hope Shurigar, Sarah Parks, Sherri Vantelingen, Al Courtney, Janet Werst, Ned Puev, Misty Menard, Megan DuPont

Approval of Minutes

The minutes for the July meeting were unanimously approved as presented (Motion: Brent Sessions, Second: Ned Puev).

Parent Outreach

The board welcomed new parents who attended the meeting. Our board meetings are open meetings with all band program parents welcome. There was an opportunity for Q&A at 5:30 prior to the board meeting business.

Treasurer Report

Current balance in our account is: \$22,354.93.

Car Wash

So far, the car wash has provided a deposit of \$8,092. We still are waiting for a bill/invoice from Carriage Car Wash (\$800) for the facility rental.

Krispie Kreme Donuts

The Krispie Kreme Donuts has provided a deposit of \$1,018. This exceeded the fundraising target significantly.

Props has spent approximately \$500 on supplies so far.

The Blue Knights check has been deposited (\$4,000). Kim is waiting for an invoice/email from Meghan and the drill writer in order to pay out the prior approved amount of

\$1,001. As was approved in a prior meeting, the remaining \$2,999 will be put toward providing food for students on the BOA trip.

The old Square account has been cancelled and a new account is being created because the way the system works it does not allow for changes to the tax information.

Quicken has been purchased and is now in use. Kim has entered all of last year's books into the system and essentially last year's books are 'closed'. There are just a few detailed notes/labels left to finish entering into the system.

Glenn Reynolds, former Vice President, has been taken off the bank accounts and Julie Grillo, current Vice President, has been added to the approved account signatories.

Non-Profit (501c3) Status

We have now officially received the official approval from the IRS for our non-profit 501c3 status. A data request was received on 7/13/19 and responded to on 7/16/19. There are a couple of required amendments/adjustments to our documentation: a CO Amended Purpose Statement and an adjustment to Article 4, Section 13 of our bylaws.

Vote: Shall the board approve the following statement for amendment to our Articles of Incorporation: Fossil Ridge Band Boosters in organized exclusively for charitable religious, education, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code?

- Motion: Brent Sessions
- Second: Janet Werst
- Voting Results: Unanimous approval by the board members present at the meeting. (A quorum was established prior to the start of the meeting.)

Vote: Shall the board approve the following change to Article 4, Section 13 of our bylaws to the following: For each fundraiser, report to the general membership how the profit earned will be distributed to meet band program overall needs?

- Motion: Brent Sessions
- Second: Megan Dupont
- Voting Results: Unanimous approval by the board members present at the meeting. (A quorum was established prior to the start of the meeting.)

Action Item: Brent Sessions will be scheduling a training (video) from the IRS for ALL board members about not getting ourselves 'into the weeds' and potentially making errors in our efforts to support the band program.

Fundraising

There had been prior meeting and side conversations regarding volunteers and booster board members who are also PSD employees to potentially help support the band directors in entering information into individual accounts. The PSD HR department was contacted and said these individuals are absolutely NOT allowed to assist with this. The entry of information has to be done by the Fossil Ridge band directors and their band staff or Fossil Ridge book keeping staff.

Amazon Smiles is in the works. Boosters does have its 501(c)(3) status but we will have a waiting period (possibly up to 90 days) of being entered into the national database for non-profits to be eligible for this program. We are hopeful for a mid to late October acceptance into this program. Waiting on this database may also cause us to need to be patient with other potential opportunities as well.

Sherrri V. is meeting with the local Ford Dealership for a potential partnership activity. The tentative date is 10/12/19, but we will have to wait to see what transpires.

There are several dine out nights being requested for the upcoming months. We are waiting to hear back for scheduling.

Upcoming activities:

March-a-thon is in September and our side of things is all lined up. We are waiting for a location confirmation. This fundraiser will be a 'band' fundraiser as it goes directly to student accounts.

Flower Sales is scheduled for November. Santa Breakfast for December.

There is a strong feeling that we (our students and families) should be giving back to our communities as well as asking for their support. The fundraising team is going to be looking at ways to be approaching this thought.

Color Guard fees are well over \$300 more than the band participation cost of \$525. There is a desire for boosters to look into a way to help find a way for the guard to potentially off-set some of those huge costs- as well as looking ahead to the costs of Winter Guard as well.

Vote: Shall the Boosters help create a small task force (3-4 people including band staff, booster member and a guard parent) to find ways to holistically cut down and find solutions (via fundraising, etc.) for some of the huge cost additions to the fees (+/- \$300 above the band participation fee)?

- Motion: Ned Puev
- Second: Misty Menard
- Voting Results: Unanimous approval from the board members present at the meeting (a quorum was established prior to the start of the meeting.)

Action Item: Janet Werst has volunteered as the board representative for this team and will help spearhead this task force.

Spirit Wear

The online store is now active and running. Thanks to Hope for setting up samples at the parent social last week. She will also have a display ready for the parent meeting on Tuesday, August 13th.

Communication

Janet now has access to the booster and sponsorship sections of the website.

Action Item: Brent Sessions and Janet Werst will put together an online posting policy for board approval at an upcoming meeting.

The weekly communication meetings have been very beneficial. The board really appreciates the summary and updates that Janet is sending out weekly.

Some things the board would like Janet to check on at the next weekly meeting:

- Safeway Cards
- BOA vs CBA competition rules for parents moving equipment and/or props on and off the field
- Calendar/website/Fanfare/Facilities: keeping dates, times, locations of rehearsals, performances and activities consistent and accurate.

Janet has put together a one-page handout for parents with descriptors of what each committee does to help guide them into choosing where they would like to participate. Please look over and get back to her quickly so she can have them ready for the Tuesday, 8/13 parent meeting.

Action item: Janet Werst will send a link out from the drive for the handout. The board will look over and give feedback ASAP so she can adjust/print for the Tuesday 8/13 meeting. She will also send a link out for the volunteers who have already signed up.

Uniforms

The crew has worked very hard to get fittings done on August 3rd. It was difficult to get all of the volunteer slots filled.

The crew will need help (approximately 6 people) for dress rehearsal day.

Lessons Learned: The uniform fitting day really needs to be its own day and scheduled AFTER the first big parent meeting (for the sake of recruiting volunteers) and NOT during the car wash or when other activities for band are taking place.

There is a parka sizing dilemma- Sheri D will reach out to Meghan Munoz about a couple of needs in the size department.

Outreach

The band parent social was on August 8th. It was a great time had by those who were able to attend. A big thanks to those who helped coordinate the event and make it happen.

Pit

Just getting ready for the big ramp up. Biggest recruitment is at the first parent meeting. There is going to need to be a lot of support this year- we have 10-12 engagements for the marching season between games, competitions, etc.

Al is getting ramped up and will work closely with Ned for the season. He has pit experience, to this will help him transition into the leadership role more easily.

Ned is in the process of switching all of his documentation over to the Google drive for moving forward.

Props

There is still a great deal to complete, but the stage portion is almost completed and will be ready for use on the field soon.

Because we have been able to save so much money from wood donations, Misty is going to be able to replace more wheels than was originally planned for.

The estimated plan for props completion is by the Legacy competition. We may not have the fountain up and running, but the rest should be ready.

We will be potentially needing 27 parents for holding banners on the field during competitions/football games because of wind issues. A sign up may need to be created for all of the events.

Action Item: Janet Werst, at the Friday meeting will find out from the band directors if there is a different set of rules for parent help with props on the field.

Inventory Update

This item was skipped as band directors were not present for this meeting.

Procedures and Policies

There is a draft form of the web posting policy that Janet will send out to the board to look over.

Action Item: Brent Sessions will call for an e-vote on this policy for approval and Kris Sessions will send an e-vote out to the board to approve the draft policy.

Long-term Strategies

On-going action item. Brent will reach out and work with committee heads as needed to develop long-term plans for recruitment and documentation for each committee.

New Business

Brent will be continuing work on the Colorado paperwork.

Adjournment

The meeting was adjourned by Brent Sessions.

