 Garner Band Booster Board Meeting

Fifth Meeting 2020-2021 Season

Tuesday September 29, 2020 7:00pm Zoom Call

Attendance:

Patrick Shipp Director of Bands

Amy Grady President

Tommy Watson 1st Vice President

Betsy Moll 2nd Vice President

Amy Jacobs Treasurer

Kristen Burkoski Secretary

Order of Business

(Agenda sent out by President via e-mail approved by all)

Welcome

Attendance/Minutes

Financial & Legal- Treasurer Amy Jacobs

* CPA Update- we heard back!

Director’s Corner- Director Patrick Shipp

* Cut Time v Charms

Fundraising & Volunteers- 2nd VP Betsy Moll

* Amazon Smile- on hold
* Harris Teeter- all set
* Lowe’s Foods- gift cards (Charms paymens??)
* Jersey Mike’s, Menchie’s
* Scrip- webinar report

Communications- Secretary Kristen Burkoski

* Social Media update newsletter posted?
* Websites- Sanderson, Apex Friendship, Middle Creek, Leesville, Wakefield, Apex, Enloe, West Johnston

Operations- 1st VP Tom Watson

* Newsletter sent out! (no responses yet to Google form)

New Items/Misc.- President Amy Grady

* Agenda for Parent/Booster Zoom meeting

Open Discussion

WELCOME: There was some technical difficulties with the Secretary’s computer, audio ok, visual frozen. Things finally situated and meeting opened at 7:07

ATTENDANCE/MINUTES: Finally got all members in attendance after computer issues. The last meetings minutes did not get attached to the email sent out for board to read, so no approval or vote. **ACTION ITEMS** Secretary to re-send minutes of Fourth Board Meeting (9/15) after tonight’s meeting.

FINANCIAL & LEGAL: Finally heard back from our CPA! Old board correspondence was being sent to CPA’s personal email not his business email. Treasurer was emailing off of old Treasurer and Presidents past messages. With better email CPA now seems pretty helpful. We are missing a few items to complete our past taxes and even our current year before they can be filed. We are not going to make the October 15th 2020 deadline, so it will be filed late. Since we do not pay taxes Treasurer does not see this as an issue. Fiscal years missing of 2017, 2018, 2019, and 2020 with our taxes, revocation happens after 3 years. **We need to get a copy of the Original Bylaws created in 1984 when non-profit status was created.** In order to get our non-profit status reinstated.Director emailed during the call a PDF of the 501C Exemption Status Letter, date stamped August 25, 2003. Director received a Flash Drive with past information on it, hoping maybe the Bylaws are on that. **ACTION ITEMS** Director to get Flash Drive to President to search through it. Secretary mentions receiving files of paper documents by outgoing Secretary, believe they are just minutes, maybe a copy of updated Bylaws. **ACTION ITEMS** Secretary to drop off these documents to Presidents house. Other items needed are Bank of America Statements from February, March and April from 2018. First Citizen Bank Statements and records for the fiscal year ended May 31, 2020. Not sure when we switched from old bank to new bank, small issue on trying to retrieve 2018 statements. Open Conversation: Could we ask the old Bank to retrieve missing statements? Probably with a fee. Could be an issue since old bank information has old board names on it. Maybe bringing new document with board names listed and tax ID could help get this information? In regards to the statements missing from the Bank we no longer do business with Treasurer said we have the beginning and the end of the year statements. CPA should be able to back fill information, not seeing it as a major issue. What about our old Quick Book Account? President tries to open the old Booster Laptop during Zoom to see if we can get a new password sent. *QB Forgot my password, Forgot my answer:* Old Password reset requires License number, first and last name, email address, business phone number and zip code. Treasurer “QB is like Fort Knox without old password we are not getting in”. **ACTION ITEMS** Treasurer will reach out to past Treasurer to see if they might have any old statements or helpful advice on missing items.

DIRECTORS CORNER:

Basically “Cut Time” is a modernized version of Charms. Has updated look and options. It does have a payment link, but with “PayPal” only. Finding Charms not user friendly anymore and would like to move away from that program. However Director is more comfortable moving away from an “Office Assistant” program all together. Maybe go with a more updated website option for informational needs. The student roster and classroom data can be monitored on Director’s work site with excel sheets and other options. Open Conversation: Others have looked at “Cut Time” agree with its modernized look, hard to see how all options work without more data entered. What is the financial benefit of moving? “Charms” charges $360, or using “Cut Time” charges $300 and the move to QuickBooks for financial will be about $265 for the year. Square is only charged when you use it, PayPal has a $30 monthly fee. Again mentioned that music and uniform data can be preserved by Director’s spread sheets. The statements parents use to see Fair Share balances can be sent via Treasurer upon request or perhaps sent quarterly or monthly with minimum balance due. There are other options to cloud based office assistant routes to preserve historical data. Secretary asks to “Jump” the agenda to discuss website options.

Agenda altered to COMMUNICATION

COMMUNICATION:

Has everyone looked over the email sent with about 8 different local school websites to get ideas of our options? (Yes, all have received and looked over.) Pros and cons were listed with each site to get a better idea what we might want. Our current website was designed in less than 24-48 hours with the intentions of it just to help us host our MB Classic. Had a meeting with a web designer to discuss how we can take this page to its next level. Our Google site could be updated, but with challenges on taking payments. The Web designer can create our new page free of their service charge only need to pay for host site, offering us a special rate of only $40 a year. Or they can do one with no charge however the website will have “Ads” and it will be on a non-custom URL. This new page can offer us the capability of taking payments with a link set up through “Square”, have a page for Sign-Up Genius, a calendar of events, Links to all of our different Fundraisers, capability of posting newsletter and archiving old newsletters. We could have a locked page for private data such as music for students where we don’t own the rights to share it. Our Board Bylaws and minutes could also be posted and archived open or locked. The “Lock” password could be given to families and students once a year and changed yearly. Open Conversation: Different options from overloaded confusing home pages to the picture carousels and “Donation” button to the “Lock” icon were discussed with the different websites. The “Lock” feature was not a positive feature for some members. Keeping things open providing full transparency to all was important. As already discussed in Director’s section private data of students, school required forms or copyright music will not be kept on this site. Keeping it simple and user friendly was important. Our current website name of GMHStrojanband.com felt was not a proper representation of the band department as a whole. To make sure it is understood this represents everyone it was discussed to have the new website called GMHSBands.com. Even with the $40.00 yearly fee, the options this site can provide appear to be a more financial efficient route. The President calls for a **MOTION** to approve the $40.00 a year new website, second by 2nd VP, approved by all. The President gives the Secretary the approval to move forward to work one on one with the web designer using their discretion on how and what will appear on the new site. **ACTION ITEMS** Secretary contact web designer and start working building new site.

Towards the end of our Communication section, heavy intense rain moved in and caused a few members to have power glitches in their homes. One of our Board members lost complete power to their house and got dropped from the meeting, returning shortly thereafter. We pushed through on the next topics quickly to make sure we got in the importance of our upcoming Fundraisers.

FUNDRAISING & VOLUNTEERS:

Got in touch with Menchie’s no minimum needed, we would earn 20% off of the sales. Usually Tuesday’s from 5-8pm are good times to run these fundraisers. Even during the Fall/winter months are good times to run these events. The Jersey Mikes Manager is new to the job, needs to look into the information before discussing the details. They will try again on Thursday (10/01) to go over the information. 2nd VP sent an email to all board members with the invitation to “Scrip”. President already signed in said it was very easy. Director did not receive the email, needs it sent. **ACTION ITEMS** 2nd VP resend invitation and email to director. **ACTION ITEMS** 2nd VP will send out invitation to all parents followed up with an email discussing this new Fundraiser. We need to decide if we want to accept checks as a form of payment or have payment made directly to “Scrip” through individual credit. ALL decide NO checks will be taken at this time since we do not meet regularly. How often do we want to offer physical gift cards or do we want to do e-gift cards only? It takes 2-3 business days to get them out in the mail and there is and $8.50 ground shipping charge. Open Conversation: Some would prefer to do straight e-cards, others like the hands on card to offer as gifts for the holidays. It is mentioned that each gift card purchased offers different rebates earned back. So the rebates earned will vary from gift card to gift card. Cutting down on shipping expense we will offer only 2 bulk ship dates for gift cards so that those who want them for physical gifts can get them. Those dates to be determined for later in November for holiday season gifts. Topic of how to give credit or should credit be given on a non-Fair share payment year. We have about 10-15 students who still owe funds to previous year’s Fair share. We believe that if you can earn credit higher sales would be met. To make it fair it is discussed to give 100% of the rebate from the sale directly to the student. All agree that this sounds like an excellent idea, for this fundraiser only, not on future fundraisers yet to roll out. **MOTION** made by President 2nd by Director all vote and agree 100% of the rebate earned from the “Scrip” sale will go directly to the students Fair Share.

OPERATIONS:

Newsletter sent out was a success, so far only one person has filled out the Google doc form. Open Conversation: to post information on the October 20th meeting on our Facebook Booster account and Twitter page.

NEW ITEM/MISC: OPEN DISCUSSION:

Director mentions that with the upcoming Football Season a “Pep” Band is expected to participate per Administration.

**ACTION ITEMS** Board needs to put a list of items that we will discuss at the parent meeting. We have only 1 more Board meeting before that so we have to prep next meeting. Meeting is set for Tuesday October 13th 7pm

Meeting is adjourned at 8:55pm

Wrap up of ATION ITEMS AND MOTIONS

**ACTION ITEMS** Secretary to re-send minutes of Fourth Board Meeting (9/15) after tonight’s meeting.

**We need to get a copy of the Original Bylaws created in 1984 when non-profit status was created.**

**ACTION ITEMS** Director to get Flash Drive to President to search through it.

**ACTION ITEMS** Secretary to drop off these documents to Presidents house.

**ACTION ITEMS** Treasurer will reach out to past Treasurer to see if they might have any old statements or helpful advice on missing items.

The President calls for a **MOTION** to approve the $40.00 a year new website, second by 2nd VP, approved by all.

**ACTION ITEMS** Secretary contact web designer and start working building new site.

**ACTION ITEMS** 2nd VP resend invitation and email to director.

**ACTION ITEMS** 2nd VP will send out invitation to all parents followed up with an email discussing this new Fundraiser.

**MOTION** made by President 2nd by Director all vote and agree 100% of the rebate earned from the “Scrip” sale will go directly to the students Fair Share.

**ACTION ITEMS** Board needs to put a list of items that we will discuss at the parent meeting.