



Thomas Dale High School Band Boosters

Band Booster Minutes

Thomas Dale Band Boosters Board Meeting called to order 7:07 pm

10-6-09.

Officer Reports:

Sherri – re-vote via email on prepaid Visa. Not enough board members present to pass motion.

Motion made to accept minutes from last meeting, 2nd Jennelle – passed.

Treasure Report:

Vote to accept report?

By-Law changes- scholarship policy

IRS sent a letter in August requesting a scholarship policy. We need to formalize our policy. IRS says we need a parent committee and parents need to vote. Senior parents applying, cannot be on committee to vote. We need a minimum of 3 members.

IRS gave a list of criteria to be in policy.

We need to add a discrimination statement; equal opportunity amendment; applicants will remain confidential. Motion made by Brad Williams to pass, 2nd Bev Richardson – accepted.

Volunteers:

A list of volunteers was given to Mr. Batton prior to game. Volunteers will be wearing a badge, and this helped with the number of helpers getting into the games.

Volunteer coordinator needed. To be in charge of name tags and to make sure each committee chairperson calls people. Need a calling tree in place. Pearl Williams has volunteered to help with calling tree. Table nominating people until next year. Emails are done but not enough, need to make phone calls.

Proposal to make treat bags and water for state festival by Tami. Parents donated goodie bags.

50/50 sell tickets through ½ time and draw after 3rd quarter – tell Chris.

Penny Crampton made a link to website to Dupont Credit Union – students and parents eligible for free checking,

Discussion on adding a competition to the roster since we didn't go to Hermitage. Possibly go to Godwin Nov. 7th. Mr. Holley will talk with band members to check for conflicts with schedules. Not worth going if there are too many absences.



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Band Booster Minutes

Ways and Means:

Cliff Cole photos are already taken. This is his 7th year taking photos of the students. Proposed prices are as follows:

2009 Photo fund raiser price list

TDMK photo package - \$40.00 (1 16x20, 5x7 ind., 8x10 section

Band group composite 16x20 \$25.00

Individual band member 5x7 \$8.00

Individual band member 8x10 \$12.00

Instrument section 8x10 \$12.00

Plastic black frame 16x20 \$18.00

There is some cost increase. We discussed adding wallets a 5x7 sheet for \$8.00, it would be 4 wallets. Sale period 10/26 – 11/6/ Thursday. Post on website.

Cliff is also doing another recording session at the last rehearsal on 11/5/09. Boosters provide CDs. We will wait and see how fruit sale goes. Tabled until next meeting.

Fruit Sale:

Ad in Chester Village news will run for 2 weeks and goes out 10/8. There is the link to Indian River on the band website. There is a holiday order so you can send to someone else or send it to the school for pick up. Order forms are available on website 10/19 – 11/4 is the sale dates. Orders complete by 11/11. Jennelle will call the order in on 11/13. Pick up will be 12/10 at eh winter concert. Delivery to the school is Dec. 6th.

Website is back up and running. Sherri reminded us that we can have a free website through the National Boosters association that we joined. Sherri wants to investigate further potential.

Pit Crew needs someone to pull the trailer. Catherine Brown's father has a truck with the electric brakes needed to haul the trailer. She is a sophomore. We need an underclassman so they can possibly help in the next few years.

Publicity chair needed. Email request and need to other board members. Positions not filled. We need 5 for voting. We need volunteer recruitment.



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Band Booster Minutes

Treasurer's Report:

Holding vote on budget.

Bookkeeping is all categorized.

Tag day was a success.

Yes we do have a tax ID number. We are not tax exempt yet. They are 2 separate numbers. Tax exempt application needs article of incorporation for tax id number.

Tax exempt status - we do not have enough documentation, we need 2 years of documentation of financial records. We have to provide projected fees for 2 years.

National Boosters Association can advise on a CPA.

We do have a CPA allowance in our budget. We can pay to have taxes prepared and done on time. Sometimes volunteers are not timely. Our filing date is 5 months after end of year which would be Nov. 1st. Even a tax exempt organization needs to file taxes.

Our bonding status is filed. 2008-09 taxes we filed in June/July. We have no policy in place for how to file. Our By-laws and operating constitution manual can be updated.

Here are our Bylaw and financial issues as presented by Tami Schoepflin:

- 1) We have no policy written anywhere about how to handle filing our taxes; when to file (what is the due date) how many CPA's to obtain quotes from etc. We need to have one.
- 2) Speaking of policies and bylaws there is confusion. We are a business. Our bylaws were written to guide us about how we are supposed to govern ourselves. It is more of a master policy type document.
- 3) In comparison, we do have a procedure manual for the concession stand; with operating hours, menu prices etc. that is not part of the bylaws. Procedure manuals are more hands on, for the person who has never done it before. These can be changed easily.
- 4) As an organization, we have not been following our bylaws. Not just a few, but significant violations. Those of us on the board are responsible for the financial decisions this organization makes. And because we are applying for tax exempt status; the IRS is now examining us (i.e. our scholarship policy). We will be held accountable. The organization has made huge improvements such as online fruit sale, more volunteers each year, profitable and clean concessions and uniforms.
- 5) Examples of violations:
 - A) Budget process: committee in March. We have had not a real budget ever. Yet we are applying for tax exempt. Committee chairs are required to turn their budgets in to the budget committee.
 - B) ER fund, We have none. We are supposed to.
 - C) All withdraws are supposed to be by check. If the amount is over \$250.00 we have to have 2 signatures on the check. We have a debit card. We have also bought items over \$250.00 with the debit card and therefore the by-laws are being violated. We need to fine tune the



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Band Booster Minutes

- by-laws. Our audit has to be done by an outside CPA. Voting by-laws: Board members and committee members vote. They total 9. We need at least 5 present to vote. We need chairpersons for complete vote. Committees need to be determined in May.
- D) Auditing process, end of year. It is supposed to be done by an outside auditor. We have had our own treasurer do this.
- E) Board members and voting: presently, only a board member can vote on concessions, uniforms, ways and means and pit crew. We only have 5 positions filled; all but 2 are a senior parent. We need underclassmen parents so we have a pool of parents that are eligible to run for President next year. We needed to fill these positions months ago.

Budget processes should be updated in May.

We still have \$1,300 still outstanding in band fees. We can set up an on-line confidential application for fee waivers. We do have the question of determining financial need. The payment plan did help improve collecting the fees.

Director's Announcements:

Working on implementing an attendance policy to student handbook. We are having attendance issues.

If band fees are not paid in full, then the student may not be written into the drill. One student still has not paid. Asked Tami to call again.

Pants need replaced and plumes need replaced. Further discussions needed.

Meeting adjourned 8:45 pm.