

Appleton North Booster Club

March 8, 2017

Minutes

Meeting Called to Order: 7:02 p.m.

Attendees: Christy Drymalski, Karri Holmes, Mary Jarrett, Rob Lach, Jim Pohlman, Julia Squire, Cari Trayner, Jay Trayner, Chuck Van, Carolyn Williamsen, Jane Zuck

Welcome and Approval of February Minutes: Jay Tayner motioned to approve and Jane Zuck seconded. **APPROVED** 12-0.

Financial Update:

The entire IRS issue has been resolved! All fines and interest have been removed from our account for all 3 tax years, and we have kept our tax exempt status. Christy will remove the \$12,000 IRS reserve from the financials. We need to make sure that this issue doesn't happen again. Some safeguards need to be put in to place. Every position needs to have a detailed description and monthly to do list checklist to ensure items don't fall through the cracks. This is especially important during transition periods. In addition, everyone who handles money in the Club needs to be completing their money trail spreadsheets. Christy needs all money trail spreadsheets in June. Each spreadsheet needs to show what date money was received, check number (if applicable), who the check was from, what it is for, and when the money was given to the treasurer to be deposited. Finally, we have two different options regarding future years' tax returns. Regardless of our options, the President needs to sign off on all tax return proof of mailings. The treasurer can prepare and mail the tax returns, and the President needs to sign off on proof of mailing. Or, we can hire an independent third party to complete the tax returns and mail them, then the President of the Club signs off on proof of mailing. We would find someone who would contact the Board every year if the tax returns are not completed. It costs money, and Christy will look into some options for the Club.

Our fiscal year end is May 31. I need all income and expenses for this year to be in/paid by May 31. If you plan on purchasing items in the next few months, if you could purchase them sooner so we can get the bill paid for before the end of May that would be ideal. Christy needs all of the money trail spreadsheets at the June meeting. There were a few larger checks this month, reimbursing North for sports button pictures, coaches clinics, and AD Budget items.

New Business: Jim Pohlman made a motion to approve up to \$200 to offset the cost for a fan bus for girl's basketball to state for each game, and Carolyn Williamsen seconded. **APPROVED** 12-0.

Artisan Faire Update: Jay and Cari met with Linda Books, and she handed over information. We currently have three P.O. Boxes at Postal Express. We should consolidate to one P.O. Box. We will assign spaces to outside vendors. We will raise non-electric fee to \$100, and \$110 for electrical. We will need more yard signs made and pre-sale tickets made. Advanced ticket holders will have a separate entrance, with more signage toward the advance door.

Concessions/Volunteer Update: Concessions are going well. Still have a couple of outstanding bills. We are hosting basketball tomorrow night. Tracey will order 18 pizzas delivered for 6 p.m. and we will make hot dogs.

Golf Outing Update: Meeting tomorrow. Things are coming along.

AD Update: Pep band and Performance team will be on hand Friday. We have about 200 students out for track this year.

Marketing Update: Working on getting video on 5 sports and on pictures for membership.

Membership: Jane Zuck and Christy Drymalski have been talking to get paypal on every page of our website. Will get with Carrie Minges. We will send a thank you letter plus gift.

Sports Book Update: none

Meeting Adjourned: 8:20 p.m.