

Pine-Richland Unified Booster Organization

Booster Member Meeting

October 20, 2015

Meeting Minutes

Attendees: Terri and Harry Rourke, Tim Schonbachler, Peg Richardson, Dawn Nudi, Susan Shepard, Mike Lang, Jim Davis, Kim Battaglia, Rob Salas, Jodi Mann, Kristin Kelly, Roxanne Field, Hal Martin, Lee Slack, Todd Jochem, Lisa DeFoggia, and Barbara Young

Handouts included:

- Agenda
- 2015-2016 PRUBO Budget as of Oct 19, 2015
- By-Law Changes for all member Booster Groups
- Policy #2 – Member Requirements
- Directors and Officers Insurance & Bonding Insurance Information
- executive board election information and nomination form

Meeting commenced at 7:04pm.

501C3 status – IRS cashed the PRUBO checks and the letter confirming status is due any day now via mail or fax.

Barbara sent out to each group their paperwork. This paperwork is what was submitted and approved by IRS. This copy of your by-laws is your baseline going forward. Any changes need to be tracked and written on the attached change form and kept with the bylaws as they are passed down through your organization.

Groups that have not received their paperwork 10/20/2015 include Basketball, Soccer, ROTC, Golf, Chorus. These will be complete by 10/21/2015 and sent out via email.

Jodi Mann read off the 2015-16 budget. Mentioned the bank charges will be reversed once the 501C3 letter arrives and is submitted to PNC. Barb mentioned if any booster groups use PNC they can also get any bank fees reversed.

PRUBO By-law changes (driven by the IRS) and suggested changes recommended for individual groups' by-laws Purpose Statement & Dissolution Wording. Please see handout, make necessary changes where applicable in groups by-laws. Complete and keep the change form attached to the bylaws. *Appropriate reason can be IRS letter that Barb will supply for your documentation.* Each group needs to complete the By-Law Amendment change form, have it signed by the President and Secretary of your group and send it back to the PRUBO Secretary (address on the bottom of the form). Note: your updated by-laws will need voted in by your group's membership if required by your bylaws. Going forward, changes to bylaws should be minimal. Your group has control over items like changing the time frame of your annual meeting or changes to how far in advance a meeting notice needs to be sent, etc. There are significant parts of your bylaws which CANNOT be modified. PRUBO will create a document and send

out to each group that should be kept with your bylaws and other important information which will get passed along each year to officers of your board.

Policy #2 – member Requirements to stay in good standing with PRUBO. Because we all fall under the PRUBO, if one group does not stay compliant, we all could lose our non-profit standing with IRS. Please refer to handout for guidelines. There are tutorials on the IRS website under non-profit organizations that are also very helpful, including completing tax forms, donations, etc... Barb will be sending a link.

Director and Officer Insurance & Bonding. PRUBO has received many bids regarding Director and Officer insurances ranging from \$50-\$700. The PRUBO has chosen to purchase D&O insurance from R.V. Nucci and Associates, Inc. This group seemed to focus on the needs of and understand Booster Organizations specifically. This is a decision of each board whether they wish to purchase annual D&O Insurance or Bonding Insurance. Bonding is a recommendation, not a requirement.

Questions arose regarding liability of traveling and events not on the sports schedule. It was recommended to have the school board approve the trip, and then the group would fall under the general liability of the school. R.V. Nucci can also supply insurance for a single event basis if necessary. Dana Sifford, District Office, can also supply information regarding what is and what is not covered by the school general liability insurance if necessary.

Elections 2015-2016 PRUBO – New board members will be responsible for some of the following items in the next years; three new groups will be joining PRUBO next year and are in the midst of completing paperwork to submit in March, these include; Ice Hockey, baseball, PR Page. PRUBO will offer training again in August for Small Game of Chance and Financial Notebook /taxes, etc. for all of its Member Booster Group Executive Board members. PRUBO hopes to begin a Hall of Fame for alumni of Pine-Richland distinguished Alumni and HS athletes.

2015-2016 (term November 2015-October 31, 2016). Board members are a 1 year term and can serve for 2 years.

- President - Lisa DeFoggia (2nd term)
- Vice President <open> VP this year will be president following year.
- Treasurer - Jodi Mann (2nd term)
- Secretary – Dawn Nudi (2nd term)
- Member-At-Large (Activities) - Peg Richardson (2nd term)
- Member-At-Large (Sports) - Todd Jochem (2nd term)

Pine-Richland School Board Operations Committee meeting held on October 19th, 2015 to discuss policy 913.1 – Commercial Advertising Activities on School Property and Policy 707 Use of School Facilities. Both Policies were discussed and no final decisions were made and the conversation will continue in future meetings. Some key points from the meeting:

- Program Books –Booster Groups that are preparing Program Books that include advertisement will need to be reviewed by the AD/ HS Principal for approval prior to going to print.
- Branding and use of branding of the Pine-Richland name was a hot topic. Use of official Pine-Richland logos & colors will become a requirement.
- Discussion on the facilities usage center around the school district was not covering expenses incurred with the current policy – Class II rates too low and Class III rates too high. The board

discussed changes in Class II rentals. Class II rates may rise in areas to try to recoup actual expense being incurred by the district and Class II #3 classification is being revised and made its own classification with a new rate schedule.

- Groups will need to include disclaimers on activities that are not sponsored by PRSD on flyers and signs.

Small games of Chance, if hosting a joint fundraiser, only one group needs to apply for the license. The application process is tedious the first year only, however the renewal process is much easier. Any questions contact Barb or Lisa.

Meeting adjourned at 8:06pm.