

Pine-Richland Unified Booster Organization

Annual Booster Member Meeting ~ October 13, 2016, 7pm

Meeting Minutes

Attendance: Gayle Hall (softball), Mary Haider (PSSG), Jennifer Neill (wrestling), Mike Lang (Girls Lax), Rick Shulkosky (boys basketball), Maritza Armstrong (Touchdown Club), Susan Vigna (orchestra), Julia Burns (PR PAGE), Roxanne Field (girls ultimate), Linda Dresmich (ice hockey), Dawn Nudi (T&F/PRUBO), Dan Mullen (boys cross country), Tim Schonbachler (swim/dive), Penn Krause (boys tennis), Susan Shepard (field hockey), Jodi Mann (boys ultimate/PSSG), Jenn Doyle (Cheer), Lisa DeFoggia (PRUBO Pres)

1. E-news for boosters runs Thursdays and Saturdays. If you would like something to run, please submit to prnewsletters@pinerichland.org by 8am on Wednesdays.
2. IRS Taxes for the Fiscal Year 2015-2016
 - a. must be filed before Nov 15th
 - b. If you will miss the deadline, MUST file extension with the IRS
 - c. Notify PRUBO President
3. PA State Charity filing – file after taxes are filed. Information on this can be found in the Financial Notebook on the PRUBO website <http://www.pinerichland.org/Domain/815>
 - a. File after you file taxes each year – need to send copy of 990 filing. Should have already been completed for last tax year.
4. Bylaw
 - a. Recent review was completed on all groups' bylaws, with the exception of one group. Two-Thirds of the groups were not up to date. In some cases, it seemed groups were confused about what was their current bylaw document.
 - b. Stressed need for record keeping. As legal entities, groups need to maintain all records and be able to pass them on to the next board.
 - c. You are legal entities and must remember that!
 - d. Each year, the booster groups' board members should read or re-read the bylaws. These govern how/what your group does.
 - e. If you have a website, please post your CURRENT bylaws online, along with your budget.
5. Per your bylaws – each group is required to send PRUBO the following by the end of October.

- a. Taxes, if 990-ex or 990. I can see the 990-n filings on-line. Just send email to PRUBO President.
 - b. Audit
 - c. List of officers – include who is your PRUBO rep
6. Member Group Fees
 - a. Most groups have submitted. If not, please submit. Cross Country not sure if received the notice. Lisa will resend reminders to those groups, not yet submitted.
7. Elections for the 2015-2016 PRUBO Board New board takes effect on 11/1/16
 - a. The board was unanimously voted in and Rick Shulkosky agreed to be the VP for the year. The 16-17 PRUBO Executive Board is:
 - i. President: Lisa DeFoggia
 - ii. Vice President: Rick Shulkosky
 - iii. Secretary: Dawn Nudi
 - iv. Treasurer: Maritza Armstrong
 - v. Assoc Treasurer: Open
 - vi. At Large (Activity): Lurrene Parker (band)
 - vii. At Large (Sports): Todd Jochem
 - b. THANK YOU TO ALL!! & thank you to Jodi Mann for serving as Treasurer these past 2 years.
8. Review of Budget and vote
 - a. The budget was unanimously voted in.
 - b. There were no questions on the budget
9. Treasurer filings of any 1099's & 1096 for *CALENDAR* year 2016 are due by Jan 31, 2017
 - a. These are due for *any individual* your group paid in calendar year 2016, more than \$599 (coaches, videographers, trainers, presenters...)
 - b. Information can be found in the Financial Notebook
 - c. Forms can be ordered from the IRS at <https://www.irs.gov/forms-pubs> . These cannot be downloaded (forms are in duplicate) and must be original. They are free from the IRS. Order them and they will be mailed to you. You can send to home address if you would prefer.
 - d. Can also be purchased at Staples/Office Max type stores
10. Record Keeping
 - a. Create Binder, and maintain, that contains all of your origination documents, sent to the IRS during the non-profit application process (All Bylaw versions for your current group associated with your current EIN, EIN letter, Budget forecast sent to the IRS, Narrative of Activities, etc).
 - b. Should be hard and soft copies.

- c. Continue to update the files with Bylaw Updates (current on top).
- d. Pass this binder from group President to President
- e. Note for Secretaries – create timelines for your groups so important dates are not missed.

11. Record Retention

- a. Keep records for group under Current EIN# or 7 yrs.
- b. You may wish to keep some historical information for your previous organization, but remember, most of you have a brand new group, under a brand new EIN#. Only these records should be kept. You do not want to open a can of worms for your group if you get audited by the IRS, especially if you did not pay taxes for the “old” group/EIN#. Old documents should be shred. Those organizations do not exist.

12. PRUBO Support

- a. We have gone through almost 2 full cycles of PRSD 915 filings, Taxes and 1099's.
- b. Your groups need to be documenting information to pass to the next board members so they can easily follow.
- c. PRUBO will be working on creating a time line to post and sending out reminders. Groups need to be educating the next incoming board and passing along information to them. They should then be able to follow what was done in previous years.
- d. If anyone needs help in setting up the records or filling in gaps of information, please let Lisa DeFoggia know and I can forward you what I have and/or set up a time to help organize records.

13. PRUBO Executive Board

- a. Read and sign Conflict of Interest Statements
 - i. Maritza Armstrong completed
 - ii. Lisa will email info to others to complete

Meeting Adjourned at 7:50pm