



Pine-Richland Unified Booster Organization

Spring Booster Member Meeting ~ May 9, 2017

MEETING MINUTES

Member Attendees: Mary Haider (PRHS PTO), Kevin Rihn (PRIHA), Gayle Hall (Softball), Lisa Gaffey (Band & JROTC), Sabrina George (Chorus), Carrie Zvejnieks (PAGE), Patty O'Connor (Field Hockey), Mike Lang (Girls Lax), Rick Shulkosky (Boys Basketball), Tim McCarthy (Boys Soccer), Roxanne Field (Girls Ultimate), Elaine Szalay (Girls Ultimate), Jennifer Doyle (PR Cheer), Jodi Mann (Boys Ultimate & PRHS PTO), Beth Lawrence (Boys Ultimate), Lori Rausch (Boys Tennis), Kristin Kelly (Girls Soccer), Dawn Nudi (Track & Field)

Board Members in attendance: Lisa DeFoggia, Rick Shulkosky, Dawn Nudi, Maritza Armstrong

Meeting began at 7:06 pm.

→ Presentation by Jill Gruber regarding Communications for the district Boosters.

- Booster & Activity News – goes out Thursdays at noon
- PR happenings goes out Saturdays (this is community news)
- Key points for information submission:
 - email prnewsletters@pinerichland.org by Wednesday at 0800 to have your information posted in newsletters.
 - Include the details only: who, what, where, when. Jill will format to fit the space
 - Flyers or Information needs to be on your website first – include a link to that info, page, etc... with submission
 - No offsite fundraisers that will include alcohol, smoking, guns, etc... are permitted by the School District to be posted (this includes Night at the races, etc...)
 - Booster Kick Off meetings will be posted – monthly board meetings will not
- A few extra things Jill will also do –
 - Jill can post events to school calendars if you request
 - She will also post your information on the Academics/Booster pages of the PR website.
 - Jill can add monthly booster meetings to the general calendar if you like – please send her the information.
 - Summer camps – Athletic or Academic & outside non-profit camps can also be posted on the website & community news. Forward Jill the information

→ Lisa presented background on where and how PRUBO was created for new members. We are going into our 4th year at Pine-Richland School District.

→ Maritza Armstrong presented the treasurer report:

- Balance in checking as of April 30, 2017 was \$2437.55
- Lisa mentioned that all new groups being added are required to pay the same fee that the originating groups had to pay.
- Last year, the PRUBO board determined that they felt comfortable having a \$4000 cushion in the account in the event there was a need to hire an accountant or attorney that specialized in non-profits, etc.
- Annual dues will be determined by future boards

→ 990 taxes & the PA State Charity filing must be filed before 11/15 for the fiscal year of 7/1/16 – 6/30/17. If you will be late (you should not!), you must file an extension with the IRS in order to avoid costly fines and penalties

→ Lisa reminded the groups of policy 915 and its due dates. The school board is currently reviewing this policy and may be making changes. As of now, groups should continue to prepare their paperwork to be handed into the district by August or early September in order to be approved by the school board. Any questions about the policy should be directed to the school district (Mrs. Bowman, Mr. Shoop, Mr. Kenney or Dr. Pasquinelli). Please continue to monitor the school board website regarding changes over the summer which will affect the booster groups

→ PRUBO's required yearly information –

- Copy of 990 tax filing
- Signed audit letter documenting all findings (if none, please indicate)
- Updated officer listing
- Annual Fee or if no fee assessed, letter from the President asserting the member group wishes to remain a member of PRUBO and its group exemption
- Copy of updated bylaws if changes were made (all changes must be reviewed and approved by PRUBO BEFORE being presented to the booster group membership to ensure changes do not go against policies set by PRSD, IRS or PRUBO)

→ PRUBO has published a Financial Notebook which provides detailed information to assist the groups with taxes, 1099's, contracts, etc. The what's and how's for financial documents and deadlines for Boosters, IRS and the PRSD can be found here: [PRUBO Financial Notebook](#). We are currently reviewing and making any necessary updates based on input and questions throughout the past year from member groups.

→ PRUBO is working on a stand-alone website that will be rolled out in late summer and will be linked to from the district website. This will allow PRUBO more flexibility in providing "how to" information to better support the member groups and provide a platform for necessary information to be available to members.

→ PRUBO's executive board is exploring options for submitting required information to make it more streamlined. We will communicate if/when changes to the process are made.

→ Debit cards are not permitted to be held by the groups. The clause within each group's bylaws, which requires dual signatures, negates this. It is not a safe way to conduct business. Groups need to be careful with the handling of the booster group funds.

→ Elections -

Groups present at the meeting unanimously elected the following officers for the 2017-2018 PRUBO Executive Board:

- Rick Shulkosky – President
- Maritza Armstrong – Treasurer
- Lurrene Parker – Member at Large (Activities)

Thank you for serving your fellow members!!

Positions still open:

- VP*
- Secretary
- Member at Large (Sports)
- Associate Treasurer

* After the meeting, Lisa was approached by Patty O'Connor (Field Hockey). Patty expressed an interest in a board position. On 5/22/17, the PRUBO Board unanimously appointed Patty to the role of Vice President for the 2017-2018 term. Congratulations Patty!

→ Gordon Food Services has agreed to work with the PR Booster groups to provide concession stand products at a discounted price and delivered to your designated area. Someone from your group would need to meet the driver to receive the delivery and pay them (similar to how Pepsi currently works). T&F worked with them a few weeks ago to provide concession food and paper items for the PR Invitational event. It was an easy and seamless process, similar to the process used when boosters could order through the district. The local rep worked on finding products that worked with our pricing points.

Local GFS Rep: Hank Gasbarro hank.gasbarro@gfs.com 412-969-9969

If you have an interest in pursuing a possible relationship with them, please contact Hank directly. If you are interested in seeing the pricing sheet example T&F used, please email [Lisa DeFoggia](mailto:Lisa.DeFoggia) requesting a copy of the list.

→ Lisa thanked the groups for their hard work over the year and thanked the board for their efforts and service

Meeting adjourned at 7:58pm.

Respectfully submitted by Dawn Nudi and Lisa DeFoggia