

Meeting Minutes

Oregon Band Booster Executive Board Meeting • October 27, 2009 – 6:30 PM
OHS Band Room • 456 North Perry Parkway • Oregon, WI 53575

1. Call meeting to order

Meeting called to order by Mark at 6:36. Members present were Didi, Mark, Judy, Dana, Janie & Lisa Webber.

2. Approval of Past Minutes

Janie Pflaum moved to approve the minutes of the September 29th meeting. Judy seconded. Motion carried.

3. Scrip Report – new tax accounting

a) Lisa Webber (20 min. approx.)

I. Lisa gave an explanation relating to a new scrip agreement form and why we needed to come up with it. Here's an overview as what was presented:

In July, the Oregon Band Booster organization received notice from Great Lakes Scrip Center that there has recently been an IRS ruling on how rebates can be distributed and addressed the affect on potential tax-related concerns.

Mark Miller, Oregon Band Booster treasurer and I have reviewed the materials from Great Lakes Scrip Center and the IRS. We then met with the Oregon Band Booster Board on October 27, 2009 to discuss any changes or clarification that might be warranted.

As a result, we have created a new Scrip Program Agreement Form that scrip participants will need to complete and return prior to their next purchase. The following is a summary:

A. If you are using scrip as a student fundraiser (for any designated child), Oregon Band Boosters will retain 15% of your rebates as listed in the agreement, and then you must designate how the rest of the money will be used: credit to a student account (at least a portion must be designated as such), charitable contribution to the OBB General Fund, or cash rebate.

B. If you are using scrip as a general fundraiser, we will retain 0% of your rebates; and then you must designate how the rest of the money will be used: charitable contribution to the OBB General Fund, or cash rebate

If you use this fundraiser as a charitable contribution, we will provide you with the required documentation to treat it as such for IRS purposes.

This is also on the agenda for the next General Meeting on November 3rd.

4. Treasurer

a) Treasurer's report

Mark gave an update and overview of the

Reconciliation Summary: Total cleared transactions is \$18,877.30. Register Balance as of 10/16/09 is \$1,017.13 with an ending balance of \$10,794.77.

Balance Sheet: Assets of 1 yr CD of \$5,000. Checking Account: \$10,794.77; Money market of \$583.04. Liabilities & Equity: Debit Cards \$-1,736.54. Student account information was not available at the time of the meeting.

Profit & loss budget for the FY – (to see where we are) according to the budget (Oct. 08 – Sept. 09). It is a possibility that mark will post the Quicken summaries – he will touch base with Tom Stone & Jon Blanchard.

Mark isn't complete with historical budget analysis. He will continue to work on it.

Mark stated that we should be doing an audit. The audit committee has to include 3 members. This should have been done in October. This will only take approximately 2 hours.

5. Director Report – N/A as Mr. Lane was not able to attend.

a) Nick Lane

6. Transportation

b) Trailer sale status

This is not sold yet. Judy may try to help sell it. She will work with Mark to get it sold – possibly using Craig's list.

7. Old Business

a) VP Candidates and upcoming election.

This is on the next General Band Booster Meeting on November 3rd.

b) Student accounts – Lisa Chandler will be taking this over

8. Items for Future Meetings

a) Next general membership meeting – November 3rd at 7:00 PM

b) Next exec board meeting – November 17th at 6:30 PM. Since this is different than the usual one, please make note on your calendars.

9. Adjournment

Judy moved to adjourn. Didi seconded. Meeting adjourned at 8:40 p.m.

Submitted by Janie Pflaum, Secretary