

**Patriot Booster Club
Board of Directors Meeting
September 9, 2020**

Board Member Present

Tina Blackman, President
Valerie Callaway, Vice President
Michelle West, Secretary
Emily Smith, Member at Large

Board Member Absent

Vacant, Treasurer
Brad Qualls, PHS Activities Director

Committee Chairs Present

None

The Board of Directors meeting was called to order at 7:15 pm.

Approved Motions

- Motion to start a record reconciliation of Booster Club finances from 2015 to present. Valerie 2nd. 4-0 in favor.
- Motion to hire Tim as the Booster Club bookkeeper and not pay a stipend to the volunteer Treasurer position. Valerie 2nd. 4-0 in favor.

Action Items

- Change in the Treasurer job description to be captured in the revised Booster Club By-Laws.
- Board members to review the revised By-Laws and provide final feedback by 9/18/20.
- The 2019 taxes are due. Need to address options of paying or requesting an extension with the accountant.

Old Business

- Checks will be mailed out very soon to the 2 students who earned the Booster Club Spring scholarships.
- Emily will be a temporary second signatory on the bank account so that old invoices can be paid and complete financial records can be obtained.
- It will be approximately 8 months from now to identify a new bank for the Booster Club.
- Current balances of the 2 existing bank accounts are \$38,990.23 and a CD valued at approximately \$80,000.
- There are several checks in excess of 180 days old that have not been deposited/cashed. Per conversation with the accountant, there are 2 options:
 - Follow VA state regulations and post these as unclaimed property, allowing the owner a specified amount of time to claim/recover funds
 - Deposit to existing Booster Club account with a journal entry outlining liability.
- Decision has been made to discuss the legal liability of the second option with the accountant to ensure that there is not any legal exposure to the PTHS.

New Business

- Treasurer Position and Bank
Discussed having the requirement for a criminal background check for the Treasurer position.
Requirement for the new bank is to have options for electronic banking, dedicated credit cards for each club/group, etc.

- Creative Fundraising Opportunities
Continue to have monthly spirit nights for cash flow. Need to initiate discussions with businesses for sponsorship starting in October.

The Patriot High School Boosters Club Board of Directors has recently changed. Due to the Treasurer vacating the position, effective September 9, 2020, the Patriot Boosters Club Board of Directors are:

President: Tina Blackman
Vice President: Valerie Calloway
Secretary: Michelle West
Treasurer: Open Position
Member at Large: Emily Smith

The President will become the signatory and administrator on the following accounts

CD account ending in 6168
Business Banking account 1000142616837
Business Banking account 1000214591975
Business Money Market 1000142617512

The Member at Large will become an additional name added to the bank accounts.
When the position of Treasurer is filled, this individual will be added to the bank accounts.
Currently, Patriot High School plans to hire an out of school bookkeeper.