



DHHS Band Boosters  
**Meeting Agenda**

7 PM Tuesday, March 21, 2023  
Dixie Heights Band Room

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**Call to Order** ..... Sean Prónay

**Vice President’s report** ..... Jerann Barnett

- Current fundraisers
- Fish Fry

**Treasurer’s Report** ..... Steve Kreinbrink

**Bursar’s Report** ..... Kelly Wagner

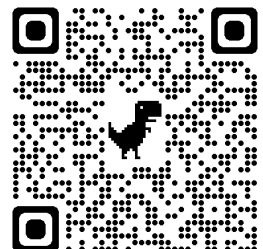
**Director’s Report** ..... Sarah Shamblin

**Old Business**

- Review ballot for E-Board 2023-24 (election next month!)
- Sign up for prop garage clean-out April 22nd
- We now have Charms Office for staff, students and parents/volunteers

**New Business**

- VOTING on [Bylaws](#) amendments (if quorum is present). Amendments language is on pages 2 and 3.



### 3. Vice President

- a. Assist the Band Director and President in representing the Membership
  - b. Act as Fundraising Coordinator to oversee and coordinate fundraising activities
    1. Work with the Band Director, Fundraising Chairs and Communications Director on fundraising activities, including grant writing and sponsorship
    2. Present fundraising activities and projected revenue to Executive Board for discussion and approval
    3. Recruit and oversee Fundraising Chairpersons for all Board-Approved activities
    4. Ensure deadlines are being met and activities have adequate resources to proceed and be successful
    5. Oversee and ensure verification of all requirements are met prior to the activity taking place, including but not limited to; oversight of risk management, legal guidelines and requirements, local or state permissions, permit filing, and/or liability or other insurance, etc.
  - c. **Act as Volunteer Coordinator to build and maintain optimal volunteer engagement, and to pair available volunteers with appropriate volunteer opportunities**
  - d. Perform other duties as assigned
  - e. Prepare an end of term report to assist the incoming Vice President
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### 3. Bursar

- a. Adhere to Financial Controls as outlined in this position description and in the Financial Controls section of these bylaws
- b. Manage Accounts Receivable
  1. Coordinate with the Band Director and School Financial Secretary for The Band Booster School Activity Account, as needed
    - a. This account is managed and maintained by the School Financial Secretary and funds are dispersed by the Financial Secretary for use to The Band Boosters
  2. Receive and post all monies for deposit from all Band Booster activities to the Band Boosters General Accounts and the School Activity Account within 48 hours, or two (2) business days, of receiving said funds.
    - a. Band Program Activity Account Fees
    - b. Donations

- c. Equipment and Uniform Charges
  - d. Fundraisers
  - e. Spirit Wear
- 3. Track members' student fees and charges for all Band Program activities including, but not limited to,
  - a. Band Program Activity Fees
  - b. Fundraising Money
  - c. Uniform and Equipment charges
- c. Prepare and present monthly report (Bursar Report) at Executive Board and General Meetings of monthly student accounting
- d. Manage monthly statements to Booster Members for student accounts
  - 1. Prepare and distribute monthly member statements regarding the status of their student's account in accordance with KCSD policy
  - 2. Work with members regarding outstanding activity fees and initiate alternate payment arrangements or fee schedules
  - 3. Work with members regarding outstanding student charges for equipment and uniforms, fundraisers, spiritwear and/or supplies and initiate alternate payment arrangements, return of fundraising or other items causing the account delinquency, and/or initiate legal action for collection of funds
  - 4. Maintain confidentiality with regards to individual families and accounts (i.e. only the Bursar, Treasurer and Band Director will have knowledge of any individual financial concerns)
- e. Coordinate and communicate with the Treasurer
  - 1. The Treasurer is generally responsible for accounts payable and the Bursar is generally responsible for accounts receivable
  - 2. Communicates and works with the Treasurer to receive, count, verify and deposit all money to the School Activity Account and/or The Band Boosters Bank Accounts
  - 3. Communicates and works with the Treasurer to provide money for cash boxes, when necessary, for fundraising and other Band Program activities
  - 4. Communicate and work with the Treasurer regarding Auditor or Third-Party Tax Preparer requested documents
- f. **Following applicable tax code(s), mail letters of receipt for monetary donations**
- g. Perform other duties as assigned
- h. Prepare an end of term report to assist the incoming Bursar