

Minutes

Hamilton Southeastern Destination Imagination Boosters Board of Directors Meeting August 13, 2015

Present: Dawn Everidge, President; Greg Fullhart, Vice-President; Lexy Puzzella, Treasurer; Anne Wiseman, Secretary; Kathy Seitz, Kristy Seitz, Robin Young, Program Directors

Absent: N/A

President Everidge called the meeting to order at 6:35 pm. A quorum was present.

Approval of Minutes from July 29 Meeting:

Correction: Initial call out meetings to be held at Thorpe Creek Elementary due to schedule conflicts at HIJH building, typo correction for FORM 1023

Greg motioned to approve minutes with corrections, Dawn seconded, minutes as corrected are approved

Treasurer's Report:

Lexy presented budget options for discussion, including registration fees and expenses. Various scenarios prepared by Lexy to determine cost of participation based on anticipated expenses.

- a. Scenario B deleted due to lack of funding, discussion on set amount per team manager for globals. Greg brought up discussion the cost of registration, should it be \$200 or \$225. Cost of registration linked to discussion on how many team managers to fund for globals, discussion held on option of 2 team managers or flat \$1200 per team and how dollars would be used if team has only one manager
- b. Discussion held on cost of registration, tier based on multiple children in families, \$25 discount for 2nd thru 4th or additional children
- c. Additional discussion on those that may not be able to afford to participate, check with PTO/HSE Foundation and possibility of Boosters to absorb cost

Greg made motion of registration fee of \$225, second by Lexy, put to vote and approved. Registration fee will be \$225 for 2015-2016

Greg made motion to go with scenario D, paying for 2 team managers, seconded by Kathy and held for vote. Motion approved. Boosters will pay for two team managers to attend globals if team has two managers and sufficient funds available.

Agenda Items:

1. Bylaws
 - a. Approved with final edits, Greg made motion to approve bylaws, second by Kristy, motion approved. Anne to make final edits and distribute.
2. Liability coverage for fiscal responsibility is recommended, would be approximately \$450 annually. Opted to hold on this coverage this year, reconsider in future as organization grows and funds under management increase

3. Association event software – NeonCRM

- a. Can register for events, online
- b. Can charge registration fee on credit card via system – will have to have surcharge for the convenience
- c. Can do membership designation on the software (such as parent or student member)
- d. Fee for this is \$50 per month for 2 modules- fundraising/donations, event registration, membership, online documents (get database, mass email)
- e. Current issues with email communication would be resolved
- f. Is annual contract required? Pay on monthly basis
- g. Discussion on who will hold responsibility for system maintenance/updating and determined several individuals would require administrator system access

Kathy made motion for NeonCRM for association management tracking, seconded by Dawn, implementation to occur after registration.

4. Kick off Meeting

- a. Robin shared discussion on how to set up initial meeting. Have open house from 6-8 pm, show videos, parents could talk to DI participants/parents with questions. Open house to occur at TCE cafeteria. Parent meeting held following week, no kid activities during parent meeting
- b. Newsletter – send flyer to central office and they put in newsletter for schools in district
- c. Additional 4 people at elementary level can be paid stipend to oversee program at their school, have 2 schools feed in with 1 person to oversee elementary kids. Kathy hoping that Rising Stars to be included in this as well
- d. Kathy shared with organized teams, help to fit kids together. More success in fitting together the elementary kids so Directors would like to form teams, especially for elementary level
- e. Greg suggested kids using Instagram/twitter for announcement of meeting
- f. Have instant challenges available for kids to see what to expect, Greg to bring some of the prop items. Can get in room at 5 pm. Team manager and parent tables available
- g. Suggested that Dr. Bourff come to one or more of the meetings
- h. Challenges: A, SuperDupers, B,Dingos, C,Mark's HS team D,Bracy Bunch, E,Electric Engineers/Fierce 7, PO information
- i. Current DI kids to be greeters at the door for the evening

5. Kroger Card/AmazonSmile

- a. Anne reported that she needed to still speak with Amy Dillow on Kroger cards.
- b. Very easy to set up AmazonSmile once 501c3 is set up and on GuideStar
- c. % of purchases automatically directed back to organization with quarterly ACH transfer

6. Future Items

- a. Role definition.
- b. Team Manager training – how can we do this differently so that managers really set up for success?
- c. Skills day
- d. 9/8 will be first general meeting
- e. Recruit strong fundraising chairperson

7. Additional Info

- a. Kristy is fairly certain State competition will be March 19th, Regional date 2/19 (Churubusco possible site)
- b. Kristy would like to propose to IN DI board to move regional and state date back to original date on 4/16, regional on 3/12
- c. Jill will continue to manage instant challenges

ACTION ITEMS

1. Check with HSE Foundation Board on funds for children that can't afford activities – Anne
2. Software inquiry with Krista Schultz on what financial software PTO uses – Dawn
3. Need plan of action of what is needed for first meeting, like something from every challenge – Robin
4. Send email on call out meeting and parent meeting to current team and team managers, ask parent to sign up for meeting, kids to sign up – Kristy
5. Prepare flyer to send to Bev Smith for communication on call out meetings, start tweet – Kristy
6. Prepare fact sheet handout – Kathy
7. Contact Dr. Bourff about attending meetings – Greg to request from Michelle Fullhart
8. Renew website license – Greg
9. Check with possible website developer/spouse - Kathy
10. Revise budget to include additional fees - Lexy
11. Set up NeonCRM - Greg

Next meeting will be held on TBD

Meeting was adjourned.

Respectfully yours,

Anne Wiseman, Secretary