



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday April 10, 2019

6:15-7:30pm

Meeting Location KHS Café

AGENDA		
TOPIC	DISCUSSION	Minutes/Notes
GUEST:		
Mr Wade, Superintendent	<ul style="list-style-type: none"> Discuss the upcoming Levy 	
UPDATES:		
Tag Day	<ul style="list-style-type: none"> Jen & Jenny- where are we on redoing routes Jen- Order more stickers 	
Spirit Wear Store	<ul style="list-style-type: none"> Vickie is working with Vector on adding a tank top and bucket hat Store should be ready to be opened online by the May 1st concert 	
Kiwanis Donut Truck	<ul style="list-style-type: none"> Kiwanis did not get the MentorRocks spot for donuts ☹️ 	
Band Instrument Trailer Wrap	<ul style="list-style-type: none"> Still reviewing concepts- the latest looks great! 	
Track Team using Concession Stand	<ul style="list-style-type: none"> April 10, April 15, May 6, May 8 Only need to clean it and clear it out for use- they bring their own things to sell 	
UPCOMING EVENTS:		
Spring Concert	<ul style="list-style-type: none"> Wed May 1, 2019 time/location TBA Boosters to do a 50/50 raffle throughout the audience- would love to involve students somehow in the sales- Chera? 	
Auxiliary Tryouts (Uniforms)	<ul style="list-style-type: none"> Try-outs tentatively being held May 6-8, 2019 with final decision made on May 9 We'd like 1-2 Boosters people there to discuss uniforms with Mrs Nelson so we can potentially get necessary uniforms ordered early this year 	
NEW AGENDA TOPICS:		
Reading of the Booster Board Member Roles	<ul style="list-style-type: none"> See attached for the Roles/Responsibilities We will read and take time to answer any questions about the Roles Nominations/Voting will take place during the May Meeting 	
TO VOTE:		
Percussion Covers	<ul style="list-style-type: none"> The current covers are deteriorating- Mr D to bring us a quote (will only vote this month if we have the quote by the meeting time) 	
OTHER:		

Excerpt from the Kirtland Music Boosters Constitution and Bylaws Version 7 Approved 12SEP2018

Article II- Officers

a. Section 1: Board Officer Roles/Descriptions

i. President

1. Presides at all meetings of the organization
2. Appoints Committee Chairpersons in cooperation with the other Board Officers
3. Calls special meetings when necessary
4. Coordinates the work of the Officers and committees
5. Is named as the Secondary Signee on the organization's bank accounts
6. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization
7. May serve up to one year in the Past-President role on the Board following his/her term

ii. Vice President

1. Acts as an assistant to the President
2. Performs the duties of the President in his/her absence or inability to serve
3. Oversees the Fundraising Committee
4. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization

iii. Treasurer

1. Receives all monies of the organization and shall keep an accurate record of all receipts, expenditures and bank accounts
2. Presents a report of all of these matters at each regular meeting
3. Is named as the Primary Signee on the organization's bank accounts
4. Prepares an annual budget for presentation to the Board Officers
5. Files all annual tax-related paperwork on behalf of the organization
6. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization

iv. Recording Secretary

1. Records the minutes of all meetings of the organization
2. Keeps a record of all Officers, Committee Chairpersons and Members of the organization
3. Runs the meeting in the absence of the President & Vice President
4. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization

v. Communications Secretary

1. Responsible for the correspondence of the organization
2. Oversees the organization's website, social media presence and e-mail account
3. Sends out invitations and notices of all meetings
4. Performs the duties of the Recording Secretary in their absence or inability to serve
5. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization