

GULF BREEZE BAND BOOSTERS ASSOCIATION, INC.

Board of Directors' Meeting

January 17th, 2022

Time: 6:30 PM

Location: Choir Room (Next to Band Room)

Present: Josh Jenkins, Alex Singletary, Barb Scott, Bethany Van Horn,
Jeff DeVasConCellos

AGENDA

- I. Call to Order by Josh Jenkins 6:36pm
- II. Proof of Notice/Quorum – Noticed via the Band App and emailed to parents on record/Majority BOD
- III. Secretary's Report – Review and Approve Dec 13th, 2022, Minutes with no requested changes: motion by Bethany Van Horn, seconded by Barb Scott. Unanimous approval.
- IV. President's Report no updates
- V. Vice President's Report no updates
- VI. Treasurer's Report current balance \$49,781.43
- VII. Director's Report Next year's recruitment efforts underway
- VIII. Committee Reports
 - a. Concessions – Booth cleanup remains on schedule for Jan 28th
 - b. Flag in the Breeze – plans to increase advertising of fundraiser, and to reduce service-eligible area to 32561 only
 - c. Program – there is currently \$670 outstanding for two businesses

- d. Communication – no updates
- e. Uniform – last uniform cleaning for the season to begin Friday Jan 20. Post washing, uniforms will need to be assessed for damages prior to next year’s marching season. Uniform committee to research/budget for adding Senior stoles and letters for the 2022/23 graduating class.
- f. Volunteer – no updates
- g. Transportation – no updates
- h. Grant Writing – no updates

IX. New Business no new business

X. Old Business

a. Audit committee

Requirement from OSO Manual -

“Annual Financial Oversight

As with any business enterprise, an annual oversight of the financial condition of the organization should be done by a person **or committee selected according to the rules established by the OSO manual or policy**. The OSO manual and school board policy require this person **or committee** to be a third party person **or committee**. The persons delegated this important task should conduct the following basic financial oversight tasks.

1. Compare the actual expenses and revenues for the year to the budget established at the beginning of the year.
2. Review a sufficient number of the disbursement and revenue transactions to determine accounts were properly used and entries to the ledgers were correct.
3. Review receipts and other support documents to ensure disbursements were proper.
4. Conduct an analysis of the expenditures to verify fairness and equality exist in the support of all teams falling under the mission of the OSO.
5. Attain from the treasurer a compilation of any unpaid bills, uncollected revenue, and inventory items unsold to report to the membership the complete financial condition of the organization.”

From Boosters’ Bylaws

Audit Committee. It is the responsibility of the Audit Committee to verify the accuracy of the information provided by the treasurer in the Gulf Breeze Band Booster financial reports and corporate records. The auditors must be unbiased and impartial regarding

the material of which is the subject of their audit. The committee will consist of a minimum of five members, including the two Trustees as chairs.

This process is ongoing, with no updates this period.

- b. Senior Banners Booster to give Seniors their Marching Banners this year, at no cost to the student. This is a change from previously reported.

XI. Adjournment – Meeting adjourned at 7:03pm. Next meeting is February 7th, 6:00pm.

GULF BREEZE BAND BOOSTERS ASSOCIATION, INC.

December 13th, 2022

Time: 7 PM

Location: Choir Room (Next to Band Room)

Present: Josh Jenkins, Alex Singletary, Bethany Van Horn, Tracey Henning, Jeff DeVasConCellos, Gwyneth Jackson

AGENDA

- XII. Call to Order by Josh Jenkins at 7:03pm
- XIII. Proof of Notice/Quorum – Noticed via the Band App and emailed to parents on record/Majority BOD
- XIV. Secretary's Report – Review and Approve Nov 7th, 2022 Minutes, with no requested changes: Motion by Bethany Van Horn, seconded by Jeff DeVasConCellos. Unanimous approval.
- XV. President's Report
 - a. Need to perform Annual Audit required by Bylaws and SRC
- XVI. Vice President's Report no updates
- XVII. Treasurer's Report Current balance as of Dec 12 is \$49,355.02. Expected credit from Coca-Cola to be utilized next concession season. There needs to be available access to paper bank statements to Booster, currently routed through school bookkeeper. Mr. Singletary to f/u.
- XVIII. Director's Report After a very successful Winter Concert, preparations now underway for Concert MPA in March.
- XIX. Committee Reports
 - a. Concessions – Booth cleanup now scheduled for January 28th. Service hours are available.

- b. Flag in the Breeze – no updates
- c. Program – no updates
- d. Communication – Band website needs to be linked to the Gulf Breeze High School webpage
- e. Uniform – next cleaning tentatively scheduled for third week of January. It is important to re-snap pant cuffs before returning to students.
- f. Volunteer – no updates
- g. Transportation – Band Truck maintenance scheduled between Marching and Indoor Percussion seasons
- h. Grant Writing – no update

XX. New Business

a. Audit committee

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6. Review a sufficient number of the disbursement and revenue transactions to determine accounts were properly used and entries to the ledgers were correct.
7. Review receipts and other support documents to ensure disbursements were proper.
8. Conduct an analysis of the expenditures to verify fairness and equality exist in the support of all teams falling under the mission of the OSO.
9. Attain from the treasurer a compilation of any unpaid bills, uncollected revenue, and inventory items unsold to report to the membership the complete financial condition of the organization.”

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Motion to elect Audit Committee of Josh Jenkins, Alex Singletary, Tracy Henning, Jeff DeVasConCellos, and Bethany Van Horn, proposed by Josh Jenkins, 2nd by Bethany Van Horn.
Unanimous approval.

b. Senior Banners will be available to purchase for \$40 (band cost)

XXI. Old Business no updates

XXII. Adjournment – Meeting Adjourned at 7:49pm. Next meeting is January 17th, 6:30pm