

LNHS Speech Boosters July 2016 (July 12)

July Meeting was held online. See below for members who acknowledged or participated in discussion emails on the topics included in the agenda.

Action Items in Red

1. Old Business/Action Items from June Mtg.

A. Create job description for newly created roles and email to Michael to include in by-laws (multiple).

- a. Revised Draft bylaws to describe Director position as Co Volunteer/Tournament Directors. Next meeting we can officially nominate/appointment Naomi to share that position with Greta.
- b. Revised, minimally, description of Web Master and confirmed with KJ Singh his acceptance of the nomination.
- c. Review by-laws for financial and budgeting sections (Tracy)

Michael W: Tracy and Shannon, I have received no feedback regarding the financial aspects of the bylaws. Per note below the draft in its current form was sent to Liz Singh, 7/10/16, for her review to ensure we have covered all legal requirements. I have asked her to scrutinize the financial aspects of the bylaws to ensure compliance and best practices. Please comment on bylaws and your position descriptions.

SME: Article V B. Membership Fee I recommend the board re-label this to "Supply" vs. Membership. **INSERT THIS INTO THE BYLAWS** The treasurer(s) shall have custody of all of the funds of the organization in a FDIC account; shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the president, executive committee/board, or organization. **DUTIES TO INCLUDE** 1. PREPARE AND SUBMIT TO THE BOARD FOR ADOPTION A BUDGET FOR THE YEAR. 2. TO APPROVE ROUTINE BILLS WITHIN THE LIMITS OF THE BUDGET. 3. The executive committee/board may approve expenditures up to \$100.00. Any motion proposing a budget amendment or an expenditure greater than \$100.00 that is not already included in the current budget must be presented for consideration before general membership at one meeting and voted on by the general membership at a subsequent meeting.

MW: If possible, I would like to secure approval of a final draft of the bylaws for circulation prior to the August meeting, to include the email drafted by Chris Hjort, inviting members to get involved in several committees. I am attaching Chris's draft somewhere below. Naomi has agreed to be specified as the contact for interested members. I would assume Greta and Naomi would coordinate in any follow up based on response from membership.

- d. Add/revise language in by-laws related to the membership fee (All, at upcoming meetings after budget is updated/available)

B. Consider emailing families about August garage sale or table until meeting (Jenn)

- a. Discussion on how to distribute funds raised amongst participants. **Tabled for future meeting.**

C. Work on web site development (Yatesh, KJ, Michael Weinstein, Chris)

- a. This past Thursday KJ, Chris Hjort, Yatesh and Michael W met to discuss/review redesign of the website. We discussed design/layout, desired functionality, potential uses from the perspective of our primary audiences--students, parents,

public and Board needs. **KJ is going to continue to coordinate with Yatesh within the week, make decisions, and Yatesh and KJ will continue with the new design.**

- b. We discussed creating a tiered sponsorship section on the website--gold, silver, bronze, and provide real estate/ visibility based on the level of sponsorship. Company logos could link to those businesses. We set September as a target for release of the newly designed website.
- D. Sign up for grocery bagging dates (Shannon)
 - a. Shannon is waiting to hear back from Tony, the manager at Cub Foods at 20250 Heritage Drive about securing the Thanksgiving dates for bagging in 2016.

2. New Business

- A. Treasurer Report: Shannon e-mailed the reconciliation report from QuickBooks and the June TCF Bank Statement. **Shannon is also working on outstanding items with Yatesh off-line.**
- B. Fundraising Director Position Remains Open. This position and creation of subcommittee should be high priority. This position will work with Coach Whitney to source new funding streams. **She will be invited to an upcoming booster meeting (Michael W).**
- C. Giving credit for student volunteerism. In the past students were provided credits for level of participation. **Future meeting topic: How should this be applied moving forward? Who can recall the formula used in the past?**
- D. The draft bylaws under review specify the annual membership meeting will now take place in January or February. This does not need to be more specific as long as we follow the guidelines spelled out in the bylaws to give adequate advance notification.

3. Board Member Acknowledgements

1. Michael Weinstein, reviewed and sent 7/10/2016
2. **Claudia Glinski, reviewed and sent 7/10/2016**
3. **Greta Schetnan, reviewed and sent 7/14/2016**
4. **KJ Singh, reviewed and updated 7/14/2016**
5. **Shannon M. Earle SME reviewed and updated 07.14.2016.**
6. **Jenn Baese reviewed 07.20.2016**

Member Acknowledgements

1. Naomi Drenk reviewed and sent 7/10/16
2. **Kerry Singh reviewed on 7/14/16. Looks good.**
3. Shannon M. Earle **SME** 7.14.2016 1:22pm.