

Music Booster Meeting Minutes - Wednesday, March 5th, 2019

Meeting Attendance-

Jeff Meyer, Barron Deffenbaugh, Jes Schmouder, Sarah Mckendree, Carolyn Willoughby, Andi Cveykus, Robin Berkebile & Megan Coward

Approvals-

Minutes from February 6th meeting: 1st- Sarah Mckendree, 2nd- Robin Berkebile
Amend agenda to add dates for track meets: 1st- Sarah Mckendree, 2nd- Barron Deffenbaugh

Agenda as amended: 1st- Carolyn Willoughby, 2nd- Sarah Mckendree

Financial reports: No report available

Financial status/501c3/Articles of Incorporation/Bylaws-

Who we are: We are a non-profit non-stock corporation. The Music Boosters mission is to support and enrich the Music & Arts Programs. (We are non-profit since we don't pay our directors) We are our own corporation not an entity of the high school.

We were registered in PA Department of state on August 16, 1993, with entity number 2089088 (simply identifies who we are). Address on file, 1740 Highfield Ave.

Internal Revenue Service- August 19, 1993. IRS states a 990 Form must be submitted to register. The September 7, 1993 meeting minutes reflect music boosters are now non-profit with EIN 25-1697139. Address on file is PO Box 5282.

What we know: Internal Revenue Service: We last filed form 990 in 2012 (fiscal year 2011). Revocation of 501 (c)(3) occurred on October 15, 2015. PA Department of Revenue: We lost tax-free status for PA sales tax.

Barron Deffenbaugh met with Corina Long. Board is revising the 915 mandate on booster groups. Not changing just clarifying wording. Currently writing booster transition manual (should be done mid-summer) No booster groups are allowed to use the district tax-free number, then you would be an entity of them. We have to send the tax paper we filed with the IRS, to the business office. As a booster organization, we need to provide the business office with an annual financial report.

Where do we go from here: To go back to reinstate our 501c3 with the IRS, we will need to complete form 1023 to be realized for 501c3. Form 1023 will cost \$600. We can fill out Form 990 three months after our fiscal year ends. We will also need to update/change our address.

Pa department of Revenue: We need to apply for a sales tax license. We also have to remit sales tax on appropriate revenue from concessions. We will apply as 501c3 when it is received from the IRS. Need to correct our address with the state as well.

We will need to follow Tonya Edwards (IRS agent 1002955185) District Administrator, Pa Department of Revenue and IRS guidelines to get back to where we need to be.

Barron Deffenbaugh made a motion that the Richland Music Boosters move forward to aligning ourselves as a nonprofit 501c3 with the IRS and PA Department of Revenue and the Richland school district. 2nd- Andi Cveykus

All present in favor

Rekeying concession stand– School district owns the building so they decided what will be done to it.

PA system relocation/Electrician consultation/adding breaker- This is a safety issue. We are blowing breakers, so there is a problem. It needs to be dealt with before the possibility of someone getting hurt. We do need to have insurance for the concessions.

New Officers- Transition Plan for officer changes will defer to the business office to decide how this will be done.

Website- The music boosters have 2 websites. We should have all our updated information on one so it is easier to find what people are looking for.

Track Concessions:

- **Jr. High-** Sarah Mckendree will need one more person to help with the concession stand and one 16+ year old to be a food runner. There are three Jr. high track meets. April 2nd, April 16th & April 23rd.
- **Varsity-** Sarah Mckendree will need one more person to help with the concession stand and two 16+ year olds to be food runners. There are 4 varsity track meets. April 10th, April 17th (boys only), April 18th & May 1st.

Next meeting will be held in the art room on **Wednesday, April 3rd at 7 pm.**

Motion to adjourn meeting- 1st- Sarah Mckendree, 2nd- Carolyn Willoughby. All present were in favor.