

**Erie High School Booster Club Meeting Minutes**  
**Sunday October 16th, 2022 - 7:00pm**  
**Via Zoom**

**Call to Order - 7:00pm**

**Roll Call**

Abbey Fluckinger - President

Matt Powell - Vice President

Jenn Slater - Secretary

Kate Arnold - Treasurer

Michelle Hall - After Prom

Michelle Kelley - Bingo

**Bylaws**

**Bylaws discussion of any suggestions added to the google bylaws document:**

Updates to Bylaws:

In **Section 3.03 Annual Meeting and Regular Meetings**. Change wording from: "The Members will select who may preside over all Member Meetings if the President is unable to fulfill this duty." to:

"The Vice President will preside over all Member Meetings if the President is unable to fulfill this duty."

In **Section 4.01 Powers and Number**. change wording from: "The number of directors shall be at least three (3) but no more than five (5)." to:

"The number of directors shall be at least (3)."

Change wording throughout the document so that "Vice Treasurer" is consistent. In some areas, the Vice Treasurer is written as "Assistant Treasurer". **Section 7.01 Officers. And Section 4.02 Election and Term of Office, Section 7.06** and anywhere else it is needed.

Change wording to add a Notice of meeting to be posted to website in **Section 4.08 Notice of Meetings**. Notice of a meeting may be sent by mail, email, telephone, courier service, hand delivery **or by posting to our website**.

In **Section 7.03 Vice President**. The Vice President shall assist the President with duties as needed. Add: "The Vice President will preside over all Member Meetings if the President is unable to fulfill this duty."

In **Section 7.05 Treasurer. Change:** (f) Prepare and file all necessary/required IRS tax forms and returns;

To: Prepare and file all necessary/required IRS tax forms and returns or **"arrange for and oversee professional accounting services should the Board deem them necessary."**

\*\*Matt Powell motioned to approve the bylaws with the above changes. Jenn Slater seconded the motion. All present voted in favor, no one was opposed. Motion approved.

\*\*Matt Powell motioned to approve After Prom Committee Chair and Concessions Committee Chair to a Board position with voting rights on the Board. The motion was seconded by Jenn Slater. All present voted in favor, no one was opposed. Motion all approved.

\*\*Matt Powell motioned to Recommend approved Bylaws to Members. Michelle K. seconded the motion. All present voted in favor, no one was opposed. Motion approved.

## **Grants**

### **Granting procedures**

A discussion was held as to whether the Board should create an outside judging panel to review, recommend and judge grant requests instead of the Board doing that itself.

Jenn S. proposed a vote, Kate seconded.

\*\*All members present voted not to have an outside judging panel. The Board will conduct those actions.

### **Grant qualifications**

A rubric was created by Abbey F. for our review. A Minimum Grant Request Requirements document was created by Michelle H. for our review.

The Board discussed whether or not we wanted to use a rubric when reviewing grant requests. The rubric as presented is not sufficient, and needs changes before we can use it. The rubric will be used as a tool for determining if groups meet the criteria for funding.

\*\* Kate motioned to Develop a Rubric/Grant Requirements for scoring Grant Applications. Matt P. seconded the motion. All present voted in favor, no one was opposed. Motion approved.

The rubric will incorporate the Minimum Grant Request Requirements, or a separate document for Minimum Grant Request Requirements will be created along with the Rubric (for example, to accommodate for items such as requiring the team to provide pictures or testimonials of the benefit from the grant request.)

\*\*Abbey will post a suggested Rubric/Minimum Requirements for all board members to comment on. We will post our comments, review and discuss them at a later meeting TBD.

### **7:54 Meeting Adjourned**

Next Meeting Date TBD

