

# Meeting Minutes

## Wylie East CTSO Booster Club

August 6th 2023 @2:00pm

Meeting Minutes 8/11/23

### **Attendance:**

Heather Ramirez (Acting President)  
Troy Messick III (Acting Treasurer)  
Jennifer Langham-Zeno (Acting Secretary)  
Mrs. Messick

### **Agenda:**

#### ***Bylaws-***

- Update bylaws to include WECTSOBO, purpose, Liaison Committee, Membership Committee, Fundraising Committee, fund allocation/distribution.

#### ***Finances-***

- Obtain bank account
- EIN, Tax ID filed
- Insurance quotes

#### ***Intent to Participate/Budget-***

- When will CTSO sponsors need to inform us of intent to participate and give notice for their yearly proposed budget?

### **Bylaws-**

- Changed name to differentiate between CTE and CTSO (parent and student)
- Purpose of WECTSOBO added
- Purpose of Liaison, Membership, and Fundraising Committees added
- Intent to participate by Sept 1st of each school year.
  
- Funds Allocation/Distribution-  
The general WECTSOBC fundraisers will go into the general account and be used for club maintenance and insurance fees then distributed evenly to the participating CTSOs subaccounts.  
WECTSOBC will assist individual CTSO with fundraising to help with anticipated costs and profits will be placed in that specific CTSOs subaccount.

### **Finances-**

- Troy will be informing us of the cost of obtaining a bank account, EIN, Tax ID, and 501 C.
- Heather Ramirez and Troy Messick will obtain Bank Account for our non-profit Booster club
- Heather will be informing us of the cost for insurance.
- Jennifer will be informing us of the cost of a website and stripe account
- After obtaining start-up costs we will determine our first year's membership fees.

### **Intent to participate/budget-**

- CTSO's wanting to participate in the WECTSOBC need to advise of their intent to participate by September 1st of each school year.
- By October 1st, each CTSO must provide a request for anticipated expenditures.

### **Actions:**

Everyone will get background checks!

- Troy will work on financials. How much is each item going to cost?
  - Become Incorporated in Texas
  - Obtain EIN from IRS
  - Obtain Sales Tax ID
  - Apply For the Internal Revenue Code 501©3 nonprofit status Submit IRS Determination Letter to WISD
  - Sales and Franchise Tax (until nonprofit status is approved)
  - Opening a bank account and signers? Which banks do we want to use?
- Jenn will work on websites
  - wix?
  - Booststr
  - PO Box?
  - Social Media FB
  - Setting up a google drive to save meeting notes and minutes
- Heather will work on
  - Booster club insurance cost
  - Once we get approved I can get the flyers on peachtree and maybe smore?
  - I will get yard sign info for a fundraiser idea
  - Table at meet the teacher night Tuesday
  - Working with Jolt on T-shirt fundraiser
  - Access to contact list with interested parents

### **Resolutions need before next meeting**

- Booster club fees? How much do we want our fee to be?
- Scheduling our first booster club meeting and getting it added to the calendar on Doolan's smore

Tentative Date 08/23/23 @7pm

### **Decisions/Votes**

N/A

**Ballot Results**

N/A

**Finances**

N/A

Deposit to bank acct. \$50 no fees electronic statement

Website Cost \$218.55

EIN Tax status \$225

P.O. Box \$183