

Plum High Music Boosters
December 6, 2021 Meeting Minutes

Attendance: 8 (Executive Board, Chorus Liaison, Orchestra Liaison, Ways & Means Committee Chair)
plus 1 regular voting member)

Meeting called to order 7pm

Opening Remarks –

Orchestra/Chorus event on Saturday 12/4/21 at local Plum church. Boosters would like to encourage all 3 music programs/participants to pass on information, important dates, and student spotlights to share with community.

Additional Concerts –

Chorus 12/14

Band 12/15

Orchestra 12/16

HP Band 12/13

AEO Chorus (12/9), AEO Band 1/3, AEO Strings 12/8

AK Honors Festive 1/20 and 1/21 – may need volunteers/students for ticket sales, sell candy grams. This will be discussed at January's monthly meeting.

Secretary Minutes

There was a motion to approve 11/21 meeting minutes. Mark Pivik seconded the motion. Minutes approved and will be posted on the website.

Treasurer's Report

Heather Racchini presented the Treasurer's report. See attached.

Ways and Means

- Pie Shoppe Ended - Sold 269 pies for \$2/pie student profit. Delivered on Tuesday, December 14. Reminder will be sent in the app.
- Sarris Candy – orders end on the 19th. Reminder: online orders only.
- Perogies planned to be sold in Spring 2022; Hoagies in February 2022

Fundraising

- Crocs/Clogs – no monies were raised due to low sales. Will be distributed this week.
- Spiritwear- pick-up/delivery on 12/16. Total sales/profits will be shared in January, fewer sales are expected.
- Alternative Basket Plan – baskets may be raffled at holiday concerts with winner selected at end of events depending on prior donations. Will check will Fundraising. 12/14-12/16
- The Board, Fundraising Committee, and present members voted to suspend Bingo planning indefinitely due to low attendance and engagement of members over multiple meeting cycles. Concerns were expressed over lack of participation that could result in financial losses.

Membership

Several new memberships from all programs. A breakdown of chorus/orchestra/band was requested for next meeting with the intent to build community and increase communication.

Student Accounts

Students need to be reminded that they must be members in order to fundraise for their individual accounts. Membership is valid for one year. (July 1 – June 30)

Scholarship Committee

No reports

Website and Communication

No new information

Hospitality

Early May family picnic – Sunday

Uniforms

Concert attire will be fitted this week. Chorus and Orchestra has been fitted. No volunteers requested.

New Business

- Plum Music Boosters is listed as a non-profit corporation, but we are in the process of applying to become a 501C non-profit.

New clauses will be added to the bylaws/articles to ensure compliance. (attached)

Three new policies (attached) were recommended to be adopted.

Vote on changes/additions will take place at the January meeting after the 1-month waiting period.

- A-K Music Festival Booster Involvement on January 21
- Spring Family Picnic – further discussion will take place in January

All Future Meetings will be held in the High School Cafeteria. Meetings may be moved online during the winter months.

Motion to adjourn Meeting: Ruth Ann Pivik Second by Mark Pivik.

Meeting ended at 8:30 PM

PLUM MUSIC BOOSTER
TREASURER REPORT
NOVEMBER 2021

CHECKING ACCOUNT

Check Book Balance as of 11/1/21 \$19,247.00

Deposits:

Deposit-Profit from NPL Dining Fundraiser	\$87.35
Deposit-Profit from Coffee Fundraiser	\$317.00
Deposit-Memberships	\$90.00

Expenses:

Prestogeorge Fine Foods-Coffee Fundraiser	\$158.50
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Total Deposits:

Total Expenses:

	\$494.35
\$158.50	

\$19,582.85

Less Student Accounts Balance

\$8,767.92

CHECKING ACCOUNT BALANCE AS OF 11/30/21: \$10,814.93

MONEY MARKET ACCOUNT

Previous Balance \$25,828.40

Interest \$0.22

MONEY MARKET ACCOUNT BALANCE: \$25,828.62

GULA SCHOLARSHIP ACCOUNT

Previous Balance \$2,601.40

Deposits

Expenses

\$2,601.40

PLUM HIGH MUSIC BOOSTERS
BYLAWS NEEDED FOR 501 © STATUS

Inurement Clause:

The corporation does not contemplate pecuniary profit, incidental or otherwise. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any officer or director of the corporation, or to any other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes as set forth in these Articles of Incorporation.

Notwithstanding Clause:

Notwithstanding any other provisions of these Articles of Incorporation the corporation shall not carry on any activity not permitted to be carried on by a corporation organized and operated exclusively for exempt purposes and which is public charity described in Section 509(a)(1), (2), or (3) of the Code.

No part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on other activity not permitted to be carried on by a corporation exempt from federal income taxes under Section 501 © (3) of the Code, or by a corporation contributions to which are deductible under Section 170 © (2) of the Code.

Dissolution Clause:

In the event of the dissolution of the corporation or in the winding up of its affairs, or other liquidation of its assets, the corporation's property shall not be conveyed to any organization created or operated for profit or to any individual for less than the fair market value of such property; all assets remaining after all debts and expenses of the corporation have been paid or provided for shall be conveyed or distributed by the Board of Directors to one or more organizations qualifying for the exemption afforded by Section 501 © (3) of the Code. Any such assets not so distributed shall be disposed of pursuant to an order by a court of competent jurisdiction, exclusively for such purposes or to such organization or organizations, as said court shall determine.

We also need to adopt a Conflict of Interest Policy, Gift Acceptance Policy, and Record Keeping Policy

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Conflict of Interest Policy

Purpose of Policy

This conflict of interest policy is designed to help directors, officers, and employees of the Plum High Music Boosters, Inc. identify situations that present potential conflicts of interest and to provide Plum High Music Boosters, Inc. with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control. All capitalized terms are defined in Part 2 of this policy.

1. Conflict of Interest Defined.

For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

- a. Outside Interests.
 - i. An Agreement or Transaction between Plum High Music Boosters, Inc. and a Responsible Person or Family Member.
 - ii. An Agreement or Transaction between Plum High Music Boosters, Inc. and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
- b. Outside Activities.
 - i. A Responsible Person competing with Plum High Music Boosters, Inc. in the rendering of services or in any other Agreement or Transaction with a third party.
 - ii. A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with in the provision of services or in any other Agreement or Transaction with a third party.
- c. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
 - i. does or is seeking to do business with, or is a competitor of Plum High Music Boosters, Inc.; or
 - ii. has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from Plum High Music Boosters, Inc.;
 - iii. is a charitable organization;
 - iv. under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Plum High Music Boosters, Inc.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. A "Responsible Person" is any person serving as an officer, employee, or member of the board of directors of Plum High Music Boosters, Inc.
- c. A "Family Member" is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a "material financial interest.")

- e. An "Agreement or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship by Plum High Music Boosters, Inc.. The making of a gift to Plum Music Boosters, Inc. is not an Agreement or Transaction within the meaning of this document.
3. Procedures.
- a. Before board or committee action on an Agreement or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
 - b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
 - c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
 - d. A person who has a Conflict of Interest with respect to an Agreement or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Agreement or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of directors of Plum High Music Boosters, Inc. has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the board of directors.
 - e. Responsible Persons who are not members of the board of directors of Plum High Music Boosters, Inc., or who have a Conflict of Interest with respect to an Agreement or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to an Agreement or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Plum High Music Boosters, Inc.'s participation in such Agreement or Transaction.
 - f. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
4. Confidentiality. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Plum High Music Boosters, Inc.. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Plum High Music Boosters, Inc. for the personal profit or advantage of the Responsible Person or a Family Member or the Responsible Person's company.
5. Review of Policy.
- a. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
 - b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to Plum High Music Boosters, Inc.. Each Responsible Person should also disclose to the board of directors any potential Conflict of Interest that may arise during the course of the year between the submission of annual disclosure forms. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
 - c. This policy shall be reviewed annually by each member of the board of directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

[Organization Name]

Conflict of Interest Information Form

Name: Date:

Gift Acceptance Policy

Plum High Music Boosters, Inc. solicits and accepts gifts that are consistent with its mission. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations. In the course of its regular fundraising activities, Plum High Music Boosters, Inc. will accept donations of money, real property, personal property, stock, and in-kind services. Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for Plum High Music Boosters, Inc. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

Records Retention Policy

Plum High Music Boosters, Inc. ("Organization") has adopted this Records Retention Policy (this "Policy") to help it manage its records efficiently, report its performance accurately, substantiate its disclosures, and comply with applicable laws relating to preservation and confidentiality of such records. Covered documents and people This Policy covers documents in electronic as well as hard copy format. It covers Organization's directors, officers, employees, volunteers, and, as appropriate, vendors and other outside providers. Organization is committed to compliance with legal requirements relating to document integrity, document retention, and privacy. Organization will retain documents as necessary to comply with law and as needed for operations, but will seek to retain them no longer than as needed for such purposes. Organization may establish retention schedules for specific categories of records; several such schedules are set out in the table below. While the table reflects minimum retention schedules for certain categories of records, retention of a document, whether or not identified in the table should be determined primarily by application of the general principles of this policy and the specific requirements below relating to litigation-relevant materials. Administration The President is responsible for administering this Policy in a manner that is reasonably attainable given Organization's resources and administrative capacity. Those responsibilities include: (a) setting standards for data collection and security; (b) overseeing protocols for compliance with privacy laws and Organization's own privacy policies; (c) setting standards for document integrity, such as guidelines for backup and archiving procedures, document retention in case of an emergency, and checkups of system reliability; (d) consulting with Organization associates about storage and destruction of specific categories of documents; (e) issuing instructions with respect to litigation matters; and (f) reviewing arrangements with volunteers and outside providers. Non-compliance consequences Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal penalties including fines and imprisonment, contempt orders, litigation sanctions, disciplinary action for individual employees, and increased costs and inefficiencies. Relationship to laws and contracts This Policy is intended to supplement and not supersede any applicable federal and state laws, or any contracts to which Organization is party, relating to retention and confidentiality of specific documents and information. Amendment The Board may amend this Policy at any time