

KOKOKAHI GYMNASTICS TEAM BOOSTER CLUB MEETING AGENDA

KGT BOOSTER CLUB BOARD MEMBERS (as of May 19, 2023)

Interim President - Stephanie Jurgenson

Interim Vice President - Wendy Ferri

Co-Secretaries - Liam Connel and Anja Loomis

Treasurer - Tiara Kalopodes-Faagata

Fundraising Committee - (Chair) Julie Reid, Amanda Luko, Tyra Ramirez, Kali Carvalho

Spirit Committee - (Chair) Becky Newbold, Angel Porter, Deirdre Stearns, Ina Young

Concession Committee - (Chair) Perry Howel, Ariel Kishimoto, Allison Schaeffer

Minutes and Agenda:

Meeting Time and Location: 6/12/2023, 5:30pm, KGT Conference Room

Call to order and Roll

President Report:

- Want to maintain our streak (1 for 1) of efficient board meetings. Two items today:
 - Golf tournament - discuss/vote on date and next steps
 - Incorporate, formalize our organization
 - Approve meeting minutes from last meeting, so can be shared (process?)
- Any other topics to be added/addressed today?

Notes:

Golf Tournament Fundraiser

- Available Mondays in October: Oct 2, 9, 16, 23
 - Oct 7-15 (Sat-Sun) DoE fall break vacation
- Next Steps and Responsibilities
 - Keith date
 - Kauai involved
 - flyers

Incorporate and formalize our organization

- DCCA Articles of Incorporation (Form DNP-1) printed and ready!
- Filing fee, \$25. Steph to pay, reimburse from booster club later
- ??? if the nonprofit is a charity that solicits for donations, it must also separately register with the Attorney General's [Charity Registration site](#).
- **Booster club start-up resources/references**
 - <https://cca.hawaii.gov/breg/registration/dnc/>
 - 2 min YouTube: <https://parentbooster.org/videos/run-gymnastics-booster-club>
 - Pay for services, but also have free tidbits of info:

- www.Parentbooster.org
- www.Boostr.co
- Next Steps and Responsibilities
 - Open bank account after incorporation papers filed - Treasurer and one other signatory
 - Liability - add'l insured
 - Ask Koko board for funds if needed to start
 - Koko with First Hawaiian
 - Individually review meeting meetings from 6/5 and 6/12 meetings, to be approved at next meeting

Minutes taken by Co-secretary, Liam:

Koko Booster Club meeting notes June 12, 2023; 1735 meeting begins. Present are temporary President Steph, Secretary Liam. Items for discussion are incorporation documents, that Steph drafted, and primary and secondary dates for golf fundraising. October 9 proposed as primary, October 16 as secondary. 6 votes in favor of both (out of 9 total at this Booster meeting). Next steps are to inform Kauai, create flyers, and get Kauai guidance on next steps. Steph agreed to contact Keith, the POC at Hawaii Kai golf course. Steph recommends at least one person shadow Kauai, perhaps from fundraising committee, or from Booster Board. Beto Ramirez suggested as person that could shadow and work with Kauai (he is a golfer).

Next meeting? Steph is out of town the next three weeks. Info from Kauai will help inform on next steps. Booster Club will ask for \$25 or \$26 from Koko as “seed money” to pay fees to incorporate Booster Club.

Next item: to incorporate and formalize our organization, to file Articles of Incorporation to be a non-profit in State of Hawaii. Steph created draft Articles of Incorporation, listing Stephanie Jurgenson and Liam Connel as the members. Once filed, this will allow us to open a bank account for Booster Club. But we then also need to create our own articles (aka “by-laws”) to ensure we qualify for tax exemption status. We may want to align these with those of the gym, that is also a non-profit. Steph created a draft articles/by-laws.

Regarding minutes from the last meeting, process would be for a proposal to approve, then a second, and then a vote – we will do a vote to approve meeting notes for June 5 and June 12 meetings, at our next meeting (date is still TBD).

Four of five board members present at June 12 meeting – Temporary President Stephanie Jurgenson; Treasurer Tiara Kalopodes-Faagata, secretaries Liam Connel and Anja Loomis. Articles/by-laws, once finalized, will likely require 3 of 5 board members present for board to make decisions.

Discussion was had on what bank to use; consensus is to use First Hawaiian, consistent with Kokokahi Gymnastics Team. Concern raised that we as Kokokahi Booster Club would be confused with Kokokahi Gymnastics Account, so name with bank should be clear that we are a different/separate entity.

President Stephanie said she plans to pay the \$25 filing fee with her personal funds, and then seek re-imbursement from the Booster Club (who may at that point have “seed money” from Kokokahi Gymnastics). Stephanie may file and pay as soon as tonight.

Stephanie Jurgenson and Liam Connel signed Articles of Incorporation.

Next meeting TBD, meeting adjourned at 1800.

Q&A

Adjourn

Next Meeting: July 10, 2023 @ 5:30pm

Approved at 7/10/2023 board meeting.

DocuSigned by:
Stephanie H. Jurgenson
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President