



CFHS General Band Booster Meeting May 10, 2019

- **Call to Order**
- **Approval Of Minutes**
- **Treasurer report- James Morrison**
- **Vote on bylaws amendments**
 - **New position vote of VP of Color Guard**
 - **Debit Card addition**
- **Vote for new officers**
 - **President- Kristi Reiser**
 - **VP of Band- Carrie Hughes**
 - **VP of Color Guard-**
 - **Treasurer- Ernie Davis**
 - **Secretary- Erik Papaleo**
- **Trailer purchase- the need for fundraising. (Erik Papaleo)**
- **We are in need of several volunteers for prop committee beginning now and throughout the summer.**
- **Major committees in need of a chair person for 2019-2020 school year**
 - **Marching Uniforms**
 - **Concert uniforms**
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Duties of the Vice President of Band

1. The Vice-President shall perform the duties of the President in his or her absence or at his or her request for the band.
2. In the event that the office of President is vacated for any reason, the Vice President shall automatically become President of the CFHSBBC for the remainder of the term in which such a vacancy occurs and shall immediately assume title and all duties delegated to the office of President, without any action on the part of the membership.

Duties of the Vice President of Color Guard

1. The Vice-President shall perform the duties of the President in his or her absence or at his or her request for Color Guard.

Duties of the Treasurer

1. The Treasurer shall disburse funds in accordance with the approved budget. Additional disbursements shall be as directed and approved by a simple majority of the Executive Board.

2. Checks will require two of three authorized signatures. The Treasurer, President and one other elected officer shall be authorized to sign on the bank account.

3. The Treasurer shall submit a report of funds at regular Executive Board and General meetings.

4. The Treasurer shall submit all appropriate state and federal reporting forms with timely payments if applicable.

5. The Treasurer shall be available, or obtain an alternate, for all fundraising activities so that timely deposits can be made.

6. The Treasurer shall present the financial books to an Audit Committee shortly after the fiscal year concludes or upon departure of the Treasurer from office for any cause. The audit shall be completed prior to the next Treasurer receiving the club records.

7. Debit Card- All purchases should have very effort to be made by check first. The debit card should only be used if a checkbook can NOT be used.

The Treasurer or any other "signing" member of the executive board will be responsible for the debit card at all times.

Only the Treasurer or other member of the executive board shall make purchases with the Debit Card.

All purchases on the debit card over \$100.00 need prior approval, and require two signatures on purchase (check) request.

The use of the Debit card may be used for online purchases with prior approval from the executive board.