

## ALFSC Board Meeting, October 13, 2014

The meeting was called to order by President Carol Linde. Members in attendance were Nikki Austinson, Angela Cox, Shannon Cox, Amy Klimmek, Carol Linde, Kristy Minear, Jill Nelson, and Terri Wichmann.

The meeting began with guest speaker Scott from Albert Lea Tax Service. The purpose of his visit was to inform the board about what being a 501C3 organization entails. ALFSC is a 501C3 organization because we foster national and international sportS competition.

1. Donations to the club can be counted as a deduction on the donors' tax return.
2. It is okay for 501C3 organizations to receive sponsorship monies; if a single entity gives over \$250 then we need to give them a receipt which states that no goods or services were provided to the donor in exchange for the contribution.
3. There is no dollar limit to how much cash we can have on hand.
4. Things a 501C3 organization cannot do are:
  - a. lobby
  - b. pay ourselves for serving on the board
  - c. operate not in accordance with our purpose
  - d. generate unrelated business income which includes the following
    - i. activity in a trade or business
    - ii. activity regularly carried on
    - iii. activity not related to the organization's business

We need to locate the letter from the IRS informing us of our 501C3 status. It would be helpful to locate a copy of the application for our 501C3.

Additional items discussed with Scott concerned good business practices and included: having two people sign checks, having one person collect the bills and another pay the bills, having separate people perform receivable and payable accounting functions, perform an internal audit every 3 or 6 months.

Finally he spoke about our tax year which runs July 1 – June 30 so that some of each calendar years' pool income is reported in separate tax years. It is important to have a clear accounting of expenses and income by month for the pool.

Secretary's report from September 2014 meeting was approved 1<sup>st</sup> Austinson/2<sup>nd</sup> Minear.

Treasurer's report was approved 1<sup>st</sup> Wichmann/2<sup>nd</sup> Austinson.

Linda Crom resigned from the board, which vacated the office of treasurer. Amy Klimmek volunteered to fill the position S. Cox 1<sup>st</sup>/2<sup>nd</sup> Wichmann. Approved.

Motion by Wichmann/2<sup>nd</sup> by Minear to authorize the following individuals to be on the ALFSC checking account: Amy Klimmek, Carol Linde, and Nikki Austinson. Motion passed.

Motion by Wichmann/2<sup>nd</sup> by Nelson to establish the following guidelines for treasurer

1. Any check \$100 or greater needs 2 signatures
2. Internal audits will be performed every 6 months
3. At a minimum 2 board members need to count fundraising and show sales monies
4. President receives the bank statement

Motion passed.

A non-member is taking lessons from an ALFSC coach. We are charging regular lesson rates plus a \$10 per time ice usage charge. She is requesting to have the \$10 ice usage charge waived for two dates for which she was not on ice due to a doctor's note. S.Cox moved to waive the \$10 ice use charge for the two dates for which she was not on ice; Austinson 2<sup>nd</sup> and motion carried. It was to be reiterated that the per time ice usage charge was to apply to these two incidences and if she were to sell her lessons she would still be responsible for the \$10 ice use charge.

Past due accounts that were to have been paid by October 1, 2014 were discussed.

A concern was presented about coaches not turning in timesheets on a regular and/or timely bases. Wichmann proposed the following guidelines: Coaches need to turn in time sheets by the 15<sup>th</sup> of the month for payment by the 22<sup>nd</sup> of the same month and on the 30<sup>th</sup> of the month for payment by the 7<sup>th</sup> of the following month. S. Cox 2<sup>nd</sup> and motion passed. Terri Wichmann will communicate this to the coaches.

Shannon requested permission to order more Kwik Trip cards in the same quantity as previously ordered. Wichmann 1<sup>st</sup>/Austinson 2<sup>nd</sup> motion passed.

#### Tryouts

1. Judges are Sheila Steele, Lacey Williamson, Carol Colstrup, and Angie Schuhmacher, a 5<sup>th</sup> judge is still being sought.
2. S. Cox will secure food which may consist of breakfast items (muffins/donuts/granola bars/fruit), pizza, and drinks.
3. Austinson has a list of songs which she will download from Itunes and cut CDs.
4. The random tryout schedule has been set.

The board will begin choosing group costumes on October 27, 2014, at 6:30 pm at the city arena.

Carol Linde is planning Halloween week fun.

Changes to committee chairpersons: Carol Linde is the new co-chair of fundraising; Klimmek will no longer be co-chair of that committee. Shannon and Angela Cox will co-chair the food committee.

Nikki Austinson received 23 orders for the warm ups.

Respectfully Submitted,

Jill Nelson, ALFSC Secretary