

# BOOSTERS

Band of Obviously Super, Terrifically Enthusiast Recreation Supporters

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1. Report out of the July 4<sup>th</sup> events (including revenues received from sale of cinnamon rolls, coffee and apparel)

All events were well attended and we have received numerous positive comments from community members.

- Sale receipts: \$394.00
- Expenses: \$255.56
- Business expenses: \$50.00

Treasurer's report: A checking account was opened with the \$2500.00 from the old Boosters. After paying all expenses and recording receipts our balance is \$2588.44.

We are meeting our goal of being self-supporting.

2. Report out on Non-Profit status. State of Washington. FAQs attached.
3. Discussion of upcoming Hot August Nights events (Secure Board permission to operate until midnight at North Beach even though event is scheduled from 6 to 11 pm.)

Hot August Nights event planned for August 13<sup>th</sup> at North Beach. We are asking vehicle owners to have their vehicle for display from 6 pm to 8 pm at North Beach. To date we have about 15 vehicles. 7:30 pm to 8:30 pm BOOSTERS Potluck and Meeting to plan Labor Day events. 8:30 pm to 11:00 pm hosted Karaoke into the night.

NOTE: We welcome any vehicle (boat, car, truck, motorcycle, golf cart etc) you want to show – one of a kind, classic, unique, vintage etc.

4. Established BOOSTERS Reimbursement Form (attached)
5. Back by popular demand Tom Tighe has agreed to "spin the platters" for our Labor Day Dance. We need volunteers to chair events for Labor Day activities – be ready for final planning at August BOOSTERS meeting.
6. New Business:
  - Members who wish to receive email from BOOSTERS must provide email information to Janet Podell. Since the last meeting only one group email was sent. If you did not receive it please check with Janet to verify your contact information.

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- An email account is now set up. We encourage member input and/or feedback. Email us at [HIBOOSTERS@yahoo.com](mailto:HIBOOSTERS@yahoo.com).
- Established two new positions:

*Sunshine:* This BOOSTERS member will send out notes of appreciation, condolences and speedy recovery to members of our community. Sharon Stone volunteered for this position.

We agreed to reimburse up to \$100 for stamps and stationery etc.

*Historian:* This BOOSTERS member will document “Our” history from this year forward. Event photos and historical documents will be archived. Rondi Amidon volunteered for this position.

- Agreed to provide paper products (paper towels, toilet paper, cups, plates etc) for the community center. Historically the BOOSTERS provided these items in exchange for free use of the center. Mike Shettlesworth made a motion to replenish the community center stock allotting not more than \$300/year for this expense. Motion passed. (Suggest inventory sheet be established with stock levels and purchase points.)

## 7. Items for September agenda:

- Discuss plan for winter and next summer events
- Discussion of how we will authorize expenditures (Dollar threshold requiring a membership vote those Boosters in attendance)
- Discussion of membership fees: annual? \$2.50 per person or \$5.00 per family?
- Discussion of purchasing additional Picnic tables for the Park. Not sure if these are the Best prices but at least it gives us something to consider.  
[http://www.uline.com/BL\\_8773/Metal-Picnic-Tables](http://www.uline.com/BL_8773/Metal-Picnic-Tables)
- Format for maintaining financial information (Use Carolyn Anspachs suggested ledger format?)
- Event waivers

Attachments:

FAQs re: Non-profit

BOOSTERS Reimbursement Form

TLC/jg



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## Herron Island Boosters FAQ's Non-Profit Status

1. Did the Boosters file for Non-Profit status with WA State Dept. of Revenue?
  - Yes. We are registered under the name of Herron Island Boosters
2. Do we have a UBI number?
  - Yes. #603121040
3. Are we required to charge WA State Sales Tax for any Booster sales (i.e. hats, clothing, or other Boosters paraphernalia, etc?)
  - No. WA State law provides this exemption to Non-Profit organizations if the following conditions are met:
    - a. periodic fundraising activities
    - b. conducted by qualified nonprofit organizations
    - c. that do not constitute a regular place of business
    - d. where the proceeds of the fundraising are used to further the nonprofit's goals.*(These conditions quoted verbatim from Dept. of Revenue website)*
4. Are we required to pay sales tax for goods and services needed to maintain the Boosters organization?
  - Yes. We do not qualify for any exemption from paying sales tax.
5. Are we required to file State Tax Returns?
  - Yes, we will be filing State Tax Returns (probably quarterly), but don't anticipate owing any taxes based on anticipated low revenues.
6. Are we required to file for Federal Non-Profit 501(c) (3) status?
  - No. The Boosters would have to meet a threshold of annual revenues of \$25K before we would be required to secure Federal Non-Profit status. If, at any time in the future, our annual events meet that threshold we will revisit the requirement and proceed accordingly.
7. What about food sales? Will we be required to obtain special licenses to serve food to our members?
  - Possibly. If we are going to sell "prepared" food such as doughnuts or cinnamon rolls, then no. These foods have already been prepared under Dept. of Health guidelines. We also do not need to obtain special licenses for potlucks where food is prepared by a member in their residence and brought to the event. However, if we plan to serve food that we cook ourselves and sell to members (such as steak dinners for a Dinner Auction event); we may be required to obtain a Special Event Permit and a Food Handlers Permit. There may also be some brief training that the DOH will require us to take. (Note: Two of our Boosters officers currently hold Food Handlers Permits obtained from the Dept. of Health.



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**REQUEST FOR REIMBURSEMENT**

Name: \_\_\_\_\_

Event: \_\_\_\_\_

\*Booster President Signature: \_\_\_\_\_

\*Required only if reimbursement exceeds \$150.  
*Receipts must be attached to receive reimbursement.*

Date	Description of Expense	Purpose/Event	Amount
<b>TOTAL:</b>			

For Office Use Only:  
Date Paid:  
Check #:  
Payment Issued by: