**Board of Directors Meeting Agenda**

**Milton Public Library**

**October 21, 2013 - 7PM**

**Mission**: We are committed to providing all girls with an experience that fosters positive  
self-esteem, team spirit and individual growth through personal achievement and team play.

**Activity Action/Responsibility**

Minutes from Previous Meeting Approval

Welcome Calece Johnson Kevin Olivieri

Open Board Positions Karen Lewis

* Executive Board
* Treasurer
* General Board Position

Fall Travel Wrap-Up Gary Kelly

President’s Report Kevin Olivieri

* Equipment/Storage
* Celebrate Milton!

Committee Breakouts

Board Meetings Karen Lewis

* Schedule November Meeting

Adjourn

**Next Board Meeting: TBD**

**Executive Board Member**

As you know we have an open spot on the Executive Board.  Members of the Executive Board average 2 hours per week working on Milton Girls Softball related matters.  The peak time is between January and June with many phone conversations and in-person meetings with the President and other Executive Board Member.

In addition, the role requires accessibility via impromptu meetings or calls to discuss timely board matters.

The Executive Board Member shall assist the President in any manner so designated by the President and perform such other duties as may be assigned by the President or the Board.

*If you are interested, please email* ***wecare@miltonsoftball.com*** *stating your interest.*

**Treasurer**

The Treasurer shall have custody of and responsibility for the safekeeping of all MGS funds, securities, and financial records.

The Treasurer shall receive all monies due and payable to MGS and shall promptly deposit all such monies in the name of MGS in such banks or other depositories authorized by the Board.

The Treasurer shall be responsible for the timely payment of all payables and liabilities of MGS and maintain complete and accurate records of all MGS financial transactions.

Prior to the end of each fiscal year, the Treasurer and the Vice President shall prepare and submit for Board approval a budget for MGS for the following year incorporating and listing all anticipated revenues and expenditures.

The Treasurer shall submit a written financial statement at each Board meeting showing, as of the end of the most recent month, MGS actual monthly and year-to-date revenues and expenditures. The financial statement shall also include a comparison of actual year-to-date results versus the prior year and budget, the most recent month-end bank balances and any incurred but unpaid liabilities of which the Treasurer is aware.

The Treasurer shall be responsible for the accurate preparation and timely filing of any MGS financial reports and tax returns that may be required to be filed with any governmental or regulatory authorities, except for those that the Board has specifically authorized outside third parties to prepare and file. Where such reports or tax returns are filed by outside third parties, the Treasurer shall provide all necessary support and information to assist in the preparation of those reports.

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