

Sandpiper Boosters, Inc. Executive Board Meeting Minutes
Tuesday, January 16, 2024 at 8:15 a.m., Central time
Teacher's Lounge

Call to Order

The meeting was called to order at 8:17 a.m.

Members Present

Jamie Lynn, Jennifer Gray, Melissa Lott

Approval of Agenda

The board reviewed the agenda. Jamie Lynn made the first motion to approve. Jennifer seconded.

Approval of Minutes

The board reviewed the minutes. Jamie Lynn made the first motion to approve with one change to the Winter Wonderland financials. Jennifer Gray seconded.

Old and New Business

Financial Report - Jennifer Gray stated that the bank balance on December 29th was \$36,289.66 and as of January 16th the current bank balance is now \$30,393.00. January still hasn't reconciled. The YTD P&L summary has been completed for 7/1/23 through 12/29/23 and Jennifer will review the details during next week's general meeting. Jennifer is also working with Liz Branch to complete the Boosters semi-annual Sales Tax Return for merchandise sales from 7/1/23 through 12/31/23. The sales tax return is due on 1/19/24 to the Florida Department of Revenue.

W9s and 1099s - Jennifer asked that we collect W9s for providers who provided a service over \$600.00 during the 2023 calendar year. There were three vendors including Emerald Coast Shade Sails, Astifler Productions and DigiBooths. Jennifer has already received Emerald Coast Shade Sails' W9 and Jamie is collecting the remaining two. These must be submitted to the CPA by January 31st.

Dune Lakes Dines Update - Pecan Jack's raised \$107.00 for December's Dune Lakes Dines. We are still waiting on Idyll Hounds Proper's profit for January. Attycats Arcade is scheduled for February 2nd from 2:30 to 5:30 p.m. and will be donating 20% of their proceeds. Nigel's is scheduled for February 23rd from 4:00 to 6:00 p.m. Brozinni's is scheduled for March 7th all day, donating 20% of their proceeds. Nothing is currently scheduled for April, but Jennifer is reaching out to Local Cantina in Greenway Station in Seagrove.

Daddy-Daughter Dance - Jamie stated that we have raised \$2,000.00 currently in sponsorships. Total ticket sales raised as of January 14th is \$4,100.00. A little less than half of the tickets are sold at this time. We have already sold a large amount of raffle tickets. The volunteer signup is posted online for decoration setup, event assistance and clean up.

Literacy Week - Jamie stated that the goodie bag assembly sign up is posted online. Mingle is booked to decorate the main hallway stage. Boosters expenses will be \$250.00 or less. The theme for Literacy week is "Believe in Your Shelf!" There will be themed dress up days for the week that will be announced within the next few days. Literacy Night will take place on Tuesday, January 23rd for Kindergarten through 2nd grade from 3:30 to 5:30 p.m. and Wednesday, January 24th for 3rd through 5th grade from 3:30 to 5:30 p.m. Jamie is going to discuss staff dinner options with Mr. Michie.

February Door Decorating Contest - Jamie has rolled out the door decorating dates and guidelines to all room parents. She is going to check in with Amy Meisner regarding the paper roll order to make sure supplies are delivered to the school and ready by February 1st. Each classroom will receive one sheet for their homeroom door. Room parents need to contact Jamie to register for the contest.

Next Sandpiper Boosters General Meeting Date - Tuesday, January 23rd at 8:15 a.m.

Next Sandpiper Boosters Executive Board Meeting Date - Tuesday, February 6th at 8:15 a.m.

Dismissal

The meeting adjourned at 9:20 a.m.