

**Sandpiper Boosters, Inc. Executive Board Meeting Minutes**  
**Tuesday, May 9, 2023 at 8:00 a.m., Central time**  
**Teacher's Lounge**

**Call to Order**

The meeting was called to order at 8:13 a.m.

**Members Present**

Jamie Lynn, Jennifer Gray, Miranda Jordan, Melissa Lott, Principal Carrie Chavers

**Approval of Agenda**

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

**Approval of Minutes**

The board reviewed the minutes. Jamie Lynn made the first motion to approve. Melissa Lott seconded.

**Old and New Business**

**April Receipts** - Jennifer Gray stated that she is working on the collection of April receipts and will have April reconciled for the May 23rd meeting.

**Bank Update** - Jennifer Gray stated that the Boosters bank balance as of May 8th is \$84,806.00. We will roll approximately \$43,000.00 into the upcoming 23-24 school year and use the remaining balance to purchase the new school sun shades.

**Amazon Business Account and Sales Tax Exemption and Refunds** - Jennifer Gray stated that we currently have a tax exempt business account, but she has reached out to Amazon to discuss our options and would like to switch our account to a Prime Business account. The cost for the Prime business account would be \$179.00 for the year. Jamie Lynn approved the purchase. Melissa Lott seconded. Jennifer stated that we can request tax refunds on items we've already purchased this year including testing snacks, tricycles, event decorations and products, etc. Jennifer is going to reach out to Amazon again and see how far back we are able to request the tax refunds.

**Update Bank Signature Card and Meeting Minutes** - Miranda Jordan, Director, has decided to step down at the end the 2022-23 school year. With that being said, she will need to be removed from our bank account as a signer. Jamie Lynn made a motion to add Ashley Templeton, Vice President, to the bank account as the third signer. Jennifer Gray seconded the motion.

The Region's Bank signature card for the 2023-24 should reflect the following three signers:

Jamie Lynn - President

Ashley Templeton - Vice President

Jennifer Gray - Treasurer

**Treasurer Replacement for 2024-25 and Training** - Jamie Lynn said that we will discuss this more in depth at the May 23rd board meeting. Jennifer Gray has been the Boosters treasurer for three years and will need to begin training a new board member for the 24-25 year. Jennifer also stated that she is looking to purchase the new Quickbooks online subscription to replace the current desktop software subscription.

**Roll Forward Balance for 2023-24 Budget** - Jennifer Gray again stated that Boosters will roll over approximately \$43,000.00 into the 23-24 school year. There will be \$25,000.00 left after end of year event expenses, classroom sponsorships and the new sun shades. Per Principal Carrie Chavers request, the Boosters will provide \$250.00 to each classroom as a donation for classroom supplies and needs.

**2022-23 Recap of Spending** - Jennifer Gray and Jamie Lynn both stated that our financials will be updated and posted on our website so that individuals can go see the breakdown.

**Tax Return Update** - Jennifer Gray stated that she spoke with our CPA, Amy Coleman, from Hill Coleman CPA. Amy Coleman said that our tax return is done and submitted for final approval and Jennifer is looking to receive. Amy also said they hired a new senior staff accountant for the upcoming year so we will not have to file an extension for the 23-24 school year.

**Finish Line Night** - Principal Carrie Chavers stated that Finish Line will be held Thursday, May 11th. Kindergarten through 2nd grade will attend 3:30 to 5:00 and 3rd through 5th grade will attend 5:30 to 7:00 p.m. There will be extra yearbooks for sale at the event for \$45 a yearbook. Boosters will set up a table in the foyer to sell 22-23 t-shirts and merchandise and Marco's will be delivering pizza dinner at 2:00 p.m. for all teachers and faculty. Boosters will spend \$280.00 total for 20 pizzas, 5 cheesy bread and 5 chicken dippers. Principal Chavers also reminded Boosters that the Finish Line event will move back to the original Open House this coming fall of 23-24 school year.

**Mothers Day Mingle** - Jamie Lynn discussed the upcoming Mother's Day Mingle event. She stated that as of May 9th the event was sold out with a total 75 attendees. Jamie will promote raffle ticket purchases and is currently working with Mingle on decorations. Boosters are budgeting \$50 a basket for the three raffle prize baskets. The event will start at 8:00 a.m. Mingle is getting there at 7:00 a.m. for setup.

**Fifth Grade Celebration, 5th Fun Day and Kindergarten Celebration** - Miranda Jordan stated that Destin Photography is booked for the 5th graduation photos and 300 cookies have been ordered for both Kindergarten and 5th grade graduations. Mingle is creating balloon garland backdrops for both Kindergarten and 5th Graduation days as well.

**Next Board Meeting and Items for New Board Members** - Jamie Lynn stated that the May 23rd board meeting will be held to welcome all new board members. She is creating the agenda.

**Principal's Report** - Principal Carrie Chavers stated that we have a budget expense of \$2,700.00 for the upcoming 23-24 school year student planners, binders and folders. The school will order within the next couple of weeks. Carrie also stated that new handwriting materials, Handwriting without Tears and Typing without Tears, will need to be purchased for the upcoming year. She is getting a quote for these materials. Carrie also recommended a \$250 per classroom budget for the 23-24 Adopt a Class. She stated that the state of Florida gives \$250 to each teacher and Principal Chavers gives \$100 to each as well. Carrie also reminded us that textbooks and scholastics are still tightly regulated so we can't purchase any curriculum materials for the 23-24 currently. Principal Chavers stated that she is working on five new replacement hires and three new additional hires starting next week. Dune Lakes will have approximately 65 classrooms for the 23-24 school year.

Principal Chavers also stated that the sun shade installation has begun. Regarding the repainting of the school interior, Jamie Lynn stated that Boosters are looking for a new vendor to supply labor cost only. Carrie reminded Boosters that all materials including paint, brushes, drop cloths, etc. will be donated and provided by the District. Jamie Lynn plans to advertise and promote the need for volunteers on DLE's painting project

**New 23-24 Board Meeting - Tuesday, May 23, 2023 at 8:00 a.m.**

**Dismissal**

The meeting adjourned at 9:18 a.m.