

IMDBC BOARD MEETING MINUTES

Board Meeting

DATE:07/14/2014 THE LAB MIAMI

Meeting called by	Leda Barham as Secretary
Type of meeting	Board Meeting
Note taker	Leda Barham
Attendees	Jose Raul Mena, Luis Bonachea, Aquilino Mayo, Bruce Barham, Brent Mounger, Leda Barham
Absentees	

Meeting Called To Order at 6:13pm

Two corrections were noted on the minutes and a motion for approval was seconded and voted favorably by all members of the Board. A copy of these minutes will be kept in archives as well as published on the website.

TREASURY REPORT:

The starting balance as of today is \$375. - A copy of the treasury report will be also kept in archives.

Mr. Mayo will work on getting information about the accounting systems.

It was mentioned that IMDBC's fiscal year goes from July 1st to June 30th, therefore taxes for the year 2013-2014 will need to be filled no later than Sept 1st. We will wait to find out if there is any accountant among the parents signing up to join the booster club. We would also find out if NBCTC could help with the filling.

ORGANIZATON REPORT

The report included an update on the following topics:

- The service agreement for our physical address contract needs to be changed to IMDBC since is under Mr. Mayo's name at the moment. The changes will be in effect by next meeting. Our official address is:

IMDBC, Inc.
199 E Flagler Street #407
Miami FL 33131

- A motion by Mr. Mena and seconded by Mr. Bonachea to join NBCTC by paying the membership amount of \$195.00 and the cost of annual insurance under their umbrella at \$80 for Liability Plus and \$25 for Additional Insured Rider. Mr. Barham and Mr. Mayo will take care of such registration.
- The State Tax Exemption won't be filled out yet as stated in our last meeting.
- A logo for IMDBC Inc. was approved based on a draft brought by Mr. Mena, consisting in a rounded shape with a dark blue ring with the complete name of the booster club on the ring and the big circle inside in a lighter blue the letter M in the shape of musical notes. The next step is to obtain the files so we can start using the logo in all communications and published materials.
- A preliminary budget was drafted and it will be brought to discussion during next meeting before presenting it to the General Members on Aug. 28th.
- A sample ballot was presented by Mrs. Barham to be use for Board Ratification at the General Membership Meeting in August. It was approved to have a second one with open lines for attendees to such meeting to nominate other individuals to the positions of Recording Secretary and VP Fundraising.

MEMBERSHIP:

A list of parents and emails was distributed missing only 5 email addresses. Mr. Bonachea will continue to reach out to parents to make sure we have 100% of the parents included in our communications.

The first email, with the letter approved in last meeting, will go out on Wednesday, July 16th. Later we will be sending a reminder to guarantee the attendance to the General Meeting.

A newsletter will be coming out one week later to encourage parents to join the booster club and seeking volunteers for the activities to come.

It was agreed that the first week of school members of the Board will be present at the drop-off areas of Music Bldg. and Building 5, to distribute the forms to the parents. Mr. Mounger will help distributing them to the students too.

COMMUNICATIONS:

Two letters were presented by Bruce Barham: one addressing the Faculty at NWSA High School, letting them know of IMDBC and the second, addressed the community outside the school with different levels of sponsorship and encouraging to donate to the booster club.

The first one was approved and need some changes. Mr. Barham will work on this, then he will send such letter to Mr. Bonachea so it can be emailed to the faculty members as soon as we have the logo in the appropriate format.

The second one will be tabled until next meeting although some changes were discussed and Mr. Barham will re-write it based on those.

SCHOOL ADM. & FACULTY:

The school activities calendar is not published yet by School Administration, therefore we will need to wait to work on ours.

NEXT MEETING ISSUES:

- Final logo to be added to communications
- Budget revision
- PowerPoint approval
- Update on website management and materials to be uploaded
- Fundraising ideas

NEXT MEETING:

Our next meeting will take place at the Music Building of NWSA on August 7th at 6:00pm

Meeting was adjourned at 9pm
