

**MINUTES – SEMINOLE HIGH SCHOOL
BAND PARENT ASSOCIATION EXECUTIVE BOARD MEETING
5/6/13**

ATTENDING:

P. L. Malcolm	Band Director
Shelly Coker	President
Deborah Seaman	Secretary
Jen Polk	Treasurer – Accounts Payable
Jill McAuley	Treasurer – Student Accounts
Sallie Clark	11 th Grade rep
Chris Proudfoot	Treasurer – Accounts Receivable
Mike Johansmeyer	Vice President Elect/VP
Kathy Galvin	12 th Grade Rep

The meeting was called to order at 5:00 pm.

Nominees for the Executive Board for 2012 – 2013 were discussed and voted on. The new slate of officers passed unanimously. The new board shall be as follows:

Vice President Finance– Jen Polk

Vice President Events – Bart Cole

Secretary – Susan Sleboda

Treasurer – Accounts Payable – Jill McAuley

Treasurer – Accounts Receivable – Chris Proudfoot

Treasurer – Student Accounts – Nicole Dean

9th Grade Rep – Don Kratt

10th Grade Rep – Tammy Easley

11th Grade Rep – Heidi Solomon

12th Grade Rep – Deborah Seaman

12th Grade Rep – Dawne Hube

Alumni Rep / Past President – David Darby with Shelly Coker advising

The bylaws were discussed and a new amendment to the bylaws was passed unanimously by all those present. The new addendum shall read as follows:

1st Vice President / Finance – The 1st Vice President will assist the President in his/her activities and will act as president in the temporary absence of the President. The Vice President will insure all Board Members are familiarized with the current By-Laws and parliamentary procedures. The 1st Vice president shall provide oversight to the fundraising committee and any other ad hoc committee as assigned. 1st Vice President will serve as chair of the Finance Committee; which is responsible for financial oversight of the Association and will include the President, the Treasurer(s) and at least one (1) other non-check signing Board Member.

Duties of the Finance Committee –

- Prepare and submit a budget for the coming fiscal year to the Association for approval
- Review the amount of dues at the end of each fiscal year and recommend changes if needed
- Review of the bank statement by a non-check writing committee member during monthly meetings
- Present a review the guidelines and procedures for use of the Sales Tax Exemption at the beginning of each fiscal year

2nd Vice President/Events: The second Vice President shall assist in recommending and planning events and activities, and shall perform other duties as requested. The second Vice President shall provide oversight to the Uniform, Equipment, Chaperone, Events Committee Chairs and other ad hoc committees as assigned.

Recording / Correspondence Secretary – The Secretary will be responsible for all correspondence for the Association, will maintain a current Membership and Board Roster and will record and maintain the minutes of business meetings of the membership and Board Meetings. Additionally, the Recording / Correspondence Secretary shall handle all the official correspondence of the organization. Recording / Correspondence Secretary will provide oversight to the Media Services Committee Chair. He or she shall keep and maintain all general mailing lists and databases in a safe and secure place.

Mike Johansmeyer expressed the need to finish the rest of the bylaws as soon as possible and said that the new bylaws should be in place when the new board takes over. The current bylaws state that the new board takes over in June. Mike would like the officers to take over after the May general meeting or by May 14th. Shelly Coker said that would work but there are legal non-profit issues that must be addressed in the new bylaws so there may not be enough time to complete them until June. Mike said that he will work on the bylaws and suggested that all board members review the document and make suggestions on the SHSBPA board site. Mike also said he would like to have a meeting in June to prepare for the next year.

The next meeting will be held at Gators Dockside Lake Mary on May 14th.

Meeting adjourned at 7:00.