



Board of Directors Meeting Agenda
Tuesday Oct.9th, 2018
7:30 PM

- Call to Order
- Roll Call
- Approval of August Meeting minutes
- New Business-
 - Start up tasks
 - i. Open SDCE Checking Account- Kim and Crystal
 - ii. Roster of all members
 - iii. Email address list of all members
 - iv. Set up accounting system
 - 1. QuickBooks- Treasurer
 - v. Welcome Letter to all members
 - 1. Hard copies
 - 2. Email
 - vi. Create SDCE Facebook page- Gayle
 - vii. Create a Thank you letter/receipt template with tax i.d. number for companies/individuals that make tax deductible sponsorship/donations
 - viii. 501c3 status- have paperwork to provide fundraising companies as needed
 - Set an all member meeting to officially kick things off, distribute information, and materials?
 - 1. ??? A Saturday, at the end of production practice???
- Fundraising efforts
 - i. Enroll in store programs
 - ii. Enroll in online programs
 - iii. Instructions for members on how to participate, enroll, and distribute in fundraising campaigns.
 - iv. Selling fundraising at the studio to rec. parents
 - 1. Grand Travers Pie certificates
 - 2. Hungry Howies
- Next Meeting is November _____
- Adjournment