

The Krewe of St. Andrews Board of Directors

Meeting Minutes

05/03/2023

Call to order

The monthly meeting of the Krewe of St. Andrews Board of Directors was called to order at 1735 by Madame President Judy Biddle at the KOSA Event Center.

Attendance

Attendance was recorded by Secretary Pam Wiggins: Madame President Judy Biddle, President-Elect Paul Ortiz, Treasure Leslie Fuqua, Board Members Lee Head (call in), Claudia Anderson, Lucy Podolske, and Treasure Emeritus Don Cox, Past President Moe Parker. Also, in attendance were the following: Evette Parker (phone in), Queen Lorena Kelly, Queen Elect Julie Slatcoff, King Elect Peter Slatcoff, Diane Daigle, Jim Daigle

Approval of Minutes from last meeting Secretary Pam Wiggins

A motion was made by Pam and seconded by Leslie to accept last month's meeting minutes. The motion was passed without opposition.

Treasure Report

Treasurer Emeritus Don Cox presented the financial report and stated that our general fund has 83,606.57 as of April 30, 2023.

Don expressed his concern with the payments for barricade rentals. (St. Patrick's Day rental to House of Henry) in the future an email will be sent to the board for who and when the barricades are rented.

We have had 7 members not renew for the month of April.

The building and grounds fund has \$1,063,236.00.

Den Insurance: \$27,747.05 Barn 2 Flood Insurance: \$834.00

The P&L for April shows a LOSS of \$21,974.85.

The quarterly P&L shows a LOSS of \$26,590.08.

Lucy made a motion to approve the treasure's report and Claudia seconded the motion. The motion passed without opposition.

Previous Business

1. **Roof Repair:** Lee. Tasker suspense: 5 Jun 2023

90% done

Don provided pictures from recent storm. Minor repairs still need to be done.

Need to caulk vents, Garage doors need caps.

2. Quarterly Membership Meeting: Next meeting will be conducted in conjunction with the Luau scheduled for 2 Jun 2023. The next will be September 15th, 2023 (approved by Evette), Dec 1st, 2023 with Christmas Party (approved by upcoming King and Queen and Pat Rea). The current Board will organize the quarterly meetings. (serve and cater) money goes to the den.

3. Electronic Gate: Moe Parker (Tasker) is working on finding the best alternative for an electronic gate. Quotes are very high. (\$9000) Research should include electrical cost, warranty, maintenance, repair, ongoing expenses to operate. There is money sitting in a fund for the gate.

4. **Festival Management Position: Executive Director Job Description:** Leslie Fuqua (Tasker)

Leslie sent it out for approval. additions

- 20-24 hours a week (approved)
- Leslie will meet with Lee to complete salary guidelines
- Specific Position Requirement- Bachelor's Degree preferred and a minimum of 3 years' experience in non-profit management or similar experience. (approved)
- Applications should be sent to KOSA President email. (approved)
- Leslie will move forward with Jay approval and any changes will be emailed to the board.

Sponsorship Flyer: Moe Parker - request was made from Tina to clean up the 3rd page and to include the most recent donations. Need to update recent donations.

Leslie pointed out --- (As a sponsor what is the value that I am getting for my donation?)

Still have a June deadline

Website: Moe Parker will be meeting with Jon to update---there needs to be a dedicated page for sponsors

Marketing: need a budget to be approved (work with PR committee) money used for Facebook marketing and other social media.

5. **Ball Contract** signed and \$1000 deposit sent. There is a three-day weekend being planned and hotels secured. Two hotels are working with us. (Comfort Inn and Holiday Inn)
Friday night dinner
Comfort Inn Suites is willing to give us a hospitality suite.
Holiday Inn- gives us a beach option

By September a website will be up and running for visitors to sign up.

A package will be developed by the ball committee which will allow guests to pick and choose what events they want to attend.

If we can make money off of the ball weekend, we can lower our costs.

6. **Christmas Party:** Being planned for 1 Dec – confirmed with Pat.

7. **Bar Continuity Book** (no update, in progress)

NEW BUSINESS

1. **Social Committee**

- Pat is making 2 flyers for every event we have. One will go onto the KREWE webpage and the other will be more detailed RSVP time for guests and members.
- A flyer checklist needs to be developed for all events. (Moe will take the lead on this)
- 16 Krewes are coming to our coronation
- RSVP must be sooner
- Social Committee Chair making graphics for us to post in IKC website and other areas to invite outside Krewes to our social events. Judy has access to post on IKC and will post.
- All committee flyers need to have specifics included to post on all social media.
- Pat Rea has put together a proposed Social committee budget for 2023-2024 (attached)
It is down by \$540. (3 quotes are needed for food/services).

Paul made a motion to accept the proposed budget, Pam second, motion passes without opposition

2. Evette has prepared information from the **Monday meetings** with Cami & Sharron

3. **Den Rental Management Contract** to be updated. See attached.
A termination agreement has been added to the contract.

4. **We will task the Den Managers with a quarterly market research on the following:**
 - Increasing cleaning fees and other specific items, should be set by Den Managers and Den Rental Committee Chair.
 - Managers get 30% of rental. Den Managers work for tips only when they work the bar. Suggest minimum tip or something since not always getting tips. Don't think the board needs to get into that only to say that it should be flexible for them to adjust the den rental contract to include where they see fit.
 - Managers would like to keep **credit cards on hold** when folks order drinks like at a bar (this would help with folks not paying tab). We will seek out legal advice.
 - Sharron would like budget for plants \$300. Who will do maintenance on plants? Evette will discuss with Sharon.
 - Who needs code to liquor closet? Vet/Cami/Sharron will always have.
It is being changed. Moe (tasker)
 - A reminder that it is a violation of our liquor license to bring alcohol on to the property.
5. Max capacity of den is 220 and will be posted inside the building for rental purposes. Judy (tasker) Get with CF signs.
6. There needs to be a monthly inventory of the liquor. (new Executive Director)
There needs to be a complete audit of supplies (tables, chairs, etc.) (tabled)
Lee suggested we use an app Par Tender smart phones to inventory bar.
7. Ramp out back door for trash and to make it a legal exit. Judy and Lee will research.
Need to include in den rental-
 - Store trash cans on side not in front of building.
 - If you work an event, your responsible for taking those trash cans to the street.

Questions and Other Business:

Moe: Microsoft Teams propose to set up to have use as a KREWE.. Judy says yes.

Pam: Committee Sign ups needs to be sent out.

Pam will send out an email to the committees that need chairmen.

Lee: There is a float available for sale in Pensacola. (YaYa, 36 feet) Lee will go by and check.
We can rent this float out.

Lucy: We are not doing the blessing before we eat.

Lucy has been assigned to be sure this happens

Paul: We need to have a committee chair meeting. Expectations. Dinner, and preparations for committee books.

Everything needs to be ready at the next board meeting.

Don: Jeep group wants to rent the band/bar float.

- **Lorena reported for the ambassadors** - there will not be a float at Bowlegs.

Ambassadors will plan to have 3 floats available for both 4th of July Parades (Lynn Haven and PC) (Royal, Riverboat and All American)

- Pam reported that the Float Committee is producing a list of Float Drivers and Trucks.
- Moe suggested we get a budget for advertising for sponsors for these events. Lucy made a motion for a budget of \$200 to solicit for sponsors for three events. (Lynn Haven 4th of July, Panama City 4th of July, and Panama City Veterans Day) Claudia second. Motion passes without opposition.
- KOSA members and guests must pay to ride a float of \$15.
(only our parade is free to members)
- Non KREWE Riders needs to complete Hold Harmless for kids to ride floats.
(Pam will provide)

Public Relations Chairman: Joe Wild (Tasker) Diane Daigle biggest thing they are pushing is the Draw Down in to the Mardi Gras.

She also reported that the PR group is reaching out all the way to Atlanta.

Jim suggested that the KREWE provide really nice certificates to our sponsors to display.

We are preparing a PR to show everyone that “We are the owner of our Parade”

Chris Pfahl and Don are working on a “Big Time” budget with the City of Panama City.

Joe will need to meet with Don about soliciting Destination Panama City.

Upcoming Royal King and Queen Peter and Julie Slatcoff: (Tasker)

- Provided a brochure for Benevolence “Healing Paws for Warriors”
- Posters should be ready this week ... Slatcoffs need to send to Judy for board approval
- Band is booked for the Ball
- Kirby is on board for ball.... Slatcoffs need to keep Judy and Janice informed

Electronic Motions Made Prior to Board Meeting

4/25/2023 11:24 AM The following names were submitted by Don for e-vote to be accepted as new members

Name	Sponsor
Janice Haughey	Kurt Bergman
Samuel Haughey	Kurt Bergman

Paul made the motion to accept them both. Claudia second the motion.

Leslie yes, Lucy yes, Pam yes, Lee yes.....Motion passes to accept the new members

4/25/2023 4:48 PM Judy has asked for a vote to lend our Barricades for Songwriters Festival supporting the Bay County Youth Music Association with the stipulation we will attach “save the date signs” so we can start using them to advertise throughout many events of our upcoming parade weekend.

All board members agreed.

Tasker Follow-Up:

KOSA Event Center list of concerns, POC: Evette

Roof Repair: POC: Lee Head

Membership Handbook update on WEB Page: POC: Moe Parker

Update Website: POC: Moe Parker

Electronic Gate: POC: Moe Parker

Executive Director Job Description: POC: Leslie

Public Relations Goals: POC: Joe Wild

Hold Harmless parade waivers: Pam Wiggins

KOSA committees sign up: Pam Wiggins

Business Cards: POC: Leslie Fuqua

Krewe Pin Order: POC: Peter and Julie Slatcoff and Claudia Anderson

KODY Parade Discussion: POC: Madame President Judy Biddle

Adjournment

Paul made a motion to adjourn and Lucy seconded. Motion passed unopposed and the board meeting was adjourned at approximately 1900 hrs.

Minutes Submitted: Pam Wiggins

Minutes approved: KOSA BOD _____6/7/23_____ (date)