

# **Krewe Of St Andrews**

## **Monthly Board of Directors Meeting Minutes**

<b>Meeting Date and Time</b>	
<b>Date of Meeting:</b>	April 03, 2024
<b>Time of Meeting:</b>	5:30 PM
<b>Meeting Location</b>	
<b>Location of Meeting:</b>	KOSA Den 1561 1/2 Chandlee Ave Panama City, Florida 32405
<b>Meeting Attendees</b>	
<b>Present at Meeting:</b>	Eric Billot, Kurt Bergman, Pam Wiggins, Jan Cox, Donna Williams, Judy Biddle, Lorena Kelly, Jerry Kelly, Don Cox, Lee Head, Tina Head, Woody Newmans, Patty Stinson, Sharon DiTomasso, Leslie Newman, Peter Slatcoff, Julie Slatcoff

The regular meeting of the Board of Directors of Krewe Of St Andrews was called to order at 5:30 PM on April 03, 2024 at KOSA Den by Paul Ortiz, President.

### **I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

### **II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved .

### **III. Consideration of Open Issues**

1. Den Flooring - Additional Submittal  
Woody Newman, Newman Brothers Construction  
5:00 Presentation of an alternative, more cost effective bid for the removal, leveling and replacement of the floor in the Den. The proposed solution discussed omitting the bathrooms and kitchen floor as they are currently serviceable. Concerns around the flooring thresholds as there will be two different materials and finishes. Woody was asked to finalize the proposal so that the board could provide an apples-to-apples comparison with the other bids and choose a vendor to execute the re-flooring project.
  
2. Supplemental Actions Minutes  
Kurt Bergman  
5:55 PM Submittal of summary of minutes of actions and activities that were handled by the Board of Directors during the month of March via email. Billot motioned acceptance, Kelly Seconded the motion, unanimous approval by the Board.
  
3. Treasury Report  
Don Cox

6:01PM The treasury report was submitted and discussed. Wiggins motioned acceptance, Cox seconded, unanimous vote by the Board.

4. Internal Audit Discussion

Jan Cox

6:12 PM The question was raised if we should be doing an internal audit of our financials on an annual basis. The action was discussed and proposed that the Eric Billot, as a banker, would be the appropriate Board member to lead the audit but would require a documented letter from the board acknowledging and outlining any conflict of interest. Wiggins motioned approval, Kelly seconded the motion,, unanimous approval by the Board.

5. KOSA Venmo Account And Email Account

Jan And Don Cox

KOSA needs to align on a limited number of specific email addresses (currently have a number of unmonitored or conflicting accounts) and establish a KOSA Venmo account that is not linked to the phone number of an individual member. Current account is linked to D. Cox's number. There were discussions around buying a specific KOSA phone for the Venmo account and then follow on discussions around monitoring and controlling the account.

Action Item: Pam Wiggins volunteered to investigate this issue and report back to the Board at the next meeting.

6. PayPal Account

Paul Ortiz

"Does KOSA have a PayPal account". The answer was yes and that it currently has the donated dollars going to the KOSA reflooring fund (approximately \$2,000). Need to outline who will be able to withdraw these funds and apply to the KOSA bank account.

Action Item: Don Cox will discuss with Moe Parker to understand if the current PayPal is KOSA or personnel and outline the process for claiming the funds.

7. Mobile Bar Lessons Learned

Sharon Tommasso

The recent attempt to mobilize a bar in support of the Margaritaville Women's Group presented a number of lessons learned that highlighted the need for an individual/committee be established to oversee the development of set of processes, procedures and requirements for KOSA to support outside events. It was discussed to have this reside within the bar committee but was decided that we needed an additional individual to run this opportunity. Need an individual that understand licensing requirements, liability requirements, security, volunteers.

Action Item: Kurt Bergman will coordinate and put out a call for a volunteer through the KOSA (only) Facebook, News Letter and Email blast for a volunteer with experience to run this operation. Due prior to next meeting.

8. Easter Egg Hunt - After Action Report

Eric Billot

While the event was well attended and a success it was discussed that we need to provide more outreach to ensure that we are supporting a greater audience of Special Needs children.

One of the lessons discussed (Tina Head) was that we need to ensure that we are communicating ANY event sponsors with the communications committee to ensure we are adequately recognizing them in accordance with our sponsorship program. Action Item: Eric commented that we have the "Burning of the Socks" event in May and questioned what it is and will look into this to see if we need to ensure we are supporting or removing from the KOSA Handbook event calendar.

9. Sponsorship Program

Lorena Kelly

Highlighted that we need to put a date or revision number on our sponsorship program brochure as of this time we have multiple versions flying around. The was accepted without further discussion.

10. Bar Procedures And Issues (Ice Machine)

Sharon DiTommaso

Sharon presented a spec sheet and cost proposal for the purchase of a new ice machine to improve overall bar operations and be more cost effective. The overall cost was defrayed by \$500 donation that Sharon had already coordinated. The Board indicated general favorability to the ice machine proposal as a cost-effective proposal and beneficial to operations.

Action Item: The Board requested that Sharon get the details on the 2-year warranty to validate if this was an acceptable expense.

#### **IV. Consideration of New Business**

1. Bar Operations - POS System (Inventory, Efficiency And Operations)

K. Bergman

Discussion around the current pinch point around moving people through the lines during events and the potential revenue that is lost due to this inefficiency. Sharon would like to be able to start a tab and then close it out at the end of the night. Also need to understand our inventory and profitability around the bar. The current square agreement is the free version and therefor does not have a lot of the improved features. Any increase will require increased set up, inventory management etc.

Action Item: Look into expanding or new system: Eric Billot

2. Social Committee Annual Budget

Jan Cox

Submittal, motion (Bergman), second (Kelly) and unanimous vote to pass.

3. Committee Chair Coordination & Monthly Reporting

Paul Ortiz

Discussion around the lack of consistency across the committee chairs. Establish a meeting to work with the chairs and ensure they understand their responsibilities and the support they have to meet the expectations.

Partner a Board member with Chairs to ensure that they are meeting the expectation and making progress.

Patti provided the signup sheets to K Bergman.

Action Item: Require monthly report out to the board for Committee activities: K. Bergman

4. KOSA Cares Benefactor In Lieu Of Flowers

J. Cox

Program has been established that personnel can request donations to "KOSA Cares" in lieu of flowers in the event of a loved one.

5. Float Captain Meeting

Pam Wiggins

Need to schedule a Float Captain meeting the ensure expectations are established and met regarding responsibilities.

Need to publish the parade schedule and the floats that will be going to these parades to ensure Captains are aware and floats are road and parade ready.

Action Item: Schedule Meeting - Pam Wiggins

6. Den Insurance

Lee Head

Lee asked if the Insurance had been decided.

Paul outlined that due to the time constraints, the board reviewed and approved the insurance via email during the last week of March.

## **V. Agenda and Time of Next Meeting**

The next meeting will be held at 530 PM on May 01, 2024 at:

KOSA Den

1561 1/2 Chandlee Ave

Panama City, Florida

32405

The agenda for the next meeting is as follows:

Agenda will be provided prior to the upcoming meeting

The meeting was adjourned at 726 PM by Paul Ortiz, President.

Minutes submitted by: Kurt Bergman, Secretary

Minutes approved by: KOSA Board