

Krewe Of St Andrews Monthly Board of Directors Meeting Minutes

Meeting Date and Time	
Date of Meeting:	May 01, 2024
Time of Meeting:	5:30 PM
Meeting Location	
Location of Meeting:	KOSA Den 1561 1/2 Chandlee Ave Panama City, Florida 32405
Meeting Attendees	
Present at Meeting:	Eric Billot, Kurt Bergman (Virtual), Pam Wiggins, Jan Cox, Donna Williams, Judy Biddle, Lorena Kelly, Jerry Kelly, Don Cox, Patty Stinson, Sharon Tomasso, Peter Slatcoff, Julie Slatcoff

The regular meeting of the Board of Directors of Krewe Of St Andrews was called to order at 530 PM on May 01, 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. Grant Application Status (FL DOS Division Of Arts And Culture)
Patty Stinson

Patty provided status of the Grant submissions, Don Cox provided some background. Patty states Grant development has gone well and appreciated support she received from Krewe members in developing and reviewing.

Paul requested that the grant application being submitted for review by the board. Draft grant was circulated (email) for review on May 14th. Patty will Submit. Item closed.

2. Fall Versus Seafood Festival
James Weber

The following items were discussed regarding the festival in September:

1. Name/Designation: It was motioned and unanimous vote to rename to the "Fall Festival"

2. General items regarding last years festival: Bad location and last-minute planning made it difficult to determine if we better money versus prior years. Issues: Food Carts

versus KOSA cooking, Bad Location (lack of visibility) poor marketing, limited signage.

3. Motioned and Unanimous vote to keep event in September

3. Anti-Discrimination Policy

Patty Stinson

Call for final review, discussion and vote on previously circulated "KOSA Anti-discrimination policy/"

Jan Cox presented the motion, seconded and unanimously passed

4. Ice Machine

Sharon DiTomasso

Purchased, delivered and will be installed post dent flooring completion

5. Float Captain Meeting

Paul Ortiz

Requested update on scheduling of the Float captains meeting. Pam will schedule in the coming months.

6. Internal Financial Audit

Paul Ortiz

Eric is awaiting conflict of interest letter to be completed and then will schedule the internal audit.

7. Point Of Sale Update

Eric Billot

Update: Process is in motion, still working on a proposal with cost estimate to convert from free version to full version.

Working to identify KOSA need and ensure proposal aligns with expectation. Pricing is based on overall sales. Sales <\$200K/Year is based on a 2.9% flat fee. Current concession collection is estimated at \$40K/Year.

8. Committee Monthly Update

Paul Ortiz

Kurt stated he still needs to schedule the meeting and work to identify Float Maintenance Chair.

9. External Marketing Group

Paul Ortiz

General Discussion:

1. Does external marketing group provide a benefit based on the cost spent. General consensus is no.

2. Paul is working to find a path to cancel the service. Has scheduled a meeting with the group. (Tina, Lee and Paul requested attendance invite)

IV. Consideration of New Business

1. Merchandising Committee Update And Budget Request

Jon Biddle

General Discussion Items:

1. The committee is currently working on summer orders (koozie, earrings, lawn chairs, 4 types of Krewe collared shirts)
 - a. Average mark up (except lawn chairs) 50%
 2. Event shirts - cost is based on quantity. Cost \$10.50 sell for \$20.00. Need to order 75 for this pricing.
 - a. Committee only focused on Krewe shirts not special court shirts etc...
3. Committee is requesting a budget of \$3,000. Motioned to approve \$2,000, seconded and passed (unanimous)
4. Outlined a proposal to clear out old merchandise (pins and shirts) through a discounted fire sale.
 - a.. Shirts \$5, after a period reduce to \$2.50
 - b. Sell them off for a variety of proposed costs.
5. Requesting approval to manage the merchandise and eliminate the need to gain board approval of pricing of each item.
6. Panama City logo'd medallions need to be distributed to float captains.
7. Kurt and Jon will dimension requested merchandise cabinet and provide update at the next meeting.

2. Panama City Bridal Expo Budget Request

Sharon DiTomasso

Should KOSA purchase a booth and magazine ad in the upcoming Panama City Bridal Expo to advertise the Den as a wedding venue.

General Discussion:

- 1 . Past experience does not seem to indicate significant ROI (J. Biddle)
2. Advertising in the Magazine: Motion to vote "No: seconded and passed (Unanimous)
3. Attendance and Booth: Motioned (J. Cox), Seconded (L. Kelly), Passed with 1 no vote (Bergman)

3. Den Rental for Wrestling and Barrier Rental Pricing

Paul Ortiz

Leon Street has rented the barriers previously and wants to rent the den bard for wrestling. KOSA does not think this is logistically possible and has said no.

Discussion around the need to set a rental rate. General conversation resulted with a recommendation for a \$10/each rate. Motioned (Bergman), second (Kelly) Passed (Unanimous)

4. Treasury Report

D. Cox

Key discussion items:

1. Deposit submitted for new den flooring contract.

2. April Den Rentals of \$16,701 reflects deposits (a couple of full payments) not just April Rentals
 3. Float rental: Yonne rents float annually and has provided a deposit for the Pirate Festival.
 - a. Paul requested that we ask Jay Ray how we are tracking and capturing these rentals and the schedule.
 4. Don outlined how cash donations were being captured in the report.
 5. Don clarified that the Royal benevolence funds raised of \$19,000 have not been reduced from the current \$77K cash on hand.
 - a. Going forward 50% of benevolence this goes to the Krewe.
 6. Don is chasing \$5,000 in delinquent dues and accounts payable.
 7. Acceptance motioned and seconded, passed unanimously.
5. Exterior Embankment Erosion
Don Cox
Roof runoff is causing extensive erosion of the embankment on the western side of the Den.
A proposal has been received to provide railroad tie and rebar installation with tie-backs, level the site and backfill.
Motioned (Cox), Second (Kelly) passed (Unanimous)
6. Gutter Cleaning (Clogged Causing Erosion)
Don Cox
Does anyone know of someone that has the capability to clean the clogged gutters on the back of the den.
Minimal discussion and moved on with no action
7. Inter Krewe Council Membership
Lorena Kelly
We are supposed to be members of the Inter-Krewe Council but are delinquent on our dues. We owe \$150.
Payments were being sent to the wrong address

V. Agenda and Time of Next Meeting

The next meeting will be held at 530 PM on June 05, 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 713 PM by Paul Ortiz, President.

Minutes submitted by: Kurt Bergman, Secretary

Minutes approved by: KOSA Board