Krewe of St. Andrews

June Board Meeting Minutes

Wednesday, June 4, 2025

Location: KoSA Den & Event Center (1561 ½ Chandlee Ave, PC, FL, 32405)

Meeting Called to Order at 5:31PM by President Pam Wiggins

Attending: Paul Ortiz (Past President), Chris Smith (President Elect), Eric Billot, Micah McCormick, Kurt Bergman (via telephone).

Absent: Jan Cox and Donna Williams

Members in Attendance: Jon Biddle, Walt & Patty Stinson & Ashley Dunnigan

Previous Board Meeting Minutes were approved May 14, 2025, and posted on KoSA website by Patty Stinson.

Item #1: Ball Budget

1. It was noted that the biggest expense is the rental of the venue.
    a. Discussion regarding other potential venues once the current year event contract has been concluded
2. Discussion about Ball Photographer
    a. Three quotes must be submitted
    b. The Board will make final decision on photographer selection
3. Medallions
    a. **Orders will be placed ahead of time and no others will be ordered**.
    b. Kurt Bergman – suggested that medallions be presented to new members or first-time ball attendees and that becomes the medallion they would wear for future balls.
4. Ball Invitations and Name Place Cards
    a. President Pam Wiggins suggested these be done in-house moving forward.
    b. Discussion around feasibility of this regarding templates, spreadsheets, etc.

c. It was suggested that this duty be included in the Ball Program Committee Chair (Corey). **Conclusion of this portion of discussion is that no decision would be made until President Pam Wiggins could speak to Corey about absorbing the Invitations and Name Place Cards**.

5. Unanimous decision of the Board that the $100 donation to Honor Guard stays.
6. Allowances for King & Queen: they already have a $4000 discretionary fund.
    a. The Ball Committee is giving the $500 in their budget to K&Q to use as part of their discretionary budget
    b. The $4500 budget will cover entertainment, photography (Board Approved) and decorations.
    c. Motion that $4500 is the budget allowance for K&Q. Any expenses over this amount will be paid by K&Q. Motion Approved.
7. Ball Program discussion
    a. Corey is going to produce an application for the ad in the program
    b. The Finance committee will create an invoice to responsible party of ad.
    c. Finance committee member Ashley Dunnigan brought up discussion on outstanding payments still due from the Ball Program, costs for spacing and placement, Ashley has offered to reach out to members who have not paid.
    d. Ashley will reach out to Kathy Davis regarding unpaid balances of the previous year Ball Program.
    e. Discussion around program advertising pricing.
    f. **Decision of the Board: moving forward there will be no advertisements placed in Ball Program until Finance Committee has a signed commitment agreement, and an invoice has been prepared**.
8. Financial Report presented by Finance Committee Member Ashley Dunnigan
    a. Balance sheet shows
        i. Money market accounts for $137,000
        ii. General Fund account $15,000
        iii. Building/Operating Fund account $5600
    b. Profit/Loss Year to Date is a loss of $68,000
        i. The biggest expense is festival event insurance $41,500
            1. To lower this expense, moving forward KoSA is going to attempt to get an Insurance Rider in conjunction with the City of Panama City.
    c. May Profit/Loss resulted in small profit of $200
    d. Discussion regarding Quarterly Meeting Dinner

i. A total of 78 people paid as of meeting
ii. The Finance Committee is having problems resetting PayPal for access to the program. Ashley presented the authentication be changed to email as opposed to phone.
iii. Constant Contact fees using platform $.44 per person.
iv. PayPal fees using platform $.80 per person.
v. Registration using Constant Contact needs fine tuning.
vi. Motion to accept Treasury Report made by Chris Smith, seconded by Micah, unanimously approved.

9. Old Business
    a. Road Rally with Patty Stinson. Date confirmed August 23, 2025, with Sharon for the Den and DPC.
10. Health Inspection completed on June 4th and KoSA passed.
11. Constant Contact – including texting platform
    a. Registration for quarterly meetings is used as a test for use.
    b. Kurt pointed out that there is still a learning curve and suggested reaching out to Constant Contact to discuss features with Client Service Agent.
    c. Ashley & Carlos reached out to Constant Contact with no positive response, but Constant Contact could not determine the cause of the problem regarding registration and Venmo deposits.
    d. KoSA current subscription with Constant Contact does not include texting platform.
    e. **Finance Committee will do more research regarding platform, functionality and usage by KoSA**.
12. Coronation
    a. President Pam Wiggins met with Judy & Terri.
    b. Pam Wiggins has secured KoSA members, Lori Cowan, Stephanie Gagnon and Leslie Fuqua to organize the Coronation event.
    c. Coronation date is set for August 9, 2025
13. Quarterly Meeting is Friday, June 6, 2025. Items of discussion:
    a. The Board will serve food.
    b. Pam will look for plates to purchase for the event.
    c. Micah has sides coming from Back Beach Barbeque (Cole slaw, baked beans) and Banana Pudding. They are giving us a 25% discount on sides.
    d. The Board members will all pitch in to help food preparation. **Micah will text all Board members a timeline for assistance on Friday.**
14. Finance Committee
    a. Three members in place – Carlos, Ashley and Eric

b. **Motion to add Charlie Coram to Finance Committee made by Chris Smith, seconded by Kurt. Motion passed unanimously.**

15. Social Committee
    a. Committee is regrouping and seeking a new Chair.
    b. Discussion about whether KoSA will host a Luau in the absence of a Social Committee Chair.
    c. **Motion to not put on a 2025 Luau made by Chris, seconded by Micah. Unanimously approved.**
16. Committee Reports:
    a. Floats: Discussion about Spirit Float safety issues. Jay Roach is going to be seeking recommendations on how to secure the float to be safe. He will present his findings to President Pam so a decision can be made on steps needed to make it safe for travel.
    b. Public Relations presented documentation needed from each Committee to prepare Press Releases for outward facing KoSA events. To include getting media coverage for events.
    c. The Membership Committee is working on getting the Handbook updated. This is still in draft status.
    d. The Golf Committee confirmed the date of event being September 6th.
        i. The Golf Committee will meet again on June 10th at 5:30 in the Den
    e. Drawdown committee reports event will be October 4, 2025.
    f. Internal Communications is going to have a meeting, but no date has been presented. The Public Relations Committee is going to assist in getting Micah outward facing posts on social media.
    g. Den Maintenance Committee reports that Woody will be grading the parking lot and filling in potholes. The date of the job is TBD.
    h. Merchandise Committee report from Jon Biddle
        i. Taking orders at Quarterly Meeting from members
            1. Football Jerseys, polos, button down shirt and hats.
            2. Using Who-Dey as a new merchandise provider but they will only be order specific.
            3. The merchandise committee will be looking at $5 or $10 profit on each purchase. Jon is still waiting for final pricing from the vendor, but the Board will make final decisions on pricing.
            4. Examples of product available to order will be presented to members at Quarterly Meeting.
17. Open Member Discussion

a. Patty Stinson
    i. Requested Date and Location for Taste of St. Andrews but there is no date or location currently available.
    ii. Request for the location to send information to be included in e-blast. Pam explained that there is an email at the bottom of e-blast where information could be sent.
    iii. Patti asked if it was possible to get an agenda for the upcoming board meeting to be included in the monthly newsletter. Pam responded that she could give a general overview of the upcoming board meeting in a timely manner that can be included in the monthly newsletter.
    iv. Requested constant updates of the NAPE list. Ashley Dunnigan said she would be sending it as each update happens through the Membership Committee. Patti will use this to remove old members from accessing the website and remove them from the KoSA Members Only group of Facebook.
    v. Patti requested the application of new member applications be sent to her, upon approval by the Board, so she could reach out directly for New Member Spotlight.
    vi. KoSA Website calendar resolution. Rick Hayward will be contacted to see if a plug-in will solve the access for it to be updated appropriately.

Next meeting scheduled for July 2, 2025

Meeting adjourned at 6:34PM.

Minutes prepared by Chris Smith