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THE JUSTIN F. KIMBALL HIGH SCHOOL ALUMNI ASSOCIATION[®]

Minutes of the Stated Board Meeting
Saturday – December 11, 2010 - 10:00am-12:00pm
Embassy Suites Love Field – 3880 W. Northwest Highway
Dallas, Texas 75220

Stephen (Steve) Cumming (74)
Association President
Presiding

MEMBERS PRESENT: Stephen (Steve) Cumming (74), Darius Dupree (94), Gayla Brooks Kokel (65), SueAnn Wall Kosydar (74), Jennifer Pendgraft (97), Edwina W. Perry (91), Virginia Wells Pryor (62), Abe M. Williams, III (98).

MEMBERS ABSENT: John Byers (61), Shimese Walker Flowers (91), Bonnie Pollock Roberds (61), Danny Smith (68), Margaret Kemp Stanley (74).

GUESTS PRESENT: None

I. CALL TO ORDER

The meeting was called to order by Steve Cumming, Association President at 10:10am. A quorum was declared.

II. MEMBER PROXY: The following Board Member asked the Association Secretary to cast their vote via proxy: John Byers (61). (*With no discussion or dissent the request was granted*)

III. READING OF THE MINUTES

Steve Cumming presented the meeting minutes of the October 23, 2010 meeting. A motion was made by SueAnn Wall Kosydar, seconded by Virginia Wells Pryor that the minutes be approved as presented. (*Motion carried*)

IV. TREASURER'S REPORT

No Treasurer's report available

V. PRESIDENTS REPORT

- 1) Steve Cumming apologized to the Board for not being able to follow through with business items from the last meeting. He stated that he is going to school full time and was just "bogged down" with school work. He assured everyone that he will make it a priority to follow through with current and past Association business.

- 2) Steve will contact IRS Officer Willie Davis to visit at the February Board meeting to discuss non-profit regulations with the Board.

VI. OLD BUSINESS

- 1) **Franchise Tax-IRS Update:** There was discussion among the Board concerning the failure to file an IRS form 990N as required. This is a postcard that Not-For Profit organizations with a yearly income of less than \$25,000 are required to file. After discussion, Virginia Pryor stated that she would look into the situation and see what exact forms the Association is required to file. Gayla Kokel stated that the CPA she uses for her business is a Kimball Grad and as such might be willing to work with the Association on either a reduced or no fee basis.
- 2) **Scholarship Update:**
 - A. Steve Cumming stated that he would like to form a committee to formulate a policy concerning the awarding of the Association Scholarships. A committee was formed consisting of SueAnn Wall Kosydar (Chairperson), Jennifer Pendgraft, Edwina Perry, Virginia Wells Pryor, and Bonnie Roberds. The committee is to meet and report back to the Board at the next meeting.
 - B. In addition, it was discussed that new checks needed to be issued to the Scholarship recipients from 2009, as the original checks were never cashed. In addition, since that time the account the checks were drawn on has been closed. A motion was made by Abe Williams III that the Association Treasurer re-issues the checks to the recipients. Motion seconded by Darius Dupree. *Motion carried.*
- 3) **Connecting with Kimball Staff:** Steve Cumming stated that he will make an effort to meet with Ms. Sharonda Pruitt, Associate Principal at Kimball to discuss the 2011 Senior Day activities and the role of the Alumni Association in future school activities.
- 4) **E-mail "Blast":** There has been discussion about an e-mail blast asking the Alumni members for a donation to replenish the Treasury. It was decided that this would be done after the new By-Laws are presented to the Alumni for their approval. *Item deferred*
- 5) **Decorations:** There was discussion concerning the knight statues that Gayla Kokel has suggested the Board purchase to use at official alumni-school functions. There was a picture of these statues in last month Board packet for reference purposes. The total for two of the larger statues would be around \$200. It was suggested that the Board be polled to see if each member would be willing to donate \$20 per person to cover the cost of these items. Gayla Kokel has offered to store the statues in her personal storage unit.
- 6) **Association T-shirts:** *(No action taken)*

VII. NEW BUSINESS

- 1) **Additional Signatories/Checking Account:** Steve Cumming explained to the Board that Chase Bank requires that on all Corporate Accounts that the Secretary of the corporation be a signer on the account. Motion was made by Virginia Pryor, seconded by Abe Williams III that Jennifer Pendgraft be an authorized signer on the Association bank account. *Motion carried*
- 2) **PayPal Account:** Steve Cumming asked that we bring all Association monetary accounts under the control of the Association Treasurer as is good business practice. (Currently, the PayPal account is not under the control of the Treasurer.) Steve will work with John Byers to bring this account under the Treasurer's control.
- 3) **Financial Audit:** Steve Cumming suggested that the Board appoint two or more persons to perform a financial audit of the association financial records. After discussion, a motion was made by SueAnn Kosydar, seconded by Jennifer Pendgraft that we defer this item until the February 2011 meeting to establish the criteria for a financial audit and that an audit is conducted.

- 4) **Committee Assignments:** Steve Cumming passed around a sheet listing the current standing committees of the Association Board. He asked that Board members sign up to work on a particular committee during the year. He also stated that we will be asking for volunteers from the Alumni membership to serve on these same committees.
- 5) **Decorations:** Steve Cumming gave a description of the decorative Knights that Gayla Brooks Kokel had brought to the Board's attention at the August meeting. There was a picture of the item attached to the Board packet. *(No action taken on this item)*
- 6) **Additional New Business:**
 - A) Steve announced that the Kimball Band and Choir would be presenting a Holiday concert and asked Abe Williams III, Kimball Director of Bands to brief the Board on the specifics. The concert will be held on Monday, December 13, 2010 at 7:00pm in the Roosevelt Vaughn auditorium at Kimball High School.
 - B) Steve announced that the preference of Board members concerning a Holiday party was to defer the party until January.

VIII. ADJOURNMENT

The next regularly scheduled Board meeting is Saturday, February 26, 2011. Location TBA.

With no additional business to discuss, motion was made by Jennifer Pendgraft, seconded by Sue Ann Kosydar to adjourn. *(Motion carried)*

Meeting was adjourned by Steve Cumming at 12:00pm.

Respectfully Submitted,

Jennifer Pendgraft

Jennifer Pendgraft (97)

Board Secretary

The Justin F. Kimball Alumni Association®