

GBN Choir & Theatre Patrons Organization

CTPO Board Meeting Minutes

February 7, 2017

7:00 P.M. Board Meeting starts

Present Board Members: Lorna Cohen, Tracy Meyer, Tanya Slater, Elyssa Siegel, Nancy Frese, Christine Hultman, Patricia Dolins (left at 7:05 P.M.), Carol Currie

Absent Board Members: Bonnie Schoenberg

Also present: Debbie Rude

- We discussed procedures to follow in the event that a check bounces. The treasurer will follow up with the person (in this case it was a \$30 check for a Booster Shot Checkbook) to ask for the \$30 and \$12 for the returned check fee.
- Minutes from the January 2017 General and Board meetings are posted on the website. Elyssa moved that these minutes be approved, Lorna seconded, we voted and all were in favor. Minutes were approved.
- The IL State Attorney General form was filed and the fee was \$15.00. At the renewal (7/1/17), the fee will be \$200.00 so we should budget accordingly.
- There is no fee for the Department of Revenue filing
- Every year, the board must approve the filing. We applied under the IL Charitable Trust Act / IL Solicitation for Charity Act and used CO-1 and CO-2 forms. We filed both at the same time to make sure the wording and board were the same on each. (Refer to http://www.illinoisattorneygeneral.gov/charities/register_report.html for more information).

Charitable Organization Registration Forms

1. [Instruction Sheet](#)  Instructions for registration as a charitable organization. Includes explanations of the forms needed, attachments required, and fees required for registration as a charitable organization.
2. [CO-1 Registration Statement](#)  Registration Statement for Charitable Organizations.
3. [CO-2 Financial Information Forms](#)  Financial Information Form to be filed along with the CO-1 form when registering a charitable organization
4. [CO-3 Religious Exemption Form](#)  Application for exemption from filing annual reports for religious organizations. Should be filed along with the registration forms or can be applied for after being registered.

- The proposed Nominating Committee members are Bonnie, Tracy, Patricia, Elyssa, and Carol. A motion was made to approve this committee, a vote was taken, all were in favor and the nominating committee was approved.
- We discussed possible new fundraisers including Shop and Share at Sunset, participating in the fruit sale with band, and a golf tournament to be held in October. Debbie suggested the golf tournament and also suggested that proceeds be used to cover the cost of a master class for students. She suggested that we get sponsors for each hole, have choirs sing at some holes, and other ideas to make this a fun event and bring in a good amount of money. We also discussed the idea of having a miniature golf tournament that would be student participant focused.
- We discussed the option of having Debbie Rude replace Tanya Slater immediately as Membership Chairman but decided against taking action right now.
- We discussed that the district seems to have decided against funding a portion of the sound system that CTPO allocated \$3,000 for earlier this school year. CTPO may be asked to contribute again in the next school year. We will investigate to see what the expected funding from the district may be.
- We discussed that CTPO will need a dedicated SmugMug accounts, since we presently use Dave Siebert's account. The cost is \$40.00. We agreed, voted, and approved the expense of setting up a new SmugMug account.
- Lorna reported that Quickbooks is continuing to be maintained and updated.

8:40 P.M. meeting ended

Respectfully submitted,
Carol Currie for Bonnie Schoenberg
Secretary