



**GRANADA SUPPORTERS**  
 GENERAL MEETING  
**MONDAY, SEPT. 9, 2019 (6:30 PM)**

**BOARD MEMBERS:** President, *Veronica Dueñas*  
 Vice President, *An Fields*      Treasurer, *Girish Shah*

**Secretary, *Michele Wharton***  
**Historian, *Jim Travis***

TIME	ITEM	DISCUSSION	OUTCOME
6:00	<b>RATIFY CHECKS WITH TREASURER</b> OPEN TO ALL WHO WANT TO ATTEND		
6:30	<b>CALL TO ORDER/INTRODUCTIONS</b> (ONCE AROUND THE TABLE):		
	<b>AGENDA ADDITIONS &amp;/OR CHANGES:</b>		
6:35	<b>MINUTES APPROVAL: Aug. 26, 2019</b> , display with projector		
6:40	<b>PRINCIPAL REPORT</b> <ul style="list-style-type: none"> <li><i>Mr. Hart</i>, Principal</li> </ul>		
6:55	<b>TREASURER'S REPORT:</b> <ul style="list-style-type: none"> <li>Review of Report: <i>Girish</i></li> </ul>		
7:15	<b>OLD BUSINESS:</b> <ul style="list-style-type: none"> <li>DocuSign Implementation – <i>Girish/Keith</i></li> <li>Web Admin Position for Supporters</li> <li>Social Admin Position for Supporters</li> <li>Raffle Committee</li> <li>Athletic Director Incentive Program – <i>David</i></li> <li>Alumni BBQ – <i>Steve Goodman</i> (Reminder)</li> </ul>		
7:35	<b>NEW BUSINESS</b> <ul style="list-style-type: none"> <li>Class of 2019 Remaining Funds</li> <li>Snack Bar Merchandise – <i>Sharon</i></li> <li>Bylaws Update - <i>Keith</i></li> </ul>		
7:55	<b>TOPICAL REPORTS:</b> <ul style="list-style-type: none"> <li>Bingo – <i>Ian Murphy</i></li> <li>Band – <i>Charles</i></li> <li>Snack Bar Committee - <i>Sharon</i></li> <li>GHS Matador Mingle - <i>Maggi</i></li> <li>Grad Night 2020 – <i>Tracey/Michelle</i></li> </ul>		
8:15	<b>ANNOUNCEMENTS:</b> Upcoming Supporters Meetings Oct. 14; Nov. 18; Dec. 9, 2020 Jan. 13; Feb. 10; March 9; April 20; May 11 & June 8, 2021		
8:20	<b>ADJOURN:</b>		

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

# Timeline

## September:

- 1) State & Federal Taxes – give to accountant
- 2) File raffle activities form with CA Dept of Justice, due by Oct 1<sup>st</sup>, Registration # RF0010134
- 3) Send in renewed certificate of insurance to LVJUSD for bingo

## October:

- 1) Send paperwork (insurance & forms) to LVJUSD for current school year. (October 1)
- 2) File Taxes
- 3) Renew business license
- 4) Internal Audit for July through September
- 5) Homecoming:
- 6) Winter Sports parent's meeting

## November:

- 1) Taxes due November 15

## December:

- 1) Renew Bingo Permit
- 2) Invoice Les Schwab
- 3) Invoice Carl's Jr.
- 4) Renew bulk mailing permit

## January:

- 1) Internal Audit for October through December
- 2) Bingo Permit due for February 1<sup>st</sup>
- 3) Renew granadamatadors.org in Feb, Go Daddy- domain name & Blue Host- web site
- 4) Spring Sports parents' meeting date, January 7:00pm, Student Union

## February:

- 1) Granada Expo in March needs volunteers for Supporters' table.
- 2) Priority wish list from Principal 2020-2021

## March:

- 1) Granada Expo
- 2) Nominate new officers
- 3) Granada Matador Mingle

## April:

- 1) Internal Audit for January through March
- 2) Additional, nominate new officers
- 3) Approve funding for Senior Awards, \$1,000 ea. faculty select two students.
- 4) Approve funding for Faculty Lunch
- 5) Schedule Sports Meetings for next year

## May:

- 1) Nominate New Officers

## June:

- 1) Internal Audit
- 2) Apply for Raffle permit
- 2) GSC Meeting Schedule for following school year, review school calendar.
- 3) Athletic Director/GSC President set next year's fall, winter and spring sport parents' meeting dates.
- 4) Vote in New Officers

## July:

- 1) File State & Federal Taxes, 3 months-15 days from close of fiscal year
- 2) Internal audit for April through June

## August:

- 1) Matador Days, August 2019, needs volunteers
- 2) Fall Sports parents' meeting date in August, 7pm, Student Union
- 3) Start tax filings
- 4) File raffle activities form with CA Dept of Justice, due by Oct 1<sup>st</sup>, Registration # RF0010134
- 5) Volunteers for Back to School Night