



GRANADA SUPPORTERS
 GENERAL MEETING
 MONDAY, OCT. 14, 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	RATIFY CHECKS WITH TREASURER OPEN TO ALL WHO WANT TO ATTEND		
6:30	CALL TO ORDER/INTRODUCTIONS (ONCE AROUND THE TABLE):		
	AGENDA ADDITIONS &/OR CHANGES:		
6:35	MINUTES APPROVAL: Sept. 9, 2019 , display with projector		
6:40	PRINCIPAL REPORT <ul style="list-style-type: none"> • <i>Mr. Hart</i>, Principal 		
6:55	TREASURER'S REPORT: <ul style="list-style-type: none"> • Review of Report: <i>Girish</i> 		
7:15	OLD BUSINESS: <ul style="list-style-type: none"> • DocuSign Implementation – <i>Girish/Keith</i> • Appoint Web Admin Position for Supporters • Social Admin Position for Supporters • Raffle Committee Lead • SSGN19 Purchases & Leftover Funds • Gym chairs update – <i>David Moore</i> • Bylaws Updated - <i>Keith</i> 		
7:35	NEW BUSINESS <ul style="list-style-type: none"> • BINGO Motion for Account Update • Snack Bar Committee Mgmt - <i>Brad</i> 		
7:55	TOPICAL REPORTS: <ul style="list-style-type: none"> • Bingo – <i>Ian Murphy</i> • Band – <i>Charles</i> • Snack Bar Committee - <i>Sharon</i> • GHS Matador Mingle - <i>Maggi</i> • Grad Night 2020 – <i>Tracey/Michelle</i> 		
8:15	ANNOUNCEMENTS: Upcoming Supporters Meetings Nov. 18; Dec. 9, 2020 Jan. 13; Feb. 10; March 9; April 20; May 11 & June 8, 2021		
8:20	ADJOURN:		

Submitted by: _____ Date: _____

Timeline

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 1st
- 3) Renew granadamatadors.org in Feb, Go Daddy- domain name & Blue Host- web site
- 4) Spring Sports parents' meeting date

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) 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 & set upcoming budget
- 3) Athletic Director/GSC President set next year's fall, winter and spring sport parents' meeting dates.
- 4) Vote in New Officers, Update account with new officers with Stan Adams at Bank of the West

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 2020, 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 1st, Registration # RF0010134
- 5) Volunteers for Back to School Night

September:

- 1) State & Federal Taxes – give to accountant
- 2) File raffle activities form with CA Dept of Justice, due by Oct 1st, 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