



Board Member Meeting Minutes

Special meeting after annual members' meeting

May 18, 2024 | 491 McCoy Road, McKees Rocks, PA 15136

Members Present	Gerry Kyle, Steve Buffington, Jacki Temple, Rich Palagallo, Dustin Devine, Quintin Lovicks, Trevor Mathey, Burt Cubbison, Don Cober, Zach Romitz
Members Absent	Sarah Fissella, Joe Walton, Allison Devine
Observers	
Called to Order	7:00 PM

Election of President and Vice President

Discussion		
	<ul style="list-style-type: none"> The position of the next club president was discussed. Steve was nominated. It was also discussed that this is likely Steve's last term as president. He explained to current and new board members alike what is involved in being a board president. The position of the next club vice president was discussed. Burt was nominated. 	
Conclusions		
	Steve Buffington accepted the role as club president. Burt Cubbison accepted the role as club vice president.	
Action Items	Person Responsible	Deadline

Election of Secretary

Discussion		
	Steve explained the duties of secretary and asked for a volunteer to fill the role of secretary.	
Conclusions		
	Jacki Temple volunteered to fill the role of secretary	
Action Items	Person Responsible	Deadline

Election of Treasurer / Accountant / Financial Director

Discussion		
	Allison will continue to be our treasurer. We have some accounting tasks that need to be fulfilled	
	<ul style="list-style-type: none"> We need to file a Form 990 (Return of Organization Exempt from Income Tax) Due in November. Allison is uncomfortable filing this form. We have a couple leads for an accountant who has this skill. We need to file our annual state sales tax. For any account that Daphne Roberts previously held an ownership and/or administrator role, including, but not limited to QuickBooks, Square, and PayPal, Allison Devine as treasurer requested permission to take on that role. 	
Conclusions	Allison now has permission to take on accounts previously held by Daphne.	
Action Items	Person Responsible	Deadline
File Form 990	To be determined	September

File state sales tax	Steve Buffington	July

New Business

Discussion		
<ul style="list-style-type: none"> Meeting times for future board meetings were discussed It was also discussed that it's highly preferred that board members attend in person. Attending via Zoom call should only be used if in-person isn't possible. 		
Conclusions		
Meetings will continue to be held at the Pittsburgh Curling Club on the second Tuesday of every month at 7:00 PM.		
Action Items	Person Responsible	Deadline
Agenda items need to be conveyed to the president before the next board meetings	All board members	Fridays before the meetings

Adjournment

Meeting Adjourned	Approval to adjourn R. Palagallo /J. Temple ; carried unanimously
Next Board Meeting	Tuesday, June 11, 2024 at 7:00 pm PghCC