



Reagan Orchestra Booster Club Executive Committee Meeting Minutes Approved April 8, 2019

Melissa Jozwiak, President, called the meeting to order at 6:30 pm in the Reagan Orchestra room.

Roll Call:

Board Members Present: Melissa Jozwiak (President), Jo Ella Terhesh (Secretary), Tom Swoyer (Treasurer), Tara Ford (Publicity), Nathan Sharplin (Reagan HS Orchestra Director)

Board Members Absent: Jim Schuppenhauer (Vice President), Sixto Elizondo IV (Reagan HS Orchestra Director)

Guests Present:

Elsa Alva, Denise Trevino, Meg Lorente, Kristie Doderer, Jan Giles, Hilda Bice, Nathan Shapiro, and Rodolfo Salinas

Meeting Minute Approvals:

- 2/25 and 2/28 General Meeting Minutes – approval received via email from Melissa and Tara for both meetings and from Tom for 2/25 meeting – Mr. Sharplin approved both meeting minutes at 4/8 EC meeting
- 3/18 EC Meeting Minutes – approval received via email from Mr. Sharplin and Jim - Tara and Melissa approved at 4/8 EC meeting
- **Action Item:** Jo Ella will send both approved meeting minutes to Tara for posting on the website

Meeting Topics Covered:

- End of year concert meal \$10 – need to keep cost of food at ~\$5 per meal, meals will be provided by Luciano's, ROBC will provide soda, water and dessert. Meals will be served from 5:00-6:30 pm and students who have already paid for concert meals are covered for this meal. Order Forms will be sent out prior to concert for family members and guests to also order meals prior to the May 13th concert.
Action Item: Mr. Sharplin will reserve cafeteria, tables, ice bins and chests for the May 13th concert meal.
- We will vote for remaining new ROBC board members, President and Treasurer, at the end of year concert May 13th.
- Concert attendees will receive a nice bound memory book program at the end of year concert. Silent Auction donors will be listed in the program. Programs will cost ROBC \$3-\$4.50 each, half color/half black and white. We need to order 800 (998 seats in the auditorium) and will keep 200 back to ensure each student gets a copy.
Action Item: Melissa will send out End of Year Program order form for placing business and student ads in the program.
- Uniform collection will be immediately following the May 13th concert. Returning students can request the same uniform the following year to prevent additional alterations. **Action Item:** Kristie will send an email asking for parent volunteers to assist with uniform turn in. She will bring trash bags, markers, and zip lock bags for collection activity.
- Spirit Night is tomorrow night 4/9 at 1604 Chipotle – Mr. Elizondo will pass out flyer in class tomorrow.
- **Action Item:** Tara will send an email with Open Invitation for parents to attend May 6th ROBC Board Meeting and become more involved.
- Additional Costs anticipated between now and beginning of next school year :
 - Uniform cleaning which is covered by the district,
 - Mr. Elizondo, TODA President, asks for help at the auction during the last weekend of July,
 - Officer Retreat,

- Summer Camp, and
- Parent Welcome Back Packet printed forms (need 250 packets).

Action Item: Melissa will email final copies of next year's forms to the Directors for approval and then send the final packets to the printer (Sundance has moved to Stone Oak/Huebner) and have them back no later than May 8th.

- **Action Item:** Audit Committee will review ROBC financials after May 13th concert - John Horton and Nathan Shapiro along with Mr. Elizondo.
- **Action Item:** Tom will build financial plan for next school year – will vote on it at the May 13th concert. We need to publicize our funding needs and let parents know we spend over \$3K per year on our music library. The NEISD fee for a student to rent the larger instruments is \$30 per year, but the annual maintenance easily exceeds this amount. We try to re-hair all bows and replace as many strings as we can every year. We have several cellos that have been here since the school opened 20 years ago and they are being used by students up to 6 periods per day. We also need music filing cabinets to maintain the quality and volume of music needed to support our orchestra program. No instrument lockers are being provided by the district with the new space addition. The new orchestra space will be open by the beginning of the next school year.

Action Item Status from previous meetings:

- **Action Item:** Melissa will send Hilda the tax exempt form for Sonterra. - **complete**
- Beatrice LaKrout's husband will help with the projector again. **Action Item:** Hilda will confirm that he is providing the equipment. - **complete**
- **Action Item:** Historians will get photos to Hilda. **Meg will assist Hilda with this request.**
- **Action Item:** Melissa will set up share drive on Google for photos. – **complete**
https://drive.google.com/drive/folders/1W_XUityuaVpPqLNjr_M8ZpZ_DP4c77ac?usp=sharing
- **Action Item:** Tom to recommend updated fees for next year. **Tom will get with Mr. Elizondo to discuss proposed fee increase and amount. Email will be sent out for board approval of new fee. Any fee adjustment will then be updated on the forms for next year before being sent to the printer.**
- **Action Item:** All Board Members need to provide Mr. Elizondo with their Gmail password and have the recovery number as his cell phone number 210-386-8339. **If board members can get with Mr. Elizondo during school hours to complete this activity, please do so. Otherwise, we will complete after the May 6th EC meeting.**

Adjournment: The meeting was adjourned at 7:54 pm.

Next Executive Committee Meeting: Monday, May 6th at 6:45 pm.

Respectfully submitted,

**Jo Ella Terhesh
ROBC Secretary**