



# **Reagan Orchestra Booster Club Executive Committee Meeting Minutes Approved April 8, 2020**

Nathan Shapiro, President, called the virtual meeting to order at 6:06 pm.

## **Roll Call:**

**Board Members Present:** Nathan Shapiro (President), John Horton (Treasurer), Jo Ella Terhesh (Secretary), Angela Halsell (Bookkeeper), Sixto Elizondo IV and Nathan Sharplin (Reagan HS Orchestra Directors)

**Board Members Absent:** Meg Lorente (Vice President), Tara Ford (Publicity)

**Guests Present:** Rodolfo Salinas, Denise Trevino, Thalia Sanchez-Kiolbassa, Gabriela De la Fuente, and Lya Icaza

## **Meeting Agenda/Action Items:**

**Financial Update:** John to provide financial update to the group

- Current Bank Balance \$29,373
- Recent Expenditures:
  - Apple Mac – as donation to Reagan, \$1,559
  - Deposit to Sonterra for the Banquet \$500
  - Clinicians & piano tuner \$1,605
  - Payments & reimbursements for concert meals, snacks & minor expenses \$1,478
  - Alan Sharps Recording from October 2019 (Reagan -Johnson) for \$225
  - Canticle Distributing (December music rental) \$360
  - Accounting software – Quickbooks Online annual renewal \$755
  - \$137 to Sundance printing – Banquet Invitations
- Recent Funds Received – refund Scents of Soy \$1,475, March Bundt cake sales \$790 with \$1,039 net profit YTD from Bundt cake sales
- Upcoming payments:
  - \$10,234 payment will be made from ROBC directly to the shelving provider for new library
  - \$1,933 for harp strings **ACTION:** Mr. Sharplin to send link to John in order to complete payment as soon as possible
- Proposed spending through the end of school year: \$3,000 – board voted unanimously to approve these expenses
  - Superlative awards for students - \$500
  - Senior Rose and Bundt Cakes - \$500
  - Frames for certificates ~100 (Evening with Strings and MidWest) - \$500 (plan to be safely home delivered to each student by the Directors and include the rose and Bundt cake as well)
  - Clinicians (5) for virtual event - \$1,500 - Technical videos purchased from our top teachers - \$250 per 30 to 40 minute training videos
- Remaining Funds:
  - \$17,206 balance after upcoming payments
  - Less: \$12,234 Desired yearend surplus for Scholarship and carryover to next year
  - Less: \$3,000 Above approved spending for the remainder of this school year
  - \$1,972 remaining funds

### **Upcoming Scheduled Events:**

- **Yearend Banquet:** Scheduled to be held at The Club at Sonterra on Friday, May 8<sup>th</sup> 6:30 – 11:00 pm – **cancelled**
  - Thalia confirmed deposit per contract is nonrefundable, but we can use it to reschedule our banquet for next year. **ACTION:** Mr. Elizondo to pick a couple dates to submit for May 2021 and they will hold the deposit for next year's banquet.
- **2019-2020 Scholarships:** Scheduled to announce winners at yearend banquet in May - **cancelled**
- **Silent Auction and Dinner:** Scheduled for Monday, May 11<sup>th</sup> prior to the concert – **cancelled**
- **Sinfonia YOSA Invitational:** Scheduled for Tuesday, May 19<sup>th</sup> at the Tobin Performing Arts Center – **cancelled for this year, but moved to May 2021**
- **Senior Dinner:** Scheduled for Wednesday, May 20<sup>th</sup> - **cancelled**
- **Annual Trip to New York:** Scheduled for June 2020 - **cancelled**
- **Student Fundraiser Opportunity:** Foozy's Socks – **cancelled for this year, but will reconsider for next school year**

### **End of Year Program:**

- We need to start assembling the senior pics, senior quotes, programs from each concert, etc.
  - \$2,170 in the 2019-2020 Budget for concert programs – need ~225 programs
  - Suggest 2 page collage for each of the 5 ensembles plus 3 concert programs completed for this school year
  - **ACTION:** Mr. Elizondo will see if the student officers can assist with putting together the picture collages.
  - **ACTION:** Mr. Elizondo believes we used Canva last year to assemble and print the programs. He will see if he can create a Canva book that can be shared for updating.
  - **ACTION:** Gabriela will research to make sure we can find a printer that can meet our timeline for printing the programs.

### **Uniform Collection:**

- **ACTION:** The Directors will collaborate with Choir and possibly have a drive by to drop off. If school is reopened in May, we may need parents to assist with collecting and organizing uniforms during class time. We should have a finalized date and plan in the next week or so.

### **2020-2021 Planning:**

- Need volunteer to fill Vice President board position for next year
  - **ACTION:** Nate will send out communications to push for volunteers
- Welcome Packets
  - **ACTION:** Nate will take the lead on updating and printing of forms as well as help needed to stuff packets – may be able to pass out packets during uniform collection process, but will likely need to be mailed to the incoming students this year – discussed possibility of utilizing electronic form completion, but Nate will investigate further because payments will still need to be received via check.
- Summer Camp scheduled to begin on Monday, August 3<sup>rd</sup>, 2020
  - **ACTION:** Mr. Elizondo will be putting together a letter to send out for students to register
  - Payments will likely need to be made in person when checking in for the camp
  - **ACTION:** We will need some parent volunteers to assist with student check in and payments

**Adjournment: The meeting was adjourned at 7:05 pm.**

**Next Executive Committee Meeting: Wednesday, May 6<sup>th</sup> at 6:00 pm.**

**Respectfully submitted,**

**Jo Ella Terhesh  
ROBC Secretary**