



**Reagan Orchestra Booster Club
Executive Committee Meeting Minutes
Approved
December 12, 2019**

Nathan Shapiro, President, called the meeting to order at 5:30 pm in the Reagan Orchestra room.

Roll Call:

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

Board Members Absent: Meg Lorente (Vice President)

Guests Present: Rodolfo Salinas

Meeting Topics/Action Items:

- **Financial Update:** John provided the following financial update to the group:
 - Our current bank balance is \$40,680.
 - Recent expenditures have included \$17,025 for travel expenses, \$1,165 for clinicians and \$1,837 for concert meals and food expenses (current concerts and reimbursement from earlier in the school year).
 - Spirit Nights have generated \$319 and \$112 from Smokey Moe's and Mod Pizza. Checks are pending from Five Guys and Kendra Scott (amounts are indeterminate at this point).
 - Bundt cake sales have generated \$722 to date in net cash flows.
 - John provided the attached 2019-2020 Proposed Amended Budget.
 - Sixto motioned to approve the Proposed Amended Budget and Angela seconded the motion. All were in favor with no opposition.
- **Wish List Items:**
 - The next major expense is for the Library in the amount of \$10,234.18, expected in January. Nathan to follow up with Southwest Solutions regarding next steps. Rodolfo to follow up after the break to confirm when tile will be replaced as this is required prior to installation.
 - All wish list items below in green are approved by the board and included in the current Proposed Amended 2019-2020 Budget. Jo Ella made a motion to push the \$2,000 furniture purchase to next year. Tara seconded the motion with all in favor and no opposition.
 - John prepared the 2019-2020 Proposed Amended Budget based upon discussion since our last meeting to allow for the scholarship funding and cash carryover of around \$10,000 at the end of the school year.

| Item(s) | Purpose | Price | Vendor |
|---|--|------------------|---------------------------------------|
| 1. Bass Endpin Wheel | Bass transportation | \$300 | Terra Nova Violins |
| 2. Mac Desktop | Mr. Sharplin's Office | \$1,500 | NEISD vendor |
| 3. Harp String Sets | Re-stock inventory | \$1,933 (5 sets) | Vanderbilt Music |
| 4. Harp Tuning Key Holder | keeps tuner on harp | \$5 each | Vanderbilt Music |
| 5. High Density Storage Shelves | Protect library inventory, provide organization and space in library | \$10,234 | Southwest Solutions Group, Inc. |
| 6. Elfa Closet Rails | Storage of the men's uniforms in new space | \$1,500 | Container Store |
| 7. Sibelius Ultimate | Composition Software | \$800 | AVID Software |
| 8. Furniture for converted Library/Conference Space | Repurpose the old office to use as work and meeting space | \$2,000 | Will be pushed until next school year |

- **Proposed Scholarships:**
 - Nathan had previously provided documents via email for the team to review and requested the board to set aside \$2,000 annually for a scholarship program with \$1,000 awarded to the top student and \$500 each for two runner-up students.
 - Jo Ella made a motion to approve the proposed scholarship for the 2019-2020 school year. Tara seconded the motion with all in favor and no opposition.
 - Nathan will send out a request to parents for a volunteer to be the Scholarship Chair. No one on the board or a parent with a current senior can fill the Scholarship Chair position. Angela is interested in helping the selected Scholarship Chair as needed.

- **Annual Trip:**
 - ROBC is providing support for large instrument rentals ~\$3,500 already included in the budget.

- **Fundraising Update:**
 - Bundt cake sales 1st and 3rd Wednesday of every month immediately after school at 4:15 pm. Next sale date is January 15th with Nathan volunteering to handle with help from two students.

- **Upcoming Events:**
 - Midwest Clinic: December 18th – December 21st
 - Tara is working to secure media coverage
 - Solo and Ensemble – February 1st
 - Pre-UIL Concerts – February 25th and 27th at 7:00 pm

- **MidWest Publicity Update:**
 - A press release was sent on 12/9 to all key media to promote the orchestra performing in the Midwest Clinic next week and the send-off concert Monday 12/16. The San Antonio Express-News responded and interviewed Mr. Elizondo for an article that will publish prior to next week. KENS5 also responded with interest. Tara is following up with key media on 12/13. Mr Elizondo has a friend who is also engaging media for coverage. While the Orchestra is in Chicago, Tara will follow up with the media and the local print media (Welcome Home Magazine) with content and pictures.
 - Tara is also working with Mr. Salinas, AP, to promote on Reagan social media and to engage NEISD Communications to expand coverage on social media. She will also contact the three primary Stone Oak community social media pages to share information about our presence and performance in the Midwest Clinic to include Stone Oak Daily, 365 Stone Oak, and Far North SA. Tara requested photos from Mr. Elizondo, Mr. Sharplin, and Mr. Salinas to post to social media.
 - Following the concert, Tara will also ensure that Orchestra gets a page or two in the Reagan yearbook. Mr. Elizondo also mentioned that the AV teacher is creating a video on the process. Tara will consider opportunities to utilize that video for promotion purposes.

Adjournment: The meeting was adjourned at 6:09 pm.

Next Executive Committee Meeting: Monday, January 13th at 6:45 pm.

Respectfully submitted,

**Jo Ella Terhesh
ROBC Secretary**

Reagan Orchestra Booster Club
***Amended Budget 2019-2020**

| | | |
|--|--|---------------|
| | Accumulated Surplus from prior years | \$ 26,501 |
| Revenues this year | | |
| Booster Club Fundraiser | | 19,000 |
| Contributions | | 12,000 |
| Opt Out Fees | | 8,500 |
| Dinner/Silent Auction | | 2,500 |
| Spirit Nights | | 1,500 |
| Summer Camp | | 5,920 |
| Orchestra Polos | | 2,400 |
| Lock-in | | 2,500 |
| Banquet | | 7,000 |
| Concert Meals | | 4,000 |
| | Total Cash Inflows this year | <u>65,320</u> |
| | Total cash available (inflows plus surplus) | <u>91,821</u> |
| Expenditures this year | | |
| Summer Camp Expense | | 5,525 |
| Donations to Reagan Orchestra | | 13,967 |
| Orchestra Polo Expense | | 2,000 |
| Booster Club Fundraiser Expense | | 2,500 |
| Lock-in Expense | | 2,960 |
| Banquet Expense | | 7,665 |
| Concert Meals Expense | | 2,000 |
| Snacks | | 1,400 |
| Concert Programs | | 2,170 |
| Texas Music Educators Association (TMEA) | | 900 |
| Clinicians | | 3,000 |
| Office Supplies | | 500 |
| Senior Roses | | 300 |
| Director Requests | | 5,500 |
| Bank Fees | | 150 |
| Professional Services | | 50 |
| Competitions and Related Costs | | 1,000 |
| Travel Expenses | | 21,500 |
| Board Appreciation Gifts | | 150 |
| Summer Packet Printing | | 400 |
| Concert Concessions | | 300 |
| Harp Tuning and Maintenance | | 650 |
| Accounting Software | | 100 |
| Orchestra Student Board Officer Retreat | | 2,500 |
| Miscellaneous Expense | | 1,000 |
| Sales Tax | | 500 |
| Equipment & Instrument Replacement / Purchase or Repairs | | 1,000 |
| | Total Expenditures | <u>79,687</u> |
| | Cash Available less expenditures | 12,134 |
| | Cash Reserved for Scholarship Fund | 2,000 |
| | Projected Cash carryforward for next year | 10,134 |

* The budget for this school year has been revised based on discussions by the board to allow for scholarship funding, and planning to carry forward at least \$10,000 in cash for next school year.