



**Reagan Orchestra Booster Club
Executive Committee
Meeting Minutes
Approved
April 24, 2017**

Tricia Barton, ROBC President, called the meeting to order at 6:51 P.M. in the Reagan Orchestra Hall.

Roll Call:

Board Members Present:

Tricia Barton (President), Jim Schuppenhauer (VP-Fundraising), Mark Rowe (Treasurer), Sixto Elizondo (Director), Dana Updegrove (Secretary)

Board Members Absent:

Tara Ford (Publicity Chairperson)

Guests Present: Tricia Tschirhart and Beatrice Lakrout (Meal Co-Chairpersons), Nathan Sharplin (Assistant Director), Hilda Bice (Spring Banquet Co-Chairperson), Meg Lorente (Concert Reception Chair), Marcela Arreola (Assistant Principal)

Approval of Minutes

A motion to approve the Executive Meeting Minutes from February 1, 2017 and March 27, 2017 was made and seconded. The motion passed.

President's Report:

- Welcome Packets: Mr. Elizondo plans to give the Welcome Packets out to the students as they audition for next year. The auditions are the week of May 22nd. The packets are to be returned at the Mandatory Parent Meeting on August 19th.
 - Check for correct dates on all pages of the welcome packet.
 - Changes need to be made on some of the forms before being sent out:
 - **ACTION:** Private teacher list to be updated by Mr. Elizondo and Mr. Sharplin.
 - **ACTION:** CHARMS page - Mr. Sharplin to add specific text reminding students that they need to change the password.
 - **ACTION:** ROBC Fees page - Rearrange the page so that the Spirit T-shirt sizing information is closer to the top and add in bold lettering that the shirt is included with the Reagan Orchestra Fee. Specify that the polo is \$30.
 - **ACTION:** Mark to ask the T-shirt supplier if we can order a selection of size samples for the Mandatory Parent Meeting with the understanding that a larger order will follow.
 - **ACTION:** Clarify the wording on the Washtub/Opt-Out form to let parents know that this is for Booster Club funds, not individual student funds. Also, the fee went up to \$55 for 2017-2018 therefore the number of Washtub booklets the students would need to sell increased to eight.

Spring Banquet:

- Beatrice Lakrout graciously offered to join Hilda next school year as Banquet co-chair! Thank you Beatrice!
- Two adult volunteers have scheduling conflicts and are not able to continue on the Banquet committee. There are only 4 volunteers left.
- The next planning meeting is on April 28th.
- Hilda and Tonya hope to soon meet with the Holiday Inn manager; other than the initial deposit to secure the venue, no other deposits have been made as of today's date.
- Adding a balloon arch this year! The structure has already been purchased.
- **ACTION:** Tricia B. to send out an email reminding parents that the RSVP's are due.
- **ACTION:** Tara to put a notice in the newsletter.

- **ACTION:** Mr. Elizondo to call Tara Nova and Monarch Trophy regarding senior gifts after the students have made their nominations.

Vice President's Report:

- Zoe's has not yet sent in a Spirit Night check from February 25th.
- Silent Auction May 15th:
 - Promotion: Jim to arrange for pictures to be taken of auction items and Tara to put photos on the website.
 - Jim has 5-6 volunteers to pick up donated items. **ACTION:** Jim to email the list of items to be collected to his team of volunteers.
 - Timing: Set-up cannot begin until students have cleared the Fine Arts Foyer. Silent Auction to begin ASAP, the dinner will begin at 5:00 p.m., the Silent Auction closes at 7:00 p.m. at the start of the Spring Concert, the Booster Club meeting will be held in the middle of the concert.
 - **ACTION:** Meg volunteered to create a winners' slide to be shown during the concert. (Thanks Meg!)
 - Ideas for pricing: Don't set the starting bids too low. Do have bids increase in increments of \$5 at least.

Meal Co-Chairs Report:

- Silent Auction Dinner:
 - **ACTION:** Tricia T. to create a presale sheet. Order forms need to be distributed May 3rd.
 - **ACTION:** Mr. Elizondo to design meal tickets.
 - **ACTION:** Deborah to print off meal tickets of various colors to match the meal ordered.
 - **ACTION:** Tricia B. to send an email to parents letting them know the tickets will be given to their students and that they must present the meal ticket to receive their meal.

Treasurer's report:

- March 2017 financials are on the website for review.

Publicity Report:

- Tara wrote an article for Mr. Elizondo's review regarding the American Prize Honorable Mention. We are so proud of Mr. Elizondo and the Chamber orchestra and would like to communicate this accomplishment to the school district, the school's Facebook, our web page and on the marquis!
- Tara has some great ideas and would like to lead a discussion at our next meeting regarding how we can strengthen the Orchestra's brand, provide more visibility on RHS Facebook, The Reagan Way, RHS web page, and re-evaluate the website for student integration, etc.

Director's Report:

- Mr. Elizondo showed the members of the board the plans for the additional 1,500 square feet of orchestra space included in the 2015 bond project. Ground breaking begins in November 2018 with a 1½ year build-out schedule. The new space will include:
 - A new office
 - Work space for the Booster Club
 - Dedicated Library work space
 - Storage closet
 - A Uniform Closet
- Mr. Elizondo asked the ROBC to consider raising funds for a sound system in the new space. All were in agreement.
- There are 48 graduating seniors from the Orchestra Class of 2017! **ACTION:** Dana to order and deliver 48 various colored pastel roses for honoring the graduating seniors during the Spring Concert.

Adjournment: Meeting was adjourned at 8:10 p.m.

Next Executive Meeting: TBD

Respectfully Submitted,

Dana Updegrave/R.O.B.C. Secretary

