



**Reagan Orchestra Booster Club
Executive Committee
Meeting Minutes
Approved**
September 7, 2016

Tricia Barton, ROBC President, called the meeting to order at 6:45 in the Reagan Orchestra Hall.

Roll Call:

Board Members Present:

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

Board Members Absent:

Tara Ford (Publicity Chairperson)

Guests Present: Hilda Bice (Banquet Co-Chairperson), Tricia Tschirhart & Beatrice Lakrout (Meal Co-Chairpersons), Jan Giles (Snack Chairperson)

Approval of Minutes

The Executive Meeting Minutes from May 23rd and July 27th and the General meeting minutes from August 13th were approved with no corrections.

New Business:

- **Change in policy:** The ROBC Secretary should send the Meeting Minute Draft to all board members for their review prior to the next Executive Board meeting rather than only sending to the ROBC President for review. Once approved, send to Tara to post to the website.
- Tricia B. is proposing changes to the registration forms for Summer Camp for next summer.
 - Consider taking off the Birthday and Private teacher blanks.
 - Add more decisive phrases. For example, "Yes, I WILL attend (Orchestra Camp or Fiesta Texas)" or "No, I will NOT attend (Orchestra Camp or Fiesta Texas)", etc. Tricia B. offered a sample form.
 - The question was asked if we want to impose a deadline to order Camp T-shirts or order extras for last minute registrants. Also, should there be a cut-off date to order Fiesta Texas tickets at the reduced group rate? **ACTION:** Mr. E. to give some thought to how he would like to handle that for next Summer Camp.
 - Some students have requested an extra small sized T-shirt but Mr. E. explained that would require a set-up fee by the T-shirt printers.
- The board agreed that a Concert Reception Chairperson would be a good addition. **ACTION:** Tricia B. to ask for volunteers.

Treasurer's Report:

- Mark presented financials for 2015-2016.
- Mark also presented the June – August 2016 Budget vs. Actual, ROBC Statement of Financial Position as of August 31st, and Proposed Budget Changes. It was noted that the copier lease is \$1,400/year instead of \$400/year. The net impact of the budget changes result in the budgeted profit decreasing from \$5,025 to \$175.
- Jim made a motion that the budget be accepted with the correction of incorporating the changes to the copier lease amount. The motion carried.
- ROBC has collected enough money to cover the general expenses for the year but would like to see more opt-out participation.

- Mark updated the Amazon Smile account to direct .5% of all Amazon purchases made by those connected to the RRHSO into the ROBC Jefferson Bank account. **ACTION:** Instruct the RRHSO family how to set up their Amazon charitable giving to the ROBC.
- Mark would like to have a "Square" and or a PayPal account available at the Silent Auction for bidders to pay for their items. **ACTION:** Look into this further.
- At the next parent meeting, August 2017, a bank of computers should be set up for parents to pay the NEISD fees on-line as the NEISD is no longer accepting checks.

Director's Report:

- The Lifetime Lock-in is scheduled for September 16th. **ACTION:** Tricia B. to ask for chaperones and volunteers to bring fruit or vegetable trays.
- The students will be selling the Entertainment Cards during class time for their individual fundraising accounts. Details to follow.
- ROBC received \$4,525 towards the purchase of the acoustic shells. This amount in addition to the \$5,000 already committed brings the total that the ROBC donated for the shells to \$9,525! The shells have been ordered and should be delivered by October 3rd in time for the Chamber Honor Recording.

Meal Chairs:

- The next concert is October 20th. **Change in procedure for collecting meal request forms and money for this school year:**
ACTION: Tricia T. or Beatrice should collect meal requests and checks from the ROBC box. Please do not take any of the checks or cash home. All monies must be accounted for at Reagan. Note the check number or amount of cash sent in on the student's meal order form. Count the number of checks/cash, reconcile this with the number of forms, place the checks/cash in an envelope with the #of checks & total amount written on the outside, let ROBC Treasurer know the envelope is ready to be picked up. Create a spreadsheet with the student's name, amount of check/cash and their requests. Check the box for late requests Monday the week of the concert and place the order with the restaurant by noon the day before the concert.

Vice President's Report:

- Jim collected \$115 from the Spirit Night at Raising Cane's from August 16th and \$300+ from April. **ACTION:** Jim to get Raising Cane's Manger's name and address to Dana so she can write a thank you note for the Spirit Nights.
- The next Spirit Night will be held at Chic-Fil-A on September 14th. **ACTION:** Jim to send e-blast to Denise LaBonte for distribution to Reagan students, parents and staff.
- Sherwood Forest Fundraiser coming soon. **ACTION:** Jim to ask if student's orders can be bundled individually or if they only package in bulk.
- Candles & Moore Fundraiser to kick off in late January for February delivery.
- Barnes and Noble Fundraiser coming the weekend after Thanksgiving break **ACTION:** Jim to secure date with store manager.

Publicity Chair:

- **ACTION:** Tara to write an article for the Welcome Home paper regarding the TODA Convention.
- **ACTION:** Tara to send Reagan e-mail blasts for fundraiser awareness.
- **ACTION:** Tara to let the activities coordinator at Independent Hill know about our 2016-2017 concert dates.

Adjournment : Meeting was adjourned at 8:45.

Next Executive Meeting: October 5, 2016

Respectfully Submitted,
Dana Updegrove/R.O.B.C. Secretary