



**Reagan Orchestra Booster Club**  
**Executive Committee**  
**Meeting Minutes**  
**Approved**  
October 5, 2016

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Tricia Barton, ROBC President, called the meeting to order at 6:47 in the Reagan Orchestra Hall.

**Roll Call:**

**Board Members Present:**

Tricia Barton (President), Jim Schuppenhauer (VP-Fundraising), Sixto Elizondo (Director), Tara Ford (Publicity Chairperson), Dana Updegrave (Secretary)

**Board Members Absent:**

Mark Rowe (Treasurer)

**Guests Present:** Hilda Bice (Banquet Co-Chairperson), Tricia Tschirhart & Beatrice Lakrout (Meal Co-Chairpersons), Jan Giles (Snack Chairperson), Nathan Sharplin (Assistant Director), Joseph Holzmann (Assistant Principal), Kristie Doderer (Uniform Distribution)

**Approval of Minutes**

The Amended Executive Meeting Minutes from September 7<sup>h</sup> were approved.

**Vice President's Report:**

- Jim collected \$160 from the Spirit Night at Chic-Fil-A from September 14<sup>h</sup> and sent Dana the manager's name and address for a thank you note. A thank you note was sent.
- The next Spirit Night will be held at Wendy's on Stone Oak on October 19<sup>th</sup> for a 15% donation of sales between 4-8 pm. **ACTION:** Board members to pass out flyers as follows, 4-5 Jim, 5-6 Tara, 6-7 Tricia B., 7-8 **TBD- Volunteer needed.** **ACTION:** Tara to send flyer to Mr. E. for approval, then to Denise LaBonte for e-blast to students, parents and staff.
- Other ideas for Spirit Nights: Pei Wei, Panda Express, and Willies.
- Sherwood Forest Fundraiser roll out on Oct 17<sup>th</sup>; orders collected on Oct 30<sup>th</sup>. **ACTION:** Jim to ask if student's orders can be bundled individually or if Sherwood Forest only packages in bulk. **ACTION:** Jim to get pricing to Mr. E. **ACTION:** Mr. E. to have students mark up the sales brochures with the pricing and mark out the option to do direct delivery as the profit margin is too low to offer direct delivery. **ACTION:** Need parent volunteers to help sort orders on the delivery date.
- **ACTION:** Jim to research profit margin selling Yankee Candles instead of Candles & Moore.
- **ACTION:** Mr. E. to ask if any other organizations at Reagan are planning to sell candles during the December-January time frame.
- Barnes and Noble Fundraiser coming the weekend after Thanksgiving break **ACTION:** Jim to secure date with store manager.

**Meal Chairpersons:**

- The next concert is October 20<sup>th</sup>. ROBC to provide waters and a cookie.
- **ACTION:** Jan to purchase extra waters.
- **ACTION:** Beatrice or Tricia T. to ask for 200 cookie donations from La Madeleine. If cookies are not donated, Co-chairs purchase ready-made cookies and submit request for reimbursement.
- **ACTION:** Tricia B. to write a donation letter for any donated cookies.

- **ACTION:** Beatrice and Tricia T. to distribute meals to band students as they come out of marching practice, which will be later than the string students.

### **Uniform Chair:**

Uniform distribution went well, thanks to Kristie and other parent volunteers!

### **Director's Report:**

- The acoustic shells have been delivered!
- Chaperones are needed during the Oct 20<sup>th</sup> concert. **ACTION:** Tricia B. to ask for parent volunteers and send a link to sign up through Charms.
- Everyone should be familiar with the Google calendar. There are two ways to access it: Charmsofc.com (Password:RATTLERORCHESTRA) and tinyurl/rrhso.calendar. Tip: The "Agenda" tab shows the activities in list form.
- We need a "student's only" refreshment table for after the concerts.
- Young People's Concert Oct 21<sup>st</sup>. Four chaperones needed from 8:00 am – noon. **ACTION:** Tricia B. to ask for parent volunteers with a link through Charms.
- All State Recording program is on Oct 29<sup>th</sup>. **ACTION:** Tricia T. or Beatrice to purchase pastries from Costco and coffee from Starbucks for 12-15 directors, set up by 7:30 am. **ACTION:** Jan to purchase extra salty snacks to be offered to guests. Eleven students from Reagan are auditioning!
- All State Run-Through Oct 26<sup>th</sup> from 4:30 – 8:30 pm. **ACTION:** Tricia B. to ask for a parent volunteer, preferably a parent of one of the auditioning students.

### **New Business:**

- The board agreed that a Concert Reception Chairperson would be an excellent addition. **ACTION:** Tricia B. to ask for a parent volunteer.

### **Publicity Chair:**

- Tara wrote a great article for the Welcome Home paper regarding the TODA Convention.
- **ACTION:** Tara to post the September 7<sup>th</sup> Amended & Approved Executive Meeting Minutes to the website.

### **Business to be discussed in further detail at November's meeting:**

- Dec 6<sup>th</sup> Winter Concert; will need parent chaperones.
- Dec 9<sup>th</sup>-10<sup>th</sup> Region Concert and Clinic; will need Concession Stand volunteers.
- The ROBC will need to provide funds for renting Basses, Cellos, and Harp at Disney.
- Mr. E's wish list.
- Tutorial for board members: How to find a parent's name in Charms.

**Adjournment:** Meeting was adjourned at 7:45.

**Next Executive Meeting: November 2, 2016 at 6:45**

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