



Reagan Orchestra Booster Club
Executive Committee
Meeting Minutes
Approved

November 3, 2016

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), Mark Rowe (Treasurer), Sixto Elizondo (Director), Tara Ford (Publicity Chairperson), Dana Updegrove (Secretary)

Guests Present: Tricia Tschirhart (Meal Co-Chairperson), Nathan Sharplin (Assistant Director), Joseph Holzmann (Assistant Principal), Carla Sierra (parent interested in getting involved!)

Approval of Minutes

The Executive Meeting Minutes from October 5th were approved.

President:

- Very few parents were in attendance at the advertised time of 6:30 for the General Meeting prior to the Fall Concert so it was decided that the next General Meeting on Dec .6th should begin 15 minutes prior to the concert time. **ACTION:** Mr. E. to send an email to remind parents 1week prior, which will be on Nov 29th.

Treasurer:

- Mark presented financials through October 2016. Of special note is the forecasted \$3600 excess revenue over expenses compared to what was budgeted.
- ROBC will receive a %.005 donation when eligible purchases are made through Smile.Amazon.com. Each purchase must begin with the Smile.Amazon.com website. Make sure "Reagan High School Orchestra Booster Club" is designated as the charity you wish to support.
- Mark has registered the ROBC with Benevity. Benevity is a leader in on-line workplace giving/matching and offers streamline technology, reducing manual processing of donations. Benevity does due-diligence on charitable organizations to be sure they meet eligibility requirements and are in good standing. Once ROBC is validated as a true non-profit, they can accept on-line donations on behalf of the ROBC. More details on what this can mean for the ROBC to follow later.

Director's Report:

- Chaperones are needed during the Dec 6th concert. **ACTION:** Tricia B. to ask for parent volunteers and send a link to sign up through Charms. **ACTION:** Mr. Sharplin to set up volunteer sign-up in CHARMS.
- Discussion: ROBC needs to cover the cost to provide cellos and basses for the Disney trip. The rental for the New York City trip was ~\$2800 but there will be fewer students going to Florida. Rather than renting the instruments, we could ship the school instruments on Friday before Spring Break in hopes that they will arrive by Friday of Spring Break, when the Disney concert will be held. **ACTION:** Mr. E. to determine the best course of action. Tricia B. made a motion that the ROBC appropriate funds to either rent or ship the instruments for the Disney trip, the motion carried.

- The board also approved the purchase of a \$350 harp cart, \$108 for a Lavalier microphone for classroom use, \$139 for a wireless body pack transmitter for use with the microphone, and \$159 wireless receiver to operate said microphone and transmitter.

Vice President's Report:

- The next Spirit Night will be held at Jet's Pizza on Stone Oak on November 9th for a 20% donation of sales between 4-8 pm. Jim, Carla, Tara and Dana to pass out flyers.
- Another idea for Spirit Night: Southerly Fine Foods & Brewery/Chef Jeff Balfour is a former student's parent.
- Sherwood Forest Fundraiser: All orders have been collected. **ACTION:** Jim to let Mr. Sharplin know when the orders will be delivered. **ACTION:** Mr. Sharplin to set up volunteer sign-up on CHARMS to sort the orders.
- **ACTION:** Jim learned that Yankee Candles wouldn't allow us to sell their wares prior to January 15th which does not benefit the students who are attending the Disney trip.
- **ACTION:** Mr. E. to ask if "Candles & Moore" is an approved vendor in NEISD.
- Barnes and Noble Fundraiser: We were not able to secure a date due to conflicts with the orchestra student's schedules. Recommendation: Secure date earlier in the school year for 2017-2018.

Publicity Chair:

- **ACTION:** Tara to post the October 5th Approved Executive Meeting Minutes to the website.
- Tara wants to re-launch the Orchestra Website and is attempting to get the financials and meeting minutes onto the website for greater transparency as well as performance videos and a link to Charms. The projected deadline for the re-launch is Dec 6th at the General meeting prior to the Winter Concert. Tara would like to see if we can add a thermometer style clip art on the website for measuring the collection of the Opt-out fees. **ACTION:** Mr. Holzmann to check if it would be appropriate given these are not NEISD required fees.
- We will be keeping only the current year documents on the website.
- Tara recommends removing extra labeling on the website and keeping only the green Reagan Orchestra official logo. The board agreed with her suggestions.
- Tara offered to start an Orchestra Newsletter, "The String", to be published bi-monthly and directed toward the parents. She would like to embed photos into the newsletter.

Meal Co-Chairs:

- On December 10th Reagan is hosting the Region 12 Orchestra Clinic/Concert. ROBC will offer a concession stand selling Pizza-by-the-slice, candy, water, sodas, and salty snacks for 150 students. **ACTION:** Trisha T and/or Beatrice to check with Hilda on a good estimate for pizza. ROBC will also offer a hospitality table for the clinicians and guest director with coffee, pastries and salty snacks. **ACTION:** Meal Co-Chairs to purchase candy, pizza, pastries & coffees and submit receipts and reimbursement request and check with Jan Giles to see if there are enough extra waters and salty snacks in the snack closet.
- Check with Jersey Mikes or Thunder Subs for the next pre-concert meal because these restaurants seem to be popular with the students.

Adjournment: Meeting was adjourned at 8:00 p.m.

Next Executive Meeting: December 14, 2016 at 6:45

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