



Reagan Orchestra Booster Club
Executive Committee
Meeting Minutes
Approved
February 1, 2017

Tricia Barton, ROBC President, called the meeting to order at 6:48 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 and Beatrice Lakrout (Meal Co-Chairpersons), Joseph Holzmann (Assistant Principal), Hilda Bice (Spring Banquet Co-Chairperson)

Approval of Minutes

The Executive Meeting Minutes from January 11, 2017 were approved with corrections.

Treasurer:

- January 2017 financials are on the website for review.
- Mark forecasts a \$4,000 excess assuming we break even on the budget.
- A generous legacy donation of \$1,700 was received towards the purchase of additional acoustical shells.
- A \$400 donation was received toward the purchase of bass stools.
- The ROBC received \$200 in sponsorship.
- Barnes and Noble fundraiser brought in \$798 from December 3rd!
- Current asset balance equals ~\$17K and the liabilities are ~\$2K.

Upcoming Calendar Items:

- Feb 27th Pre-UIL Concert:
 - Cookies and other treats have been kindly donated for the reception by The J. Mark Group, the real estate firm with whom Mrs. Elizondo is associated-THANK YOU!
 - **ACTION:** Tricia B. to let Tricia T. know how many parent volunteer meals are needed.
 - **ACTION:** Tricia B. to ask via e-mail for parent volunteers to chaperone concert.
- March 6-8 UIL Contest:
 - **ACTION:** Tricia B. to ask for (15) parent volunteers to chaperone through e-mail and at the next concert.

Publicity Report:

- 45 Independence Hill residences are coming to the concert on Feb 27th (15 with walkers) and we will need greeters at the curb, at the auditorium door and ushers to show them to their seats. **ACTION:** Mr. Elizondo to ask for available officers to assist once a concert day schedule is formulated.
- **ACTION:** Mr. Elizondo to provide a quote regarding the All-Staters for the Welcome Home newspaper article.

Vice President's Report:

- Spirit Night at Jersey Mikes' was a huge success! 141 people each donated \$3 to the ROBC!
- Spirit Night Fundraising: Wendy's (\$100), Jet's Pizza (\$130) & Taco Cabana (\$139)!
- Zoe's Kitchen will host a spirit night on February 25th from 11-5.

- Jim needs the following help for the Silent Auction:
 - Set up tables at the Feb 27th concert where potential donors can meet with Jim and discuss how the ROBC can help with donated items, etc.
 - Other board members need to help solicit local businesses for donations.
 - **ACTION:** Jim to set up a google.docs to list companies that we've already contacted for a donation so there is no duplication of effort.
 - Mr. Elizondo suggested that a Silent Auction Committee be formed. **ACTION:** Tricia B. to ask for help from parents at the Feb 27th concert and via e-mail to form a Silent Auction Committee to solicit donations from businesses that have been friendly to the orchestra in the past, set up auction tables, collect items from donors, etc.
 - **Discussion** regarding class baskets: Have classes vote on a theme for their basket. Ask students for a voluntary \$1-\$5 donation to be turned in to Mr. Sharplin. Have one parent from each class (6) to help create basket(s). Cap how much each basket is worth. If a lot of money is received, create another class basket. Recognition for class baskets could be as follows: Profit margin, % participation from class, which class basket sold the most. Then acknowledge these classes at the Spring Banquet.
 - Ideas for Silent Auction:
 - Gift Cards from Local Restaurants, Memberships, Actual items such as jewelry, kitchen tools, students' artwork, etc. A suggestion was made that an enlarged photo of the Disney Spring Break trip participants be made and auctioned off. Great suggestion!

Spring Banquet:

- The frame for the backdrop was purchased and has been received.
- The photographer is not answering his phone or e-mail. Mr. Elizondo to try to locate. If not, another photographer is needed. Hilda knows a photo booth photographer she could call to get pricing.
- Hilda to meet with Catering Manager at Holiday Inn Express Feb 2 to discuss menu.
- Addresses are needed for invitations.
- Parent volunteers are needed to form a Banquet Committee to include decorating & stuffing envelopes. **ACTION:** Tricia B. to send e-mail notice and discuss at Feb 27th concert.
- Student Banquet Committee should include 1st VP-Stanzi Rowe and the social chairs, Carole Lakrout and Jalen Hawkins.

Meal Co-Chairs:

- Tricia T. is working with Jimmy's Catering to create an affordable menu for the Silent Auction Meal. Ideally, the board would like to make a profit selling tickets at \$10/plate. **ACTION:** Tricia B. to ask for volunteers to serve the Silent Auction meal.
- **ACTION:** Give the students a presale sheet to reserve meal tickets for the Silent Auction.

President's Report:

- Anticipated roll out of Welcome Packets week of May 15th.
- A nominating committee was created which consists of 1) Director (Mr. Elizondo), 2) A person already on the existing board (Jim S.) and 3) a member of the general ROBC population (Jon Ford)

Director's Report:

- Mr. Elizondo found a company, Atlantic Strings, willing to rent out the cellos and basses for \$75 each + \$50 cartage fee for the Disney trip.

Adjournment: Meeting was adjourned at 8:15 p.m.

Next Executive Meeting:

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