

***Reagan Orchestra Booster Club***

***Executive Committee*** ***Meeting Minutes***

***July 29th, 2020***

Nathan Shapiro, President, called the Virtual meeting to order at 6:00 pm Via ZOOM.

**Roll Call:**

**Board Members Present**: Nathan Shapiro (President), Kristen Roach (Vice President), John Horton (Treasurer), Tara Ford (Publicity), Angela Halsell (Bookkeeper), and Nathan Sharplin (Reagan HS Orchestra Director)

**Board Members Absent:** Jo Ella Terhesh (Secretary - resigned)

**Guests Present:** Rodolfo Salinas, Denise Trevino, Gabriela De La Fuente, Dana Comstock, and Thalia Sanchez-Kiolbassa,

**Meeting Topics/Action Items:**

* **Financial Update:** John provided the following financial update to the group:
  + Current bank balance is $15,135
  + Recent Expenditures:
    - $643 for Yearend awards
    - $52 for upgraded Zoom capability for virtual event
    - $632 for Yearend Programs
    - $450 for Summer packet printing
  + Budget carryover:
    - Last year ended about $3,000 over our projected carryforward to this year ($13,124 Actual to $10,134 Budgeted)
    - $2,000 Scholarship fund is still considered a cash reserve.
    - Cash available $13,135
  + Planned or proposed spending:
    - $2,000 for Furniture for Library – Wish list item carried over to this year - due to circumstances will be moved to 2021-2022 school year
    - Concert Meals and snacks for the students were agreed to be removed as an expense for this year as of now
    - Additional resources for virtual events, instruction, etc.  - Currently there is $3000 budgeted for this for the 2020-2021 school year - Board agreed to keep this budget.
    - Assuming an additional $1500 to be budgeted for upgrades to software/technology to allow for virtual classrooms.
  + Concerns were raised regarding this year’s funding due to the pandemic impacting our ability to fund raise and family’s ability to pay the opt out fee. This will continue to be a watch item.
  + For now, we will keep budget for the scholarship program but will reserve the right to reconsider depending upon financial situation later in the year.
  + Board agreed to set up a financial payment system through PayPal – John agreed to set up time with Jefferson Bank to confirm best option. John also to confirm our current PayPal information.
* **School year update**: Sixto updated the board with the existing plan with the following key points:
  + first three weeks is still expected to be virtual
  + Summer camp cancelled - instead there will be a “virtual week” where Sixto and Nathan will meet with all incoming freshmen for a 1X1 orientation, 10 minutes each. Other events will be incorporated into this such as a Netflix movie viewing party, a game night etc.
  + After the Freshmen, other grades will also be allowed to sign up for 10-minute sessions.
  + Regions/State information – The competition for Region spots will be held virtually. Contestants will submit a video of the audition material, and the “orchestra members” will be selected from this process. That is the only “region event” for this year. There will not be a clinic and concert. Patches will be distributed to directors to give to the students who win a chair in the non-performing orchestra.
  + All State is the next step in the audition process, and this will also be a recorded audition (as usual). TMEA is still planning to have a convention, and All State Orchestra performances in February
* **Annual Forms:**
  + Nate to drop off forms for Sixto the week of camp. Sixto to share best date/time for him to come.
  + Sixto and Nathan to put together a packet of what will be sent to students’ home.
  + Board volunteered to work together to put these packets together before the school year and set up for Sixto and Nathan to mail
  + It was agreed that the following forms would not be used for now;
    - Travel consent form
    - Medication addendum
    - Polo Shirt
    - Reagan Orchestra NEISD Fees (due to no uniform fee)
    - Corporate sponsorship?
  + The following form would need to be updated:
    - Welcome packet page has the date of September 3rd on it. We will now need to give parents more time. Sixto to determine new date, post that Nate will get new letters printed.
  + The following forms/letters will still be mailed (team to confirm)
    - CHARMS sign up instructions
    - Orchestra sponsorship letter
    - Opt out letter
    - Wash Tub sign up
    - Parent Contact Form
    - List of Music Instructors
    - NEISD Code of conduct letter and acknowledgment form
    - NEISD Instrument letter?
* **Annual Trip:**
  + This is assumed to be cancelled for 2020-2021 – no plan to budget for this.
* **Fund Raising:**
  + Sixto shared that the board can do Spirit nights. Nate will pick up Meg’s binder (currently with Nathan) then meet offline with Kristen to begin to plan for this.
  + We will relook at the socks option – Nate to email Kristen the information.
  + We will push harder the Wash Tub option – Nate to work with Kristen on this.
* **Open Board Position:**
  + Jo Ella Terhesh resigned from the Secretary post. Nate to send out a communication to parents asking for a volunteer.
* **Upcoming Events**:
  + None were discussed for now as all current concerts are not yet planned due to circumstances.

**Adjournment: The meeting was adjourned at 7:00 pm.**

**Next Executive Committee Meeting: Wednesday, August 26th at 6PM**

**Respectfully submitted,**

**Nate Shapiro**

**ROBC President**