



# **Reagan Orchestra Booster Club Executive Committee Meeting Minutes Approved May 6, 2019**

Tom Swoyer (Treasurer) called the meeting to order at 6:30 pm in the Reagan Orchestra room.

## **Roll Call:**

**Board Members Present:** Jim Schuppenhauer (Vice President), Jo Ella Terhesh (Secretary), Tom Swoyer (Treasurer), Sixto Elizondo IV and Nathan Sharplin (Reagan HS Orchestra Directors)

**Board Members Absent:** Melissa Jozwiak (President), Tara Ford (Publicity)

## **Guests Present:**

Angela Halsell, Elsa Alva, Denise Trevino, Gabriella De La Fuente, Hilda Bice, Nathan Shapiro, John Horton, and Rodolfo Salinas

## **Meeting Topics Covered:**

**Pre-concert Dinner:** We have a preliminary order for 150 Zios Italian spaghetti and salad dinners and 10 gluten-free dinners. The final order will be submitted on Friday 5/10. Estimated cost is \$1,180. Drinks and cookies will be purchased separately. We may need volunteers to help with serving.

**Uniform Collections:** Uniforms will be collected immediately following the concert on May 13<sup>th</sup>. We still need more volunteers, only 5 volunteers so far. Kristie needs 10+ volunteers.

**Banquet:** We have from 4:30-6:00 pm to get everything ready for the banquet on Friday, May 17<sup>th</sup>. We need as many volunteers as possible. Hilda is working on headbands and armbands for the seniors. Possibly purchase a projector instead of renting one for \$200 for the banquet. Nathan will research potential purchase options. Last year we spent ~\$6,700 on the banquet. Hilda needs someone to volunteer to photograph the banquet. Gabriella will ask her daughter to volunteer.

**Board Positions for next year:** Nathan Shapiro has volunteered for President; John Horton has volunteered for Treasurer. We will vote on these positions at the May 13<sup>th</sup> concert.

**End of Year Program:** Melissa is completing final draft and will be sending it off tonight.

**Midwest Invitation:** Mr. Elizondo needs help with invitation to Midwest in Chicago. \$1,269 per student for 4 day trip for 44 students, 2 directors and 1 administrator, includes all meals. Everyone in Chamber orchestra will need to attend the meeting at the end of this year or right after the school year ends. He will be providing a sponsor letter to people on the trip in an effort to offset the trip costs. This concert is December 18, 19, and 20. Next year is also a travel year.

**Incoming Parent and Student Meeting:** Orchestra Directors will be holding an incoming parents and students meeting on May 28<sup>th</sup> at 6:30 pm (30-45 minutes total). **Action Item:** They will need refreshments.

**Possible Sonic Fundraiser:** Denise mentioned that Comal County schools were working with local Sonic to sell discount cards for \$5. **Action Item:** Jim agreed to follow up to see if we can participate with Stone Oak Sonic.

Publicity Updates: (provided by Tara via email after the meeting)

- Tara has next year's officer and member list and will update the website at the end of the school year
- Tara has updated the website with an additional page to support corporate fundraising or large donors for the Midwest Clinic. There is background information with a form that will route to Tara for additional information
- Tara will update the forms page as soon as she receives the new forms. **Action Item:** Melissa to send Tara the updated forms when complete
- Tara sent a press release to Welcome Home Stone Oak and Stone Oak HOA

Action Item Status from previous meetings:

- **Action Item:** Mr. Sharplin will reserve cafeteria, tables, ice bins and chests for the May 13<sup>th</sup> concert meal.- **complete**
- **Action Item:** Melissa will email final copies of next year's forms to the Directors for approval and then send the final packets to the printer (Sundance has moved to Stone Oak/Huebner) and have them back no later than May 8<sup>th</sup>. **Jo Ella will follow up with Melissa on final draft.**
- **Action Item:** Audit Committee will review ROBC financials after May 13<sup>th</sup> concert - John Horton and Nathan Shapiro along with Mr. Elizondo. **Mr. Elizondo will confirm date for audit committee review sometime after the May 13<sup>th</sup> concert.**
- **Action Item:** Tom will build financial plan for next school year – determined the budget would not be ready until after the May 13<sup>th</sup> concert. **We need to plan for an electronic vote once the plan has been completed.**
- **Action Item:** Tom to recommend updated fees for next year. Tom will get with Mr. Elizondo to discuss proposed fee increase and amount. Email will be sent out for board approval of new fee. Any fee adjustment will then be updated on the forms for next year before being sent to the printer. **Jim made a motion that the target goal for all students is to sell 8 Wash Tub booklets. If they choose not to sell booklets, the opt-out fee is \$65. Jo Ella seconded the motion, with all in favor and no one opposed.**
- **Action Item:** All Board Members need to provide Mr. Elizondo with their Gmail password and have the recovery number as his cell phone number 210-386-8339. **If board members can get with Mr. Elizondo during school hours to complete this activity, please do so. Otherwise, we please coordinate with Mr. Elizondo. This is especially needed for those board members not returning next year.**

Adjournment: The meeting was adjourned at 7:24 pm.

**Next Executive Committee Meeting: TBD**

**Respectfully submitted,**

**Jo Ella Terhesh**  
**ROBC Secretary**