



# **Reagan Orchestra Booster Club Executive Committee Meeting Minutes Approved May 6, 2020**

Nathan Shapiro, President, called the virtual meeting to order at 6:03 pm.

## **Roll Call:**

**Board Members Present:** Nathan Shapiro (President), Meg Lorente (Vice President), John Horton (Treasurer), Jo Ella Terhesh (Secretary), Angela Halsell (Bookkeeper), Sixto Elizondo IV and Nathan Sharplin (Reagan HS Orchestra Directors)

**Board Members Absent:** Tara Ford (Publicity)

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

## **Meeting Agenda/Action Items:**

**Financial Update:** John provided the following financial update to the group.

- Current Bank Balance \$17,013
- Recent Expenditures: Total of \$12,264
  - \$10,234 payment for Orchestra library (Southwest Solutions)
  - \$1,336 for Harp strings (Vanderbilt Music)
  - \$404 Frames for Senior Certificates
  - \$139 for Bundt cakes for Seniors
  - \$101 Sales Tax on Bundt Sales – January thru March
  - \$50 paid to Juan Arreguin – click track for student project
- Approximate Remaining Funds:
  - \$16,882 current balance net of checks pending to be cleared
  - Less: \$12,134 Desired yearend surplus for Scholarship and carryover to next year
  - \$4,748 remaining funds for this school year
- Planned or proposed spending:
  - Superlative Awards for Students \$500
  - Senior Roses and Bundt Cakes \$500 (\$139 paid)
  - Frames for Certificates \$500 (\$404 paid)
  - Clinicians Virtual event/s \$1,500 (\$50 paid)
  - Yearend Programs – budget of \$2,170 for ~225 programs

## **Agenda Items:**

- **Yearend Banquet:** Previously scheduled to be held at The Club at Sonterra on Friday, May 8<sup>th</sup> 6:30 – 11:00 pm – **cancelled, but student board is working on a virtual banquet instead**
  - Possibly use Nate's Zoom account for the banquet as the free basic version Mr. Elizondo has currently is limited to 100 attendees or booster club could purchase an upgrade for a few months at ~\$20 per month. Given the low cost, it was approved to move forward with purchasing the upgrade.
  - Thalia confirmed deposit per contract is nonrefundable, but we can use it to reschedule our banquet for next year. Mr. Elizondo picked May 7<sup>th</sup>, 2021 and Thalia has received confirmation that date is available and they will hold the deposit for next year's banquet.
- **End of Year Program:**
  - Two page collage for each of the 5 ensembles plus 3 concert programs completed for this school year

- Mr. Elizondo confirmed the student board is working on the picture collages with 4 pages already complete. Mr. Sharplin also has the three concert programs ready. Mr. Elizondo has solicited quotes to print the programs from a few places, but no quotes received yet. He should have something by the end of this week. A suggestion to check with Sundance was made as they printed our banquet invitations at reasonable prices.
- We will need to mail the programs to the students because they will not be ready in time for distribution when uniforms are picked up in May. **ACTION:** Mr. Elizondo and Mr. Sharplin will handle getting them printed and mailed.

### **Uniform Collection:**

- Once Reagan Administration confirms details on Friday, 5/8, Mr. Elizondo and Mr. Sharplin will handle collections the week of 5/18. If the school allows volunteers to help with collection, we may need to solicit help from a few parents. Mr. Elizondo is leaning toward all students returning their uniforms to ensure they will all be available for dry cleaning over the summer and ready to start the new school year.

### **2020-2021 Planning:**

- Kristen Roach has volunteered to fill the Vice President Board position for next year – Nate nominated Kristen for the VP role and it was seconded by Meg. Mr. Elizondo confirmed that the general membership will need to vote to approve the position. **ACTION:** Nate will send out a vote request to the overall membership and also request Tara to send out a clarification note that Kristen is our nominee, not formally in the role until after the vote.
- **Welcome Packets and Annual Parent Meeting:**
  - **ACTION:** Mr. Elizondo to review and confirm forms and updates needed
    - Travel Consent Form (Print on Pink) 5 pages stapled
    - Fine Arts Code of Conduct (Print on White) Double-sided/2 pages)
    - Fine Arts Code of Conduct Signature Page (Print on Yellow) one page
    - Welcome Letter (Print on White) one page
    - Summary of NEISD fees (Print on Cream) one page
    - ~~Meal Form (Print on Green) one page~~ – confirmed no longer needed as Denise will send out a communication with link to confirm meals ordered for each concert as well as PayPal or check payment option for the full year
    - Polo Order Form (Print on gray) one page
    - Opt out fee (print on blue) one page
    - Washtub Form (print on white) two pages/double-sided – **ACTION:** Meg to get form updated to reflect new Wash Tub program
    - Charms Info (Print on white) one page
    - Parent Contact Form (print on Purple) one page
    - Corporate Letter (Print on White) one page
    - Family Donation Letter (Print on Orange/Peach) one page
    - Volunteer Form (Print on White) two pages/Double-sided
    - Private Teacher List (Print on White) one page
    - NEISD Student Activities and Instrument Fees (Print on White)
  - Mr. Elizondo suggested a one or two piece student required performance in the evening on Tuesday, September 8<sup>th</sup> with forms being returned at that performance instead of a Saturday Parent Meeting. The plan would be to pass out packets to all students at the beginning of school year.
- **Summer Camp** currently scheduled to begin on Monday, August 3<sup>rd</sup>, 2020
  - **ACTION:** Mr. Elizondo confirmed a communication will be sent out to all students on Friday, May 8<sup>th</sup> to register for summer camp. A link will be included in the letter to a Google form to obtain registration information with fees being collected the first day of camp. The weekly schedule will be adjusted this year as no field trip on Friday will be allowed. **ACTION:** We will need some parent volunteers to assist with student check in and payments – John and Angela will try to be there to help with collection of fees.

**Additional Discussion Items:**

- Accessing ROBC Gmail accounts from prior board members. **ACTION:** Mr. Elizondo will reach out to Shane (previously set up all Gmail accounts for ROBC) to reset the password for Banquet Gmail account. **ACTION:** Meg will reset the Vice President Gmail password and provide to Kristen.
- Approval of 4/8/20 Executive Committee Meeting Minutes: Mr. Elizondo made a motion to approve the April EC Meeting Minutes, with Mr. Sharplin seconding the motion and all board members in favor. **ACTION:** Jo Ella to send approved minutes to Tara for posting to the website.

**Adjournment:** The meeting was adjourned at 7:03 pm.

**Next Executive Committee Meeting:** Tentatively scheduled for Wednesday, July 29<sup>th</sup> at 6:00 pm.

Respectfully submitted,

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