



Reagan Orchestra Booster Club Executive Committee Meeting Minutes Approved May 7, 2018

Melissa Jozwiak, President, called the meeting to order at 6:47 pm in the Reagan Orchestra room.

Roll Call:

Board Members Present: Melissa Jozwiak (President), Jim Schuppenhauer (Vice President), Mark Rowe (Treasurer), Tara Ford (Publicity), Sixto Elizondo IV and Nathan Sharplin (Reagan HS Orchestra Directors)

Board Members Absent: None

Guests Present:

Hilda Bice, Kristie Doderer, Beatrice LaKroust, Jan Giles, Jo Ella Terhesh, Elsa Alva, and Rodolfo Salinas

Approval of Minutes:

- Executive Committee Meeting minutes for 1/2018 and 4/2018 – minutes were approved by Jim, second by Tara and everyone in favor.

Elections:

- Secretary - Confirmation of Jo Ella Terhesh – ROBC President received approval.
- Nomination Status for 2018-2019 – Tom Swoyer on ballet as Treasurer, Jo Ella Terhesh on ballet as Secretary, Meals Chair will be filled by Elsa Alva and will need a Co-Chair, Jim will continue as Vice President, Tara will continue as Publicity Director, and Melissa will continue as President.
- May need a Volunteer Chair to coordinate all volunteers needed for various activities and events.

Unfinished Business:

- May Silent Auction, Concert Dinner, and Concert
 - Silent Auction Update (Jim) – 25 donations received to date, 10 already picked up. **Action:** Jim needs to know about additional items no later than Friday so he can let the company know. Basically we receive 80/20 on our donated items vs. 50/50 on items they provide. Set up time for auction is 4:00 pm, start the auction at 5:00 and wraps up at 6:45 pm. Do we have any publicity, sneak-peak items for the auction? **Action:** Jim will get some pictures to Tara by tomorrow 5/8, price ranges, top 3 items, etc.
 - Concert Dinner Update (Bea) – 122 meals so far, but hope to add a few more tomorrow. **Action:** Melissa will get drinks, silverware and napkins. **Action:** Mr. Elizondo will provide template for tickets to Copy Center. **Action:** Bea will pick up tickets on Thursday and send to Mr. Elizondo Friday morning. **Action:** Melissa will provide Bea a list of each class roster in order to distribute tickets more efficiently. **Action:** Will need 6 volunteers to help with the dinner for cleanup, tickets, etc. starting at 4:30 pm. We will sell tickets at the door at \$12 until the excess food has been sold. We will take the tickets at the food station in exchange for food. We have a tub and ice available in the cafeteria. **Action:** Melissa will bring the drinks up earlier in the day on Monday and Mr. Elizondo will have 7th period help set up.
 - Concert (Sixto & Nathan) **Action:** We need 3-4 volunteers for the holding rooms. Independence Hill and Village retirement home is coming – last 2-3 rows reserved for them. We need to include them in the auction and dinner for future events.
 - Business Meeting – Will be held at the first transition during the concert. Proposed Budget assumes 200 students, 4 concerts, no change in fees, keeping fundraising consistent, Director's request at \$2,000, keeps us at breakeven. **Action:** Proposed Budget will be updated on the website by 5/8 and will post a copy outside the auditorium at the concert.
 - a. Finance (Mark) – will ask for a vote to approve the budget

- b. Elections (Melissa) – will ask for nominations from the floor, and get approval for nominations
- Uniform Collection (Kristie) – will occur after the concert, but only 6 parents responded so far. The school has a bin for all of the bow ties, pocket squares, and cummerbunds - ROBC will pay for dry cleaning of accessories this year. **Action:** We need some quart Ziploc bags, permanent markers and white trash bags for collection process. Set of 3 accessories goes in a Ziploc bag and in the bin. If set is incomplete, put in a different pile. Have the students write their name on the bag. **Action:** We need 15-18 volunteers to help in the collection of uniforms.
- Mr. Elizondo needs 50 roses for seniors, anything but red. **Action:** Elva will pick up roses and bring to the concert. **Action:** Elsa will also pick up Concert Programs and bring to the concert – last concert we ran out, so Mr. Elizondo and Mr. Sharplin will order extra.
- Banquet Update (Hilda) – 151 attendees for banquet – 12 seniors are not planning to attend. We currently have 18 round tables with 8 chairs each, 19 tables will hold 152 or 20 tables at 160. We pay by the table. It was decided we will only purchase 19 tables for 152 seats. **Action:** Hilda to provide an RSVP list to Mr. Elizondo so he can have the students sign-off on it. **Action:** Melissa will send an email to all the parents with students who are NOT signed up and ask them to please let us know immediately if this is in error. Banquet attendees will get a card indicating any allergies, gluten free and dairy free (chicken with vegetables), vegetarian (19), etc. when they check in at the front and be asked to place the card on their plate when they sit down. NEISD needs to pay The Club at Sonterra directly for those that are using their CHARMS account. We will project the pictures on the large wall instead of using the two smaller screens. **Action:** Need the PowerPoint from Tara’s daughter ASAP. Do not need any extra projectors from Melissa or Mr. Elizondo. We cannot set up until 4 pm due to another event being held prior to the banquet. **Action:** Need more volunteers (5 or 6), will have Orchestra Officers to help as well after school and before they get ready for the banquet.

Officer Reports:

- President Report:
 - EC Meeting Schedule for June-August – no meetings until August 8th
 - Parent Meeting will be on August 18, 2018
 - **Action:** Jim to set up a Spirit Lunch – locally after the Parent Meeting and invite parents and students to meet the ROBC board, etc. while providing for a fundraising event.
- Treasurer Report: We received a donation to cover the software request by the Directors. We will end the year around breakeven even though we thought we would be a little short. Any receipts for purchases need to be sent in to Mark ASAP as May is the end of the fiscal year. This will be Mark’s last year and he has enjoyed working with the group.
- Publicity Report: We are on schedule to play at Barnes and Noble on Saturday, 5/19, beginning at 11:30 am. Mr. Sharplin has a solo sign-up sheet for this event. **Action:** Tara will provide flyers – 200 ordered for students, but we will need 400 so we can hand out at the concert too. Tara would like to submit a “Year in Review” to Welcome Home. **Action:** Mr. Elizondo will provide Tara a list of “wins” this year. Tara submitted senior pictures for graduation.

New Business:

- Volunteers for Summer Auction Event (Sixto) – for Texas Association of Orchestra Directors convention – silent auction funds memorial scholarship. **Action:** We need volunteers to collect sheets and cash out people at the event on July 27th at LaVillita from 6:00 – 8:00 pm. Jim and Melissa will volunteer. Anyone else interested in volunteering needs to reach out to Mr. Elizondo.

Adjournment: The meeting was adjourned at 8:10 pm.

Next Executive Committee Meeting: Wednesday, August 8th at 6:00 pm.

Respectfully submitted,

**Jo Ella Terhesh
ROBC Secretary**