



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

Nathan Shapiro, President, called the meeting to order at 6:30 pm in the Reagan Orchestra room.

Roll Call:

Board Members Present: Nathan Shapiro (President), Meg Lorente (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) and Sixto Elizondo IV (Reagan HS Orchestra Director)

Guests Present: Rodolfo Salinas, Denise Trevino, and Thalia Sanchez-Kiolbassa

Meeting Topics/Action Items:

- **Financial Update:** John provided the following financial update to the group:
 - October resulted in cash inflows of \$18,786 and outflows of \$5,436, with a net increase of \$13,350. The snap raise funds were recently received in the amount of \$14,146 and were a major source of the increase.
 - Our current bank balance is \$60,213. Immediate expenditures of \$16,307, and \$717 for the Chicago trip will be made. The lock in expense was \$2,985, and \$336 was paid for the bundt cake sale today. An estimated \$10,000 is to be spent on the library within the next month, for a project balance of approximately \$30,000 in early December, allowing for minor expenses as well as fundraising that may come in. The library is the top priority for major expenditures to benefit the Orchestra. It is expected to be purchased this month, or by end of this calendar year.
 - **Recap of Net Surplus and Proposed Amended Budget:** Of the club funds available for use, there is \$26,501 that was carried over from last year. Although it is not mandatory, we can utilize most of this for purchases that have been anticipated in the past or included on the orchestra wish list. I recommend that we plan to use approximately \$20,000, and plan for \$5,000 to carryforward for next year, and allow for \$1,000 in cash reserved for scholarship funding. I have included a proposed amended budget to reflect this, keeping in mind that spending is funded by the surplus as well as current year activities.
 - Everyone agreed that our philosophy should be to spend the majority of the funds throughout this school year since parents are contributing for this year.
 - Denise pointed out that we will need to carry over more than the current plan of \$5,400 to cover the Summer Camp and Officer Retreat for the beginning of the next school year.
- **Wish List Items:** The board agreed to finalize the High Density Storage Shelves at a cost of \$10,000 but will need to have at least two quotes prior to purchase. Nathan reached out to Mr. Elizondo via email on 11/7 regarding this item. The board also closed out the following purchases in **green** below. Mr. Sharplin will purchase the Harp Tuning Key Holders and confirmed we already have two of the Sibelius Ultimate Software Licenses. The storage of the men's uniforms is already completed as well.

Item(s)	Purpose	Price	Vendor
1. Bass Endpin Wheel	Bass transportation		Terra Nova Violins
2. Mac Desktop	Mr. Sharplin's Office		NEISD vendor
3. Harp String Sets	Re-stock inventory	\$386.64 per set	Vanderbilt Music
4. Harp Tuning Key Holder	keeps tuner on harp	\$5 each	Vanderbilt Music
5. High Density Storage Shelves	Protect library inventory, provide organization and space in library	~ \$10,000	Southwest Solutions
6. Elfa Closet Rails	Storage of the men's uniforms in new space	\$1,500	Container Store
7. Sibelius Ultimate	Composition Software	\$800	AVID Software
8. Furniture for converted Library/Conference Space	Repurpose the old office to use as work and meeting space	\$2,000	

- **Proposed Scholarships:**

- Nathan provided documents for the team to review and requested the board to set aside \$2,000 annually for a scholarship program with \$1,000 awarded to the top student and \$500 each for two runner-up students.
- The program is planned to be modeled after the choir scholarship program already approved by the school.
- Nathan requested that the board vote on implementing this program at the next Executive Committee Meeting on December 4th after John updates the financials and the board has time to thoroughly review the proposed documents and process.

- **Annual Trip:**

- Nathan will reach out to Mr. Elizondo separately to understand the ROBC role in supporting/funding such a trip.

- **PTA Update:**

- Thalia confirmed that the PTA is asking us to reach out to our Orchestra parents requesting they join the PTA. They are also requesting some of our Orchestra students attend the next PTA meeting to present. Thalia is leading this effort.

- **Fundraising Update:**

- Meg provided an update regarding Greenery sales with 27 purchases, meaning the board will have 8 left to sell when they arrive.

- **Upcoming Events:**

- Barnes and Noble Concert: November 23rd
- Winter Concerts: December 11th and 12th
- Midwest Clinic: December 18th – December 21st

Adjournment: The meeting was adjourned at 7:30 pm.

Next Executive Committee Meeting: Wednesday, December 4th at 6:30 pm.

Respectfully submitted,

Jo Ella Terhesh
ROBC Secretary