



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

Melissa Jozwiak, President, called the meeting to order at 6:48 pm in the Reagan Orchestra room.

Roll Call:

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

Board Members Absent: Tara Ford (Publicity), Tom Swoyer (Treasurer),

Guests Present:

Jan Giles, Meg Lorente, Hilda Bice, Elsa Alva, Denise Trevino, and Rodolfo Salinas

Approval of Minutes:

Approval of EC Meeting Minutes from October 3, 2018. Approval of minutes was received from all present.

Officer Reports

President:

- Melissa recommended adding 3 Officer Elect Positions under Article VI Officers. The description for these “Elect” positions will be “Assist the President Elect (or Vice President Elect or Treasurer Elect) in all duties as described in Section I-Duties of the Bylaws until the end of the current term. Thereafter the President Elect (or Vice President Elect or Treasurer Elect) assumes the position. Jan motioned to amend as stated above and it was seconded by Jim. No opposing votes or abstentions were received. We will vote at the December meeting to amend the bylaws to include these positions. We will also vote for people to fill those positions at that time. John Horton is a potential candidate for Treasurer Elect. Melissa has a couple of potential freshman parent names for these positions.
- Melissa also recommended adding an additional board position of Bookkeeper to receive in and record all ROBC funds. The bookkeeper would also prepare and make available accurate records of all payments received. The bookkeeper would be accountable for preparing for deposit all ROBC funds. Jan motioned to amend as stated above and it was seconded by Jim. No opposing votes or abstentions were received. We will vote at the December meeting to amend the bylaws to include the Bookkeeper position. We will also vote for someone to fill this position at that time. Nathan Shapiro is a potential candidate for Bookkeeper.
- Melissa suggested we add Article IX Finances discussion to our December EC Meeting Agenda to discuss the following:
 - 7). All expenditures paid using an ROBC club debit or credit card must be made by an Authorized Signor – as identified in #5 and verified/recorded by the Treasurer as the second signor.
- Calendar in Charms is very limited and not utilized. See the Google Calendar maintained by the Orchestra Directors.
- **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

Vice President:

- Wash Tub has been completed
- Spirit Nights:
 - October at Pot Belly - waiting on check to come in next week
 - November second Thursday 11/15 at Taco Cabana
 - December second Thursday 12/13 at Panda Express

- Sherwood Forest wreaths and centerpiece will be delivered the week after Thanksgiving
- Barnes and Noble on November 17th, Sinfonia 2nd period at 10:15-11:00, Bravura 7th period 11:30-12:15pm, and Chamber 1st period 12:15 – 1:00 pm
- Scents of Soy Candle sales will be in February

Treasurer: (update provided by Melissa)

- ROBC is in great shape financially. **Action Item:** Tom to send an itemized Banquet Budget to Hilda for planning purposes.

Director of Publicity: (update provided by Melissa)

- Due to privacy we may not be able to work with St. PJ's Children's Home, but Mr. Elizondo confirmed we have previously visited St. PJ's. They require us to not mingle with the kids at all, just walk in, sit down and play and walk out. We may want to also consider the Guadalupe Community Center After School Program. We are open to either option, but need to understand whether they have music programs in either location. Mr. Elizondo also suggests we could go to a SAISD school or less fortunate school in our district.
- Mr. Elizondo confirmed Jose Benitez, Wilderness Oak Elementary Teacher, played under Mr. E with the Lee Full Orchestra. Tara needed this information for a possible feature.
- **Action Item:** Tara to add Denise Trevino to the ROBC website as Meals Co-Chair with Elsa.
- **Action Item:** Tara to add EC Meeting Minutes from October 3, 2018 to the ROBC website.

New Business:

- Holiday Market (Meg Lorente) – sent ~75 emails to the list provided from last year, only 6 have confirmed – other schools are having concerts that same night. We need a table to sell excess scarfs and pins. Meg will provide the confirmed vendors to Tara. Premier Jewelry will provide a code that people can use for purchases after the concert date. There is no fee, but asking vendors for 20% plus one item donated to our auction. Jewelry, Clothes, Tote bags, Puppy Bakery, Food, etc. are possible vendors.
- Banquet Update (Hilda Bice) – Melissa advised \$8,140 total budget for the banquet. Will send an email asking for a parent to take pictures instead of hiring a photographer. Mr. Elizondo to ask the students what theme they want for the banquet (one suggestion is Kentucky Derby). Hilda suggests Hawaii, but Mr. Elizondo will ask the students first. Need to ask for volunteers for the banquet, but Meg has a list of people that have already volunteered. Need someone to take over for the Banquet Chair next year, possibly starting as a Co-Chair that can take over next year. How many seniors do we have? Are we going to increase the price of the tickets? If so, it needs to be comparable to the Choir and Band, but they do it on a week night and it is likely less expensive. We need to know how much they charge. The banquet is on May 17th, 2019.

Adjournment: The meeting was adjourned at 7:35 pm.

Next Executive Committee Meeting: Wednesday, December 5th at 6:30 pm.

Respectfully submitted,

**Jo Ella Terhesh
ROBC Secretary**