



Reagan Orchestra Booster Club Executive Committee Meeting Minutes

October 25th, 2021

Nathan Shapiro, President, called the In person meeting to order at 5:30 pm at Reagan HS Orchestra Room

Roll Call:

Board Members Present: Nathan Shapiro (President), Kristen Roach (Vice President), John Horton (Treasurer), Vikki Koveck (Bookkeeper), Daniella Decanini (Secretary), Tara Ford (Publicity) Thalia Sanchez-Kiolbassa (Banquet Chair), Denise Trevino (Meal Chair), Virginia Balfour (Uniform Chair), Mark Soppe (Reagan Assistant Principal, @ Zoom meeting), Sixto Elizondo (Reagan HS Orchestra Director), Nathan Sharplin (Reagan HS Orchestra Director).

Guest: Jessica Estrada, Serene Yap-Tjin

Board Members/Chairs Absent: Dana Comstock (Scholarship Chair),

Meeting Topics/Action Items:

● **Presidents Report:** Nate Shapiro gives the following Report,

- Welcomes everyone to the In person ROBC meeting of October 2021.
- Introduces two guests to the meeting Jessica Estrada, Serene Yap-Tjin who are interested in Reagan Orchestra Booster Club Board Roles for the 2022-2023 year.
- Parents considering joining or changing roles @ ROBC for next school year are:
 - Jessica Estrada – interested in Secretary Role
 - Wendy Gratereaux – interested in Publicity/Marketing
 - Daniella Decanini – interested in transitioning from Secretary to VP
 - Virginia Balfour – is open to moving from uniform chair to a board position.
 - Serene Yap-Tjin – interested in a role for next year but not sure yet.
 - Beth Pugh - interested in a role for next year but not sure yet.
- Nate gives Fundraising report since Kristen was not present in the meeting.
- Nate suggests there is a Fundraising opportunity with Nothing Bundt Cake, to raise money for students and be used towards Orchestra trips.
- The Fundraising consists in selling “Free Bundlet for a year” (actual value \$57 dlls) Student cost \$15 dlls and can be sold for \$25 dlls, making a profit of \$10 dlls per coupon. Waiting on Mr. Elizondo to confirm we will proceed with this fundraising.
- Nothing Bundt cake Friday sale is scheduled for Nov 11th, and suggested to purchase 80 cakes since there will be many kids absents due to a Band Trip on that day.
- Talked about banquet venue options, and agreed on the option Thalia suggested to have it at Holly Trinity Church.
- Halloween Party is scheduled for Saturday October 30th.
- Student board wanted to ask the ROBC for support, Nate suggested they could make a formal proposal to which the board could review and accept.

•Treasurer Report:

• **Financial Update (as of 10/25/2021):**

John provided the following financial update to the group:

TREASURER'S REPORT:

- Current Bank Balance \$35,364
 - \$982 uncleared payments
 - Note: \$1,000 scholarship is committed (but unpaid at this point)
 - \$33,382 Available after uncleared and pending payments.

- Money received from Welcome Packets and other collections:
 - Forms collection to date / compared to last year total;
 - Opt Outs Paid \$6510 / \$7,210
 - Washtub Sales \$2,020 / \$700
 - Sponsorships \$3,510 / \$4,888
 - Polo Shirts \$2100 / \$1,575
 - Meals \$4,480 /
 - Summer Camp \$2,550 /
 - Lock In \$1,362 /
 - Region Fees \$1,013 / \$910

- Other Payments received:
 - \$350 Smokey Moe's
 - \$25 Other contributions
 - \$1,591 Bundt Cake Sales
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- Expenditures:
 - \$1,010 Wash tub booklets
 - \$1,155 Concert Meals expense (Jersey Mike's)
 - \$1,360 Bundt Cake Cost – recap of profit:
 - \$2,660
 - -\$2,200
 - \$460
 - \$730 Region 12 Orchestra (Fees)
 - \$254 Sales Tax
 - \$235 Uniforms – bow ties, cummerbunds, pocket squares
 - \$92 refunds to parents (lifetime, contest, meals paid twice)
 - \$32 bank fees

- Year to date summary: (June 1 thru current)
 - Total In \$ 26,881
 - Total Spent -\$13,105
 - Net Inflow \$ 13,776

- Budgeted Items or other matters:
 - Payout of Scholarship
 - 100 Polo Shirts were ordered, no payment done at the moment.
 - Funding of NY trip, \$10,000 suggested for the instrument rental, based on a previous quote of \$6588 from 2019 2019 WCHS NY trip. (Gage Violin)
 - Halloween Party, suggested spending between \$300 - \$400
 - Director's requests – Purchase of Bullhorn to be used in future events. Cost \$25-\$50
Macbook, waiting on specs from the Director to make purchase.

- **Fund Raising:**
 - Kristen had the following report:
 - We raised \$150 from Trilogy Spirit Night-- Kristen will pick up check this week and send it in with Carson.
 - We are set for Raising Cane's on 11/17
 - Silly sock set for entire month of November---need to start advertising.
 - Next Bundt cake sale will be 11/12--I will order 80
 - Spirit Nights Dates and places:
 - Nov 17th--Raising Cane's
 - Dec 18th – Los Guero's
 - Jan 19th – Torchy Tacos
 - Nothing Bundt Cake is an NEISD approved vendor to use it for the Student Traveling Fundraising (Bundlet for a Year Coupon).
 - Nothing Bundt Cake Bundlet Sales are scheduled every 2nd and 4th Friday of the month.

- **School year update:** Mr. Elizondo updated the board with the existing plan with the following key points:
 - Christmas concert Concert date is Tuesday December 7th.
 - Chambert Orchestra only will participate at the Choir concert scheduled for December 8th.
 - Orchestra T-shirts have been ordered.
 - The Travel Agency payments were transferred to a new system and now online payments can be done again.
 - Halloween Party is scheduled as planned< RSVP was already closed.
 - Will review NBC Student Traveling Fundraising and confirm when should it start.
 - Snap raise is scheduled for November 2021.
 - Will send Macbook specs to ROBC to be reviewed and possibly purchase it in the near future.
 - Provided ROBC with a \$6,588 NYC instrument rental estimate, based on 2019 WCHS NY trip (Gage Violin).
 - Agreed to estimate \$10,000 for the instrument rental for the 2022 NY Trip.
 - Received Crazy socks flyer to give out to students.

- **Banquet:** Thalia Sanchez-Kiolbassa gave the following report.
 - There are a couple of venue options for the Orchestra Banquet happening in May 2022.
 - The Sonterra Club House has \$2,000 Room Fee and a \$2,500-\$3,000 extras, so the total cost per person is \$46.
 - Holly Trinity quote is \$2,040, includes rental and security, dinner and tablecloths not included no Catering company has been selected yet.
 - Board agreed to move forward and schedule the Orchestra Banquet on May 6th at Holly Trinity.
 - Suggested we should buy tablecloths so we don't have to rent and we could use them for future orchestra events.
 - Banquet tickets will be sold for \$50 each, estimating we will have attendance of 100 persons.
\$50 x 100 = \$5000.
 - ROBC budget for banquet is \$3,500.
 - Keychains will be ordered for seniors.

- **Meals:** Denise Trevino gave the following report,
 - Meals were provided to kids during Fall concert as well as cookies after the concert.
 - Meals were provided to judges during Region auditions
 - Will need approximate \$300 - \$400 for Halloween Party.

- **Publicity:** Tara Ford gave the following report,
 - Tara got in contact with Wendy Grateaux to talk about the transition with the publicity ROBC role.
 - Will promote Silly sock Fundraising as well as Spirit Night at Raising Canes.
 - Will find a way to boost some posts on FB to increase visibility of the different ROBC Fundraising events.

- **Upcoming Events:**
 - November 1st Crazy socks Fundraisin
 - Friday November 11th Nothing Bundt Cake Sale right after school.
 - Tuesday November 15th Snap Raise Fundraising launch
 - December 7th Orchestra Christmas Concert @ 7:00 pm
 - December 8th Choir Christmas Concert (Chamber Orchestra only)
 - Monday November 29th 6:30-7:30pm next ROBC Executive meeting.

Adjournment: The meeting was adjourned at 6:50 pm.

Next Executive Committee Meeting: Monday, November 29th at 6:30PM.

Respectfully submitted,

**Daniella Decanini
ROBC Secretary**