



**Reagan Orchestra Booster Club
Executive Committee Meeting Minutes
Approved
September 6, 2017**

Mark Rowe, Treasurer, called the meeting to order at 6:45 p.m. in the Reagan Orchestra Room.

Roll Call:

Board Members Present:

Mark Rowe (Treasurer), Sixto Elizondo (Director), Allison Balfour (Secretary), Tara Ford (Director of Publicity), Jim Schuppenhauer (Vice President)

Board Members Absent:

Guests Present:

Nathan Sharplin, Meg Lorente, Beatrice LaKroust, Jan Giles, JoElla Terhesh

Treasurer's Report:

New Business:

- Summer Camp
 - There were some students that did not receive camp shirts; however, it was decided that the shirts were given out on a first come, first served basis and additional shirts would not be ordered.
 - There were 11 extra Fiesta tickets. Mr. Elizondo is going to give the tickets to whoever paid for a ticket but didn't get it instead of refunding their money.
 - Lessons Learned
 - Find a location closer to the auditorium to set up the computer lab.
 - There were too many donuts and too much coffee left over. Order 15 dozen donuts next year. About 120 parents attended the meeting.
- We confirmed that all gmail accounts are being monitored.
- The Lifetime Lock-In is scheduled for 9/15-9/16.
 - Lifetime covers, pizza, continental breakfast, and snacks. Snacks are supplemented by parents. In the past, they have asked for fruit and veggie trays,

which are very popular. Last year 118 students attended the lock-in. When the volunteer email went out, there was also a request for people to bring food.

- **ACTION** Two buckets of candy are needed as prizes for the top two teams
- Permission Forms have not gone out yet. The students bring the forms with them to the lock-in.
- Mark provided a credit card for payment to Tabitha at Life Time.
- Uniform Fitting is scheduled for 9/23
 - There were many volunteers that signed up. Choir runs it for the most part. We just need 4 moms and 4 dads to make sure the uniforms fit properly.
 - **ACTION** Christie Doderer will be reaching out to the volunteers. Choir will provide a letter to give to the students with information about the fitting.
- Fall Concerts are scheduled for 10/17 & 10/19
 - **ACTION** Meals for the students will be purchased from Corner Bakery. Budget is \$8 per meal.
 - **ACTION** Mr. Elizondo will provide a spreadsheet with the number of students in each ensemble so we know how many meals should be ordered.
 - **ACTION** Mr. Sharplin and Mr. Elizondo will complete the programs. They need the sponsorship information at least 2 weeks in advance.
 - **ACTION** Volunteers are needed to monitor the orchestra students.
- Other October Items
 - Region 12 Symphony Auditions is offsite on 10/23
 - Mock All State Recording are on 10/25
 - All State Recording is on 10/28 at Reagan.
 - Pastries and coffee should be provided in the morning with salty snacks in a basket in the afternoon for visiting directors to enjoy. Last year we had too much food. Plan on 10-15 directors.
- Succession planning for outgoing officers
 - Tara created a Job Description for Director of Publicity. Board members should start preparing job descriptions which will help in recruiting for positions as they open up. Mark would like to speak during transition period at concert and start propositioning now.
- Discussed creating a new position on the board to handle alumni outreach.
 - All graduates are archived in Charms

Officer Reports

President

- **ACTION** This position is still vacant. Mrs. Jozwiak is interested according to her daughter. Mark will call and discuss the position with her.

Secretary

- **ACTION** Allison to send to Tara once they are APPROVED
- The following minutes were approved
 - Board Minutes – April 24, 2017 and July 18, 2017
 - General Meeting – May 15, 2017 and August 18, 2017
- **ACTION** Once Mark obtains the tax forms for the parent donations, he will give to Allison to fill out and mailed to the parents.
- **ACTION** Jim will send Allison Chick-fi-la information for thank you notes.

Treasurer

- August financial results
 - Summer Camp lost \$744
 - Contributions as of end of August total \$4500 from 51 separate donations. \$500 short of \$5000 budget
 - Fundraising Opt Out totaled \$6300 to a budget of \$9,000
 - 129 students have turned in their opt out fees which is about half of all students. In order to achieve the opt out budget, 50 more need to turn in their fees. If 60 more turn in their opt out fees, then that will cover the summer camp loss.
 - **ACTION** Mark will send out an email to encourage more participation.
 - We are projecting a \$3,000 deficit vs. a budgeted \$1k but we have reserves so it should be fine.
- **ACTION** The bank needs a letter stating the President's position is vacant. Otherwise if we are able to find a new president quickly, we can just complete the paperwork for the new president for check signing privileges.
- \$250 TMEA Contest fee is due November 13. There is also a fee for the recording. There is no sheet music to buy in the first semester.

Vice President

- **ACTION** The Chick-Fil-A Spirit Night yielded \$120. Jim will send Allison the information for thank you notes.
- Next Tuesday 9/12 is Spirit Night at Taco Cabana
- Future Spirit Nights will be held on the 2nd Thursday of every month, avoiding football.
- **ACTION** Send details to Tara so she can include in News You Can Use emails and send out a reminder three days before.
- The group recommended Mod Pizza and Chipotle for other Spirit Night locations.
- Silent Auction/Dinner -
 - **ACTION** Allison will look into providing food for the Spring Concert/Silent Auction/Dinner

- Collection of donations for the Silent Auction will begin in February. Mark remembers that there were some large companies that needed more notice.
- **ACTION** Allison will send the board a copy of the donation form from last year.
- **ACTION** Jim will update the donation spreadsheet and send out to volunteers so they can begin calling.

Banquet Chairs

- This year's banquet is scheduled for May 18. The location of last year's banquet was not ideal. Mr. Elizondo would like to find a place that is closer to the Stone Oak area. He mentioned an event center behind the Tesoro building at Sonterra and 281.
- Mr. Elizondo gave an update on the Orchestra room expansion project. No dates have been set for the groundbreaking for the new building. They are waiting until summer to start breaking down walls. They are adding a 2nd Orchestra room, adding an office and replacing an office, adding another 250 sq. ft. closet, and adding a shared access uniform closet with Choir. Once we have a better idea of what is going to be include with the classroom, we will need to start asking parents for money to expected to take year 18-19.

Publicity

- **ACTION** The orchestra concert dates are either wrong or missing for the school year in the Reagan calendar. Mr. Sharplin is to work on resolving this issue.
- **ACTION** Mr. Elizondo will send an email to Mr. Sharplin which he will send to principals and cc the orchestra directors.
- **ACTION** Invite Independence Hill to both concerts so they can choose to attend the concert that fit their schedule.
- Mr. Elizondo has coordinated with Mr. Kaiser to have the students video record the concerts. Audio recordings are already being done. They will sync the audio recording with the video recording.
- Search optimization is happening organically so there is no reason to pay for it.

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Adjournment: The meeting was adjourned at 8:19 PM.

Next Executive Committee Meeting: October 4 6, 2017 at 6:45 PM

Respectfully Submitted,
Allison Balfour ROBC Secretary