



Reagan Orchestra Booster Club Executive Committee Meeting Minutes (Pending approval)

April 17, 2023

Amy Levenhagen, President, called the in person meeting to order at 6:30 pm
Roll Call:

Board Members Present: Amy Levenhagen (President), Daniella Decanini (Vice President), Jessica Estrada (Secretary), Denise Trevino (Banquet Chair), Carol Mota (Scholarship Co-Chair), Aileen Holeman (Uniform Co-Chair), Sixto Elizondo (Reagan HS Orchestra Director), Mark Soppe (admin), Megan Roberts (Uniform Co-Chair) via phone
Board Members/Chairs Absent: John Horton (Treasurer), Irving Tjin (Bookkeeper), Doug Leacock (Meal Chair), Wendy Greaux (Publicity), Beth Conde-Pugh (Scholarship Co-Chair), Nathan Sharplin (Reagan HS Orchestra Director)

Meeting Topics/Action Items:

● Presidents Report: Amy gave the following report,

- Welcomes everyone to the In person ROBC meeting of April 17th.
- ROBC meeting minutes for March 20, 2023 reviewed.
Carol Motioned to approve the minutes and Aileen seconded the motion
ROBC Meeting minutes for March 20, 2023 were approved.

● Treasurer's Report: Amy provided the Treasurer's report in John's absence

TREASURER'S REPORT:

- Current Bank Balance \$32,481
- Cash \$308

- Recent Expenditures:
 - o \$244 meals and food reimbursements
 - o \$388 Music purchase
 - o \$42 Software -Jotform Monthly
(subscription was upgraded to accommodate merch sales, being downgraded to free version until next year)
 - o \$1,200 Holy Trinity/ Banquet Venue
 - o \$1,844 Spice of Life/ Banquet Catering
 - o \$629 Sales Tax

- Cash flow - year to date summary:
 - o Total In \$42,358

o Total Spent -\$39,249
o Net Inflow \$3,112

• Bundt Cake Sales (to date)
o \$12,485
o -8,703
o \$3,782

Merch sales:
o \$2,547
o -1,370
o 1,177

Spirit Nights:
o \$2,557 to date
o Kneaders - expecting a payment?

Wish List Items - quotes, pending purchases

• Vice President/Fundraising:

Daniella provided the following report.

- Spirit Nights: Last Spirit Night for the school year was at Kneaders. Possibly scheduling a Spirit Night during the week of Orchestra Camp in the summer. Aileen offered to help set up fall Spirit Nights if needed.
- Getting quotes for Director's wish list items
 - Powered blinds for new orchestra room. NEISD needs to look at electrical
 - Harp strings
 - Sound system for old orchestra room- revising quote
- Nothing Bundt Cakes
 - Bundt cake sales after school twice a month and at concerts. Creating sign up genius for last concert sales
- Merchandise sales looking to order for Freshman Parent Orchestra Meeting
- Next year plan for Snap raise in Fall semester, include merchandise in PTA welcome packet (Denise offered to assist), looking into Cheddar Up versus Jotforms for forms.

• Committee reports

- Banquet: DJ confirmed, Caterer paid. Invite is ready to go out. Creating sign up genius for volunteers.
- Scholarships: Applications are Due on May 1st. Looking into a adding summer study scholarship in the future.
- Uniforms: will be collected after the final concert of the year. Will need volunteers

• Director's report

- Getting quotes for Director Wish List items
 - Powered blinds for new orchestra room. NEISD needs to look at electrical
 - Sound system for old orchestra room- revising quote
- Need flowers for seniors (Denise will order)

- Upcoming Board Meetings:

- 🏛️ Wednesday, May 10th at 6:30pm

Adjournment: The meeting was adjourned at 7:30pm