



Reagan Orchestra Booster Club
Executive Committee Meeting
Minutes
(Approved September 27, 2023)

August 21, 2023

Amy Levenhagen, President, called the in person meeting to order at 6:10 pm
Roll Call:

Board Members Present: Amy Levenhagen (President), John Horton (Treasurer), Jessica Estrada (Secretary), Wendy Greaux (Publicity), Serene Yap-Tjin (Meal Chair), Denise Trevino (Banquet Chair), Beth Conde-Pugh (Scholarship Co-Chair), Megan Roberts (Uniform Co-Chair), Sixto Elizondo (Reagan HS Orchestra Director),

Board Members/Chairs Absent: Irving Tjin (Bookkeeper), Carol Mota (Scholarship Co-Chair), Aileen Holeman (Uniform Co-Chair), Nathan Sharplin (Reagan HS Orchestra Director) Mark Soppe (admin)

Meeting Topics/Action Items:

● Presidents Report: Amy gave the following report,

- Welcomes everyone to the In person ROBC meeting of August 21st.
- Introductions

● Treasurer's Report: John gave the following report,

TREASURER'S REPORT:

- Current Bank Balance \$21,004
- Cash \$342

- Money Received:
 - o \$3,141 Summer Camp Fees
 - o \$655 Meal Plan payments
 - o \$156 Polo Shirts
 - o \$717 Sponsorships
 - o \$40 Merch Sales

- Recent Expenditures:
 - o \$2,400 Clinicians
 - o \$850 Music Recording
 - o \$2,877 Sound System
 - o \$4,463 Summer Camp Expenses
 - o \$157 Check Order
 - o \$216 Sales Tax

- o \$172 Bank Fees
- o \$180 PO Box annual payment
- o \$375 Contest entry fee
- o Receipts for the pool party

- Cash flow - year to date summary:

- o Total In \$4,709
- o Total Spent -\$11,690
- o Net Outflow \$6,981

- Spirit nights
- o Cane's -awaiting check

Need to have a review or year end financials. Beth and Megan volunteered to complete

- Vice President/Fundraising:

VP position remains vacant. Amy, John and Denise presented

- Spirit Nights: 1st one was at Cane's.
 - Aileen Helping to coordinate Spirit nights
- Denise is working on Merch
- Nothing Bundt Cakes
 - Looking for someone to assist with Bundt Cake Sales
 - Planning to sell Bundt cakes at Forms night- Denise coordinating
 - Plan to continue to sell at concerts and after school on the 2nd and 4th Thursday of the month
- Merchandise was listed in the Reagan School Welcome Packet
- Sponsorships \$717 received this year

- Committee reports

- Uniforms: Volunteers are measuring students August 22nd
- Scholarships: No entries last year. Discussed reviewing amounts and eligibility. Considering sponsorship for summer programs
- Meals: Need to adjust Google form/payment. 4 concerts for all students except the Chamber orchestra which will pay for 5 concert meals.

- Director's report

- Blinds, NEISD completed electrical work. Need to coordinate a time for the install.
- International Trip has been approved. Details to come
- Preview concert & Forms Night August 29th
 - Need volunteers for collecting forms & verifying Google forms

- Upcoming Board Meetings:

- September, date to be determined

Adjournment: The meeting was adjourned at 7:25pm