



Reagan Orchestra Booster Club Executive Committee Meeting Minutes Approved September 5, 2018

Melissa Jozwiak, President, called the meeting to order at 6:39 pm in the Reagan Orchestra room.

Roll Call:

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

Board Members Absent: Tom Swoyer (Treasurer)

Guests Present:

Jan Giles, Hilda Bice, Meg Lorente, and Rodolfo Salinas

Secretary:

- Approval of the previous EC Board Meeting Minutes – Jim emailed approval, Tara emailed approval, Mr. Sharplin emailed approved – all approved verbally at the meeting.
- Approval of the previous General Membership Meeting Minutes– Jim emailed approval, Tara emailed approval, Mr. Sharplin emailed approved – all approved verbally at the meeting.

Mr. Elizondo:

- Lock-in – 9/14 space is reserved – deposit was supposed to have been made last week, waiting on Liability Risk form to be returned from NEISD – pay by cash or check \$37 fee in advance and turn in liability form at the door – drop off at 10:30 pm and pick up at 5:00 am – need 4 adults in 2 shifts – 8 adults total – Lock In form is due on Monday, 9/10. Request for food (veggie and fruit trays provided by ROBC). Lifetime will have some NutriGrain bars and pizza at midnight, some pastries and cereal for breakfast. Jan will pick up food and drop off on Friday night.
- Off Campus Chamber Concert with Johnson October 4. UIW (cost- site fee \$500.00/2+ recording tech. \$125) with another recording on October 11th.
- Sectional Clinicians (Sept) – may or may not need these clinicians.
- Program Format for 2018-2019 – Jan made motion to transition to digital program with QR code during the year with an end of year book for free to include all of the year. Jim seconded the motion and all were in favor.
- Fundraiser that is supposed to start next week in lieu of 29 minute fundraiser – money goes to student account. Will be doing something more product based this year. Working with someone to determine what product lines that might work. Options are Tervis Cups with logos of sports teams, NCAA and NFL Flags to hang outside your garage, or high end coffee. Possibly also do the greenery sales again during the holiday.

Uniform Chair:

- Uniform Distribution on 9/22 – everything has been sorted and ready to go, need volunteers. Meg will send the list of parents who have volunteered to help with distribution. Students wanting the same uniform as last year are to come at 8 am. Will need to set aside student uniforms from last year where some students have notified Mr. Elizondo that they will not be able to make it on Saturday due to other events.

Vice President:

- Spirit Night Schedule for Sept/Oct & Nov. – Embers was selected for September, possibly with Directors present.
- 29 Minutes Fundraiser Replacement – not doing this year, replaced by above product based fundraising event.
- Go Fund Me – During Spring, possibly use these for additional fundraising for student accounts, Snap Raise is used by Band and is most reasonably priced.

Meal Chair:

- Meal Opt-in results – 64 parents opted for the meals – 1st one suggested is Corner Bakery – possibly have the Student Officers vote on where we get the meals for each concert. We will send out the Meal form one more time.

Banquet Chair:

- Banquet – deposit has been paid at the Club at Sonterra and will be held on May 17th. Hilda needs a date to meet with the Student Board to discuss the theme – suggesting Hawaiian theme. Rocio will help Hilda with the banquet. Dana Comstock may be another option. Need photo area to be more organized this year to help with expediting the process vs. another photo board. Meal choice will be decided by the committee this year.

Director of Publicity:

- Publicity Push for Corporate Donors - \$5,000 or \$10,000 donation – Mr. Elizondo and Mr. Sharplin will have a quartet go out and perform at their location one time based on availability – Jim motioned to have performance for high level donations. Jan seconds the motion and all were in favor with motion passing. Tara will put together a draft donor letter. Possibly provide invitations to people we do business with so they are invited to attend our concerts.
- Newsletter will be sent as a link in REMIND – CHARMS is capping the number of emails Google will allow (150) to be sent. Option to break it up so each CHARMS helper can help to send it out. Tara will complete the Newsletter this weekend.
- Tara will add Lock In form to the website.
- We will continue to invite Independence Hill to all concerts and let them pick which concerts they would like to attend.
- Mr. Sharplin will provide Tara with the updated teacher list and Tara will add to the website.
- 2018 Parent Meeting presentation will also be added to the website.

President:

- Holiday Market – before the December concert, Meg will chair this event – email our district approved vendor list – we did not charge vendors a fee last year but instead ask for 20% of sales and an item for the silent auction in the spring. We limited it to one vendor per product category. Vendors may offer you the following week to include purchases in the market sales.
- Gala – end of year (May gala) with other organizations, Melissa will talk to the other booster clubs to confirm – each organization to provide items for the auction and they will get the proceeds from their items – divide ticket sales based on the number of people attending from each organization.
- Volunteer Chair is put on hold for now.
- Nathan Shapiro may be interested in helping Tom in an assistant Treasury role. We will create a Chair or Advisor position for someone to help the Treasurer and shadow Tom.
- T-Shirts and Polo's – Polo's for parents in green with RR Orchestra Parent underneath.

Adjournment: The meeting was adjourned at 8:14 pm.

Next Executive Committee Meeting: Wednesday, October 3rd at 6:30 pm.

Respectfully submitted,

**Jo Ella Terhesh
ROBC Secretary**