

# WESTWOOD ORCHESTRA BOOSTER CLUB

## Board Meeting

Wednesday, January 8, 2020  
Westwood High School Orchestra Hall

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### Call to order:

The board meeting for the Westwood Orchestra Booster Club was called to order by President Matt Judice at 6:30 pm. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

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### In Attendance

Joshua Thompson - Orchestra Director  
Matt Judice - President  
Debbie Hoch - Vice President  
Cheryl Dragel - Secretary  
Yumi Kang - Hospitality Chair  
Joyce Zhuang - Orchestra President

### Checking Account Balance

As of December 31, 2019, the balance for the Westwood Orchestra Booster Club Chase Bank checking account was \$18,780.88.

### December Meeting Minutes

- **MOTION:** That we approve the minutes from the 12/5/2019 meeting as presented.
  - **Motion made by** Cheryl Dragel
  - **Motion seconded by** Debbie Hoch
  - The Board unanimously approves, so the motion carries.

### Treasurer Report - Tomoko Yamamoto (absent)

- Tomoko was ill and was not able to attend.
  - She submitted in advance via email the Reconciliation Report dated 11/29/2019 and the Treasurer's Report covering 7/1/2019 to 6/30/2020; members in attendance agreed everything looked good.
- **NOTE:** *We still need to discuss how much the Booster Club will contribute to Mr. Thompson's budget for the spring semester.*

### Director's Report - Mr. Thompson

- The Midwest Clinic went very well and the Chicago itinerary was good.
  - Excellent attendance at the Symphony's concert on Thursday at 11:30am.

- Executives from TMEA, UIL, and many college professors attended the concert (including one professor from Pepperdine University, who was so impressed that he wants to give money to any Westwood Symphony student that wants to attend Pepperdine).
    - A group of middle school students from Japan attended the concert.
      - They had heard of Westwood and how prestigious it is!
  - Only glitch during the trip was that a rental bass arrived with a cracked scroll.
    - William Harris Lee & Co. (Chicago instrument rental company) gave us a \$60 refund check to make up for the damage and inconvenience.
      - Cheryl Dragel will give the check to Tomoko Yamamoto for deposit into our Chase Bank account.
- Music rental budget - Unanticipated expense
  - Mr. Thompson had to use the 3-day air rate to ship back the Midwest Clinic music because travel timing cut very close to the music return deadline.
  - The Booster Club will reimburse Mr. Thompson \$98.29.
    - He gave his reimbursement request to Cheryl Dragel, who will turn it over to Tomoko Yamamoto for action.
- Clinician reimbursement
  - Gary Lewis needs to be reimbursed for his expenses.
    - Mr. Thompson gave the paperwork for this to Cheryl Dragel, who will turn it over to Tomoko Yamamoto for action.
- Spring clinicians
  - Mr. Thompson reported that not all the spring clinicians have been lined up yet, but he briefly outlined what he hopes to arrange.
  - Money is available in the budget, including for a clinician to come in once a month for students who have orchestra on White Day.
- Unpaid orchestra fees
  - Cheryl Dragel will email Tomoko Yamamoto and Swathi Chilukuri, asking them to agree between themselves who will give Mr. Thompson a list of students that have not paid orchestra fees yet.
    - Mr. Thompson will email payment reminders.
  - **Matt Judice made an important point:** *We must get caught up collecting orchestra fees before we make our budget for the 2020-2021 school year!*
- Ongoing email problems with Cut Time system
  - Some people still have not been receiving emails sent through the Cut Time communication system.

- Mr. Thompson will assign a graded task to students to help resolve this; both students and their parents will need to verify their email addresses.

### **Orchestra Officer and Hospitality Report - Joyce Zhuang and Yumi Kang**

- Joyce reported that officers met earlier in the week to plan for spring semester (goal is to have a social event every six weeks).
  - Social events will be Game Night (Friday, January 24); Orchestra Olympics (Friday, March 6), and Orchestra Banquet (Saturday, May 9).
    - Yumi will handle ordering pizza for Game Night.
    - Possibilities mentioned: Matt Judice raised the idea of Bush's Chicken, and Joyce mentioned Chick-Fil-A.
    - Another idea: having a Kona Ice truck and possibly hot dogs at the Orchestra Olympics social.
- Yumi provided a written report about the Winter Movie Night social, which took place on December 13.
  - Twice as many students attended compared to last school year!
  - The fun promotional video produced by the orchestra officers really helped increase student enthusiasm and attendance.
  - The new Hamilton Beach 45-cup Coffee Urn and Hot Beverage Dispenser worked out great, and we'll have on hand that for future events.
- Spring Banquet ideas
  - Because we have 40+ seniors this year, we should limit the number of "senior wills" so the night doesn't last too long.
  - Debbie Hoch will contact Olive Garden to reserve the May 9 date with a credit card so we're on Olive Garden's event calendar.
  - This year, student officers will provide more help with planning (especially juniors).
- Spring Pops Concert
  - Tentative plan is to get some Bush's Chicken sandwiches and tea to be sold at this concert for families who may not have eaten dinner (while also having popcorn like last year).
    - Plan to have "cash only" as a payment policy.

### **Miscellaneous Business**

- Sales of orchestra tee shirts
  - We decided to sell shirts for \$5 each to move the inventory.
    - Sell for cash at middle school concerts, students socials, etc.
- Donations to Midwest Clinic fundraiser that we didn't know what to do with (membership to Austin Aquarium and the five \$5 Thundercloud Subs gift cards)
  - We decided to raffle everything off at the Game Night social.

- Orchestra Booster Club Scholarship beginning 2020-2021 school year
  - Other orchestra parents are needed to drive this new initiative.
    - One officer *could* be involved in the scholarship committee.
  - Cheryl Dragel will email Mr. Thompson to ask him to include a call for scholarship committee volunteers in his next orchestra newsletter.
  - Try to get parameters for what other Westwood groups are doing for their scholarships (i.e., choir, IB Parent Association, Sundancers, etc.).
  
- Winter Booster Club Newsletter
  - Cheryl Dragel will make up a list of possible newsletter topics and email it to Matt, Debbie, Tomoko, Mr. Thompson, Yumi, and Joyce.
    - They can say whether they think the list is good and/or add to it.
    - Cheryl then will share the list with Madhuri Pathak, the Communications Chair, so she can work on putting the newsletter together.

**A motion to adjourn was made by Matt Judice and seconded by Debbie Hoch. There being no further business, the meeting was adjourned at 7:50 pm.**

Recorded and submitted by Cheryl Dragel, Secretary, on February 4, 2020.

Cheryl Dragel Date: 6 February 2020  
 (Signature)

Approved by Executive Board Reviewer Tomoko Yamamoto (Print Name)

Tomoko Yamamoto Date: 2/6/2020  
 (Signature)

Approved by the Board at the 6 February 2020 meeting  
 (Date)