

# WESTWOOD ORCHESTRA BOOSTER CLUB

## Board Meeting

Thursday, February 6, 2020

Starbucks at Anderson Mill Road & Highway 183

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### Call to order:

The board meeting for the Westwood Orchestra Booster Club was called to order by Vice President Debbie Hoch at 6:42 pm. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

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### In Attendance

Debbie Hoch - Vice President

Tomoko Yamamoto - Treasurer

Cheryl Dragel - Secretary

Joyce Zhuang - Orchestra President

### Checking Account Balance

As of January 31, 2020, the balance for the Westwood Orchestra Booster Club Chase Bank checking account was \$15,615.18.

### January Meeting Minutes

- **MOTION:** That we approve the minutes from the 1/8/2020 meeting as presented.
  - Motion made by Cheryl Dragel
  - Motion seconded by Tomoko Yamamoto
  - The Board unanimously approves, so the motion carries.

### Treasurer Report - Tomoko Yamamoto

- Tomoko presented the Reconciliation report dated 12/31/2019 and the Treasurer's Report covering 7/1/2019 to 6/30/2020.
  - Members in attendance agreed everything looked good with both reports.
- We have not decided yet how much more the Booster Club will contribute to Mr. Thompson's spring budget.
  - Clinician fees likely will comprise most of this additional contribution.
    - One clinician came in February, and Mr. Thompson has five clinicians scheduled for April.
  - We will wait until the March meeting to make this budget decision (i.e., when a director is in attendance).

- **BUDGET ISSUE:** Around 30 students still have not paid the yearly orchestra fees.
  - As a result, the Booster Club's expected income is down a little more than \$2,000 for the 2019-2020 school year.
  - Cheryl will email Mr. Thompson to request that he continue periodically emailing the families who still haven't paid and Tomoko will email him the list of relevant names again.
  - ***We discussed the idea that families who haven't paid the yearly fee will have to pay more to attend the orchestra banquet, but we did not come to any conclusion about how much that increased banquet fee should be.***

#### **Booster Club Audit - Winter**

- The audit that was supposed to happen in January has not happened yet; not enough orchestra parents volunteered.
- Tomoko suggested we could move to doing a single audit yearly (during the summer).
  - Tomoko pointed out that the Round Rock ISD Booster Club Guidelines handbook says one audit per year is required.
    - We discussed it and decided moving to a yearly audit is a good idea.
  - Tomoko will communicate with Matt Judice and tell him about this decision to move to a single Booster Club audit, to be conducted during the summer.

#### **Orchestra Olympics Social - Friday, March 6**

- Joyce said orchestra officers will handle running the bulk of this event.
- Yumi Kang (Hospitality Chair) already reached out to Kona Ice to get on their schedule.
  - Joyce will contact Yumi about getting granola bars from Costco for the event.
  - At the January Booster Club meeting, Matt Judice mentioned the idea of having hot dogs for the event, but we decided not to go with that idea.

#### **Spring Banquet Planning - Saturday, May 9**

- Debbie will use a credit card to reserve the May 9 date with Olive Garden.
  - Cost will be \$12.50 per person.
- We need to decide what we will charge per person this year.
  - Last year, the cost was \$15 per person.
  - **BUT NOTE:** Discussion above under "BUDGET ISSUE" (about families who have not yet paid the yearly orchestra fee and how they should be charged more to attend the banquet).
- **Invitations should be sent late March/early April with RSVP deadline of April 17.**
  - Joyce will reach out to Elizabeth Andrews to see if she wants to produce the invitations again this year.
    - Orchestra officers will do it if Elizabeth isn't able to.

- Joyce and officers will think of possible banquet themes for students to vote on.
  - Officers have a meeting scheduled for February 29.
- **If we do a senior booklet, the orchestra officers will produce it.**
  - But we may decide *not* to do a booklet this year (less cost and waste).
- We may want to consider a different "senior gift" this year (rather than a booklet).
  - For example, we learned of a company that sells pens featuring promotional slogans (idea came from "junk mail" from the pen business that was sent to the Booster Club's PO box recently).
  - Joyce and the other officers will discuss gift ideas at the February 29 meeting.

**Spring Pops Concert - Wednesday, May 6**


- Debbie will look into getting popcorn for this event.
- Because we have not raffled off the Austin Aquarium membership and five \$5 Thundercloud Subs gift cards (which were donated to the fall Midwest Clinic Fundraiser), we plan to raffle off these items at the Spring Pops Concert.

**Booster Club Scholarship**

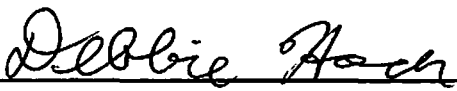
- So far, no parents have volunteered to form a Westwood Orchestra Booster Club Scholarship committee.

**A motion to adjourn was made by Debbie Hoch and seconded by Tomoko Yamamoto. There being no further business, the meeting was adjourned at 7:45 pm.**

Recorded and submitted by Cheryl Dragel, Secretary, on March 9, 2020.

  
 \_\_\_\_\_ Date: 3/09/2020  
 (Signature)

Approved by Executive Board Reviewer Debbie Hoch (Print Name)

  
 \_\_\_\_\_ Date: 3/12/2020  
 (Signature)

Approved by the Board at the 12 March 2020 meeting  
 (Date)