

WESTWOOD ORCHESTRA BOOSTER CLUB

Board Meeting

Wednesday, August 7, 2019

Westwood High School Orchestra Hall

Call to order:

The board meeting for the Westwood Orchestra Booster Club was called to order by Outgoing President, Ann Okamura, at 6:01 pm. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

In Attendance:

Joshua Thompson, Orchestra Director
Ann Okamura, Outgoing President
Matt Judice, Incoming President
Debbie Hoch, Vice President
Tomoko Yamamoto, Treasurer
Cheryl Dragel, Secretary
Yumi Kang, Hospitality Chair
Elizabeth Andrews, Uniform Chair
Swathi Chilukuri, Webmaster
Jennie Willingham, Fundraising Committee
Ali Judice, Wealth of Knowledge
Joyce Zhuang, Orchestra President

Checking Account Balance

Westwood Orchestra Booster Club's current Chase checking account balance is \$15,147.16.

July Meeting Minutes

Debbie Hoch read the minutes from the 7/18/2019 Board meeting.

- **MOTION:** That we approve the minutes from the 7/18/2019 meeting as presented
- **Motion made by** Ann Okamura
- **Motion seconded by** Cheryl Dragel
- The Board unanimously approves, so the motion carries.

Old Booster Club Website

There was discussion about closing the old Booster Club website in light of the orchestra's new website.

- **MOTION:** That we close the old Booster Club website
- **Motion made by** Ann Okamura
- **Motion seconded by** Debbie Hoch
- The Board unanimously approves, so the motion carries.

Old Business

- We received a \$100 check from Hope Presbyterian Church returning our deposit that reserved the church sanctuary for the November 2018 concert.
- We are still waiting for a revised IRS Form 1099 from Affinipay to correct the mistake made when our Tax ID was used on forms for the January 2019 Disney trip that orchestra, band, and choir took together.
 - Ann Okamura will follow up on this with Affinipay.
- The second audit for the 2018-2019 school year was done on July 20, 2019.
 - Joyce Zhuang, student Orchestra President, is owed a check that will be written after tonight's meeting.

Budget - Tomoko Yamamoto

- Expected fundraising target for the Midwest Clinic fundraiser has been adjusted to \$21,000 (down from \$23,275). New amount is per Jennie Willingham of the Fundraising Committee.
 - Tomoko will rearrange some of the budget items on the paper budget that was passed out at the meeting so they appear under Midwest Clinic Fundraiser.
- Hospitality Chair Yumi Kang reported that the amount budgeted for student social events will be increased (compared to last year), because the events are expected to cost more than reflected in the original budget.
 - Matt Judice said it is okay to move money around *within a budget category* as long as the money gets spent for individual events.
 - The total amount for Spring 2020 social events is now \$300.
 - Mr. Thompson said the aim is to have a social event every six weeks.
- The budget amount from the sale of Orchestra Pride signs will remain the same as last year, due to a larger incoming freshman class.
- The projected spending under the Admin budget category was increased to reflect the cost of Money Minder and JotForm software.
 - Swathi Chilukuri (Webmaster) said we might only use JotForm during August and September 2019 (orchestra fee/Booster Club membership period) and during April and May 2020 (spring banquet registration period).
- The amount budgeted for Spring Banquet decorations has been increased to \$300.
- The amount budgeted for senior gifts is \$100.
- Ann Okamura brought up the possibility of the Booster Club sponsoring a future Westwood teacher appreciation event.
 - This issue came up during the last school year, but the Booster Club was approached at the last minute and did not want to act on short notice.
 - Ann Okamura learned that the Band Boosters are willing to collaborate with us on a teacher appreciation event. She speculated that the Choir also might be willing to do so, which could make it a Fine Arts teacher appreciation event.

Bylaws - Ali Judice

- We did *not* vote to approve the Bylaws, because several revisions still have to be made.
- Article IV (Governance) Sections 1 and 2 are confusing and somewhat repetitive and will be revised for clarity.
- Ann Okamura had several questions about Booster Club operations.
 - Ann wondered about donations to the orchestra of over \$1,000.
 - Ann also asked which membership category committee members fall into.
 - **Answer:** Committee members are are part of the Booster Club but not part of the Executive Board, so they do not get to vote on executive decisions.
- The issue of a periodic newsletter to be distributed to orchestra parents by the Booster Club was brought up.
 - Discussion about whether this should be a standing committee, or should we try to get a Communications Chair to produce the newsletter and manage the orchestra's Facebook and Twitter accounts?
 - Ali Judice said she will send a description of the Communications Chair position to Mr. Thompson so he can publicize it.
- Under Article IV, Section 4.5 (Election of Booster Board Officers), there were questions about the length of term for each Booster Club position.
 - Ali Judice had to add some words to this section of the Bylaws.
 - There will be a transition period for new Booster Club officers.
 - There must be a meeting in May where outgoing and incoming officers go over the transition.
- Discussion of Article V of the Bylaws (Duties of Board Members).
 - The Booster Club President CANNOT be at the audit with the Treasurer!
 - Matt Judice said the Treasurer needs to have a binder that everything goes into, including meeting minutes.
 - This is so if an auditor has a question, answers will be in the folder.
 - The Booster Club Secretary puts meeting minutes online into Google Drive, and then we go over them at the next Booster Club meeting.
 - After the minutes are approved, they will be published in the Booster Club section of Westwood Orchestra's website.
 - The Booster Club Secretary will make up a phone and email contact list for the Booster Club.
 - In the future, we ideally will want to have all Westwood Orchestra Booster Club meetings for the *next* school year scheduled before the current school year ends.
 - We will do three General Meetings per school year.
- The second Booster Club audit date will be changed to July 31 of each calendar year (previously it was July 1).
- Fundraising forms must be completed and approved three weeks before a fundraiser begins.

- Under Article IX (Finances) on page 14, some rewording was needed.
 - Funds in any amount shall be disbursed upon approval of the majority of the Executive Board.
- Article X (Protection of the Booster Club and Officers).
 - Brief discussion about obtaining liability insurance for the Booster Club.
 - General consensus was that it is a good idea.
 - No action plan was articulated at this meeting for obtaining the insurance.

Booster Club Meeting Dates - Ann Okamura

- In general, meetings will occur on the first Thursday of each month.
- Dates were set for September 5, October 10, November 7, December 5, January 9, February 6, March 12, and April 8 (NOTE: April 8 is a Wednesday).
 - The May 2020 meeting date will be set after Mr. Thompson learns the date of the spring concert.

Symphony Camp - Mr. Thompson

- Summer camp is going well for Symphony Orchestra.
 - Three clinicians will be working with the orchestra during camp.
 - Band members joined to form a full orchestra.

Upcoming Social Events - Yumi Kang

- A pool party will take place on Saturday night, August 23, at Anderson Mill Pool.
- Debbie Hoch met with student officers Joyce Zhang and Brandon Qin to discuss.
 - Debbie will make a SignUp Genius link after school starts so people can sign up to bring refreshments and supplies.
 - Orchestra President Joyce Zhang said that dates have been set for student socials for the 2019-2020 school year.

Midwest Clinic Fundraiser - Jennie Willingham

- The fundraiser weblink went live on August 5, 2019, and Jennie asked people to share it with their networks.
- Business donations will be important.
 - Business incentives include an “orchestra supporter” window cling, a poster, and mention on the orchestra’s social media.
 - Students will approach local businesses with a pamphlet about Midwest Clinic.
- Heather Lawrence is handling the web part of the fundraiser.

New Booster Club Website - Swathi Chilukuri

- JotForm software will be used for payment of orchestra fees and Booster Club memberships.
 - If someone wants to print the form, they will be told to put it in Mr. Thompson’s office mailbox or mail it to our post office box.

- **Question:** Should we allow cash and/or check memberships?
 - Some people are adamant about paying in cash, but we left the issue undecided.

Uniforms - Elizabeth Andrews

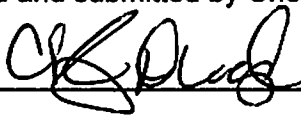
- Uniforms will be distributed in early September and rental fees will be due by mid-September.
- Garment bags displaying the new Westwood Orchestra logo and some new uniforms will be purchased (especially smaller sizes for freshmen boys).

New Business - Mr. Thompson

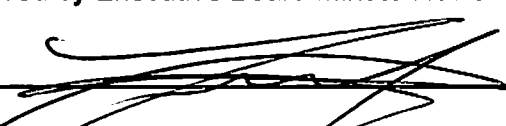
- Mr. Thompson announced the great news that Mr. Anderson will now be at Westwood full time as Assistant Director.
 - This is the first time in the history of Round Rock ISD that a school will have two full time orchestra directors.
- Mr. Thompson estimates the program will have 215-230 students this school year.
- After brief discussion, the consensus was that Cheryl Dragel (Secretary) will try to purchase a second key for the Booster Club post office box.
 - Cost of a second key would be \$9.00.
 - The key would be kept in Mr. Thompson's office for safekeeping.
- Tonight Ann Okamura is resigning her position as President.
 - Mr. Thompson appointed Matt Judice to be President for the 2019-2020 school year.
 - The Secretary will prepare a document that can be taken to Chase Bank with signature lines for Ann Okamura, Matt Judice, and Joshua Thompson.
 - This will be used to transfer check writing privileges from Ann to Matt.

There being no further business, the meeting was adjourned at 8:04 pm.

Recorded and submitted by Cheryl Dragel, Secretary, on Sept. 3, 2019

 Date: 10/10/2019

Approved by Executive Board Minute Reviewer, Matt Judice on 10/10/2019

 Date: 10/10/2019

Approved by Executive Board Minute Reviewer, Debbie Hoch on 10/10/2019

 Date: 10/10/2019

Approved by the Board at the 10 October 2019 meeting.