

WESTWOOD ORCHESTRA BOOSTER CLUB

Board Meeting

Thursday, October 10, 2019

Westwood High School Orchestra Hall

Call to order:

The board meeting for the Westwood Orchestra Booster Club was called to order by President Matt Judice at 6:40 pm. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

In Attendance:

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

Checking Account Balance

As of September 30, Westwood Orchestra Booster Club's Chase checking account balance was \$14,728.85.

August Meeting Minutes

- **MOTION:** That we approve the minutes from the 8/7/2019 meeting as presented.
 - **Motion made by** Debbie Hoch
 - **Motion seconded by** Tomoko Yamamoto
 - The Board unanimously approves, so the motion carries.

Old Business

- Cheryl Dragel reported that she obtained a second key for the Booster Club's post office box.
 - The key was given to Mr. Thompson with an attached laminated information card that lists the post office address and the post office box number.
 - Mr. Thompson is storing the key in his office in case we ever need a backup key.
 - Cheryl uses the first/original key to check the post office box regularly.

Treasurer Report - Tomoko Yamamoto

- A total of 59 students have not paid yearly orchestra fees yet.
 - So far, \$12,130 in fees has been collected.
 - The Chase checking account balance stated in these minutes (above) *does not* include orchestra fees because the fees currently are in our PayPal account.
 - Tomoko will transfer orchestra fees into the checking account later in October.

- Tomoko will provide a list of students who haven't paid fees yet to Mr. Thompson, who will send those families an email reminder about paying.
- Debbie Hoch gave orchestra fee signup forms collected at the October 1 orchestra concert to Tomoko.

T-Shirts and Yard Signs - General Discussion

- **T-Shirts:** Matt said Grisham Middle School used the business RockSports in Round Rock in the past for t-shirts; RockSports charged about \$10-\$12 per shirt.
 - The company Big Frog was used for last year's orchestra t-shirts; Joyce Zhuang reported that many students complained about shirt fabric being too thin.
 - T-shirt design this year is being done by orchestra officers (i.e., no design contest).
 - Officers have a design ready to go, but we need to verify that it won't infringe the Life Is Good Company copyright.
 - Joyce said Comfort Colors is a brand of cotton t-shirt that students prefer.
 - Debbie will go to RockSports to investigate re: Comfort Colors, prices, etc.
- **Yard Signs:** Debbie will get a count of yard signs needed but said she probably will wait for more of the students who haven't paid fees yet to pay, because some may want signs.

Uniform Report - Elizabeth Andrews (absent)

- Matt read the report Elizabeth emailed on October 9 to the Booster Club Googlegroup about this year's uniform fitting process.
 - Elizabeth served as Uniform Chair for four years!
 - This year's uniform fittings went pretty smoothly overall.
 - Elizabeth paid for the new garment bags with her credit card to expedite the purchase, and the Booster Club reimbursed her \$2,236.35.
 - She said the Booster Club may want to budget money for next year's Uniform Chair to cover miscellaneous expenses (i.e., labels, paper, ink, etc.).
 - She said she has used her own stock and/or counted it as a small donation.
 - Elizabeth will write a document for the new Uniform Chair detailing how she conducted inventory and fittings in the past.
 - She will include ideas about changes the new Chair may want to consider, especially if the orchestra moves to a "registration day."
 - The new Uniform Chair may want to shadow band's uniform chair to see if there are any ideas band uses that we want to adopt.
 - Elizabeth noted that the uniform attic *did* seem to have good wifi connectivity this year (whereas in past years it had been spotty), so it might be possible to use a barcode inventory system in the future.
- Mr. Thompson said the new Cut Time program *does* have barcode capability.
- Debbie said it would be a good idea to encourage Symphony Orchestra students to get their uniforms dry cleaned before Midwest Clinic.

Fundraising Report - Heather Lawrence (absent)

- Matt read Heather's report dated October 9 that she emailed to the Booster Club Googlegroup about the Midwest Clinic fundraiser.
 - As of October 9, the total amount raised is somewhere between \$6,705.41 and \$7,347.46, due to some questions/issues on Ed.co's end and two half-sheets totaling \$500 that did not have checks attached.
 - Heather said they are working on resolving these issues.
 - In any case, all students who needed scholarships to go on the Midwest Clinic trip will be covered by the funds raised!
 - Heather said they are making sure all large donors have been thanked properly and stickers distributed; Twitter "thank you's" transmitted and Twitter account handed off to Madhuri Pathak; and complete list of contributors to be included in the November concert program given to Mr. Thompson.
 - Other out-of-pocket costs (stickers, folders, and purchase of QR code) are Heather's gift to the fundraiser/Booster Club!
 - **RRISD Print Shop will bill Booster Club \$49.85 for printing posters and flyers.**
 - We should be on the lookout for this bill.

- As Heather's report mentioned, because of the Midwest Clinic QR code that was purchased to last the duration of the Midwest fundraiser, the Booster Club is now allowed 3 other QR codes to be made prior to July 29, 2020.
 - All QR codes created before July 29, 2020 will remain active for 3 years.
 - The westwoodorchestra.com QR code can be accessed and saved in multiple formats, plus we can make another code that will be active for 4 years.
 - Communications Chair Madhuri Pathak will be given the QR code information.

- Matt raised the possibility of doing a last-minute restaurant fundraiser (i.e., Jason's, Church's Chicken, etc.) if we need more funds to support any additional needy students for the Midwest Clinic trip.

Event Report - Yumi Kang

- The next student social will be an after-school movie with hot chocolate and cookies to be held on Friday, December 13.

- We discussed how Yumi *does not* need to seek donations from vendors for future events (which she does not enjoy doing), because we have enough budgeted funds to cover socials.

- In light of the larger number of students in the orchestra program this year, we increased budget amounts for the December movie event and the collective Spring 2020 events.

Director Report - Mr. Thompson

- **New locked mailbox needed:** We need to purchase a new locked mailbox for Mr. Thompson's office for the collection of checks and cash because the old box was too small.

- **New expense request:** Programs to be handed out at Midwest Clinic in December.
 - Mr. Thompson shared an example of a beautiful program booklet, and he has a contact who could produce something similar.

- Mr. Thompson asked the Booster Club to cover the design/layout expense for a 20-page Midwest Clinic program; the expense for printing the program will be separate, but he will cover printing under his orchestra budget.
- **MOTION:** That we approve the expense of \$600-\$700 to cover design/layout for a Midwest Clinic program booklet.
 - **Motion made by** Debbie Hoch
 - **Motion seconded by** Cheryl Dragel
 - The Board unanimously approves, so the motion carries.
- Clinician Jeff Grogan from Oklahoma City University will work with Symphony Orchestra in November.
- Gary Lewis from the University of Colorado will be the guest conductor at Midwest Clinic.
 - Lewis will do a clinic with Symphony Orchestra in November and conduct the December concert.
- Clinicians will work with the two Philharmonics and Concert and Camerata Orchestras during the spring semester.
 - Former Westwood Orchestra Director Susan Williams and the new orchestra director from the University of Texas are being considered as possible clinicians.
- There may be live transmission on Facebook of November's Midwest Clinic Preview Concert.
 - Mr. Thompson already has photo permissions to do this.
- Jennie Ray (a new band parent) was the photographer for the Midwest Clinic photo session with Symphony Orchestra in October.

Orchestra Officer Report - Joyce Zhuang

- The ice cream social on September 27 was very successful.
 - Mr. Thompson counted at least 100 students; Yumi counted 140 used bowls.
 - So approximately 120 students attended this year, whereas last year ~80 came.
- Joyce shared a band fundraiser "fact sheet" from the band's March-A-Thon that she got from band friends.
 - We may want to use some of the band's ideas in the future for fundraising.

New Business - General Discussion

- The January 2020 meeting date has been changed to *Wednesday, January 8* due to a conflict with the IB Parent Open House, which is to be held that week on Thursday.
 - Note that Wednesday is the first day of school after the winter break.
- Debbie raised the idea of placing a yearbook ad for senior orchestra students; a ½ page yearbook ad costs \$250.

- **MOTION:** That we approve the expense of \$250 for a ½ page yearbook ad featuring senior orchestra students.
 - **Motion made by Cheryl Dragel**
 - **Motion seconded by Debbie Hoch**
 - The Board unanimously approves, so the motion carries.

- Mr. Thompson will handle announcing the yearbook ad photo to seniors so a date/time can be set for taking the photo.
 - There are 44 seniors this year; this is a larger senior class than past years.

- Debbie raised the idea of forming a committee to administer an Orchestra Booster Club Scholarship.
 - We will consider going forward with this idea starting with the Class of 2021 and are tabling the issue until the next meeting.

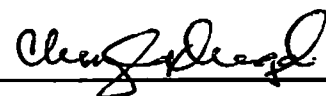
- We discussed items that could be used in the first Booster Club newsletter that Communications Chair Madhuri Pathak will put together.
 - List ways WOBC supports the orchestra program (uniform bags/rental/cleaning, student socials, clinicians, venue rental fees, etc.).
 - New Uniform Chair needed for 2020-2021 school year.
 - List of students who get into the All-Region Orchestras.
 - Need for more parent volunteers on Financial Reconciliation Committee (i.e., audits).
 - Share URLs for orchestra social media accounts (Facebook, Twitter, Instagram).

- Seniors Joyce Zhuang and Sanjay Balakrishnan were chosen as Orchestra Homecoming Nobility by students.

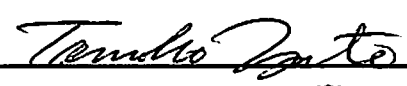
- There will be a major trip for all orchestra students during the 2020-2021 school year.
 - Destination will be New York City and timeframe may be around Spring Break.

A motion to adjourn was made by Debbie Hoch and seconded by Cheryl Dragel. There being no further business, the meeting was adjourned at 8:15 pm.

Recorded and submitted by Cheryl Dragel, Secretary, on November 4, 2019.


 _____ Date: 12/5/19
 (Signature)

Approved by Executive Board Reviewer Tomoko Yamamoto (Print Name)


 _____ Date: 12/5/19
 (Signature)

Approved by the Board at the 5 December 2019 meeting
 (Date)