

## **Executive Meeting Minutes**

### ***The Creek Orchestra Booster Organization***

**April 13, 2021**

*The Creek Orchestra Booster Organization* (COBO) board met for approximately forty-five minutes via Zoom, beginning at 5:15 pm on Tuesday, the 13<sup>th</sup> of April. Present were Kyle Davis, Evan Farmer, Lisa Stout, Rachal Rodriguez, Mary Impelman and Valerie Murphy. The following items were discussed as outlined in the agenda that Lisa previously provided.

1. The March meeting minutes were approved.
2. Senior Scholarship updates
  - a. Lisa delivered a check for \$1,500 to the Humble ISD Foundation to fund the first Gonzalo Gonzales Memorial Scholarship. Gonzalo was an Orchestra student and a 2017 graduate of SCHS who passed away in December of 2019. His parents have pledged to fund the annual scholarship award for as long as they can.
  - b. Lisa suggested that we announce the winners of the two scholarships at the Spring Concert.
  - c. Mr. Davis will check with his trophy vendor about getting two perpetual plaques made for scholarship purposes. One plaque for each scholarship we award, the Gonzalo Gonzales Award and the COBO Award. Each year the winner's name will be added to the appropriate plaque. Estimated cost is \$150 per item.
  - d. Rachal will make the large presentation checks that will be given to each scholarship winner at the concert.
  - e. Lisa suggested that an article regarding Gonzalo Gonzalez be included in the program for the Spring Concert. Mr. Davis agreed to write it.
3. The End of Year wrap-up
  - a. The annual group insurance bill needs to be paid soon. We currently use AIM Insurance Co.
  - b. The annual audit is coming up. It is performed over the summer and usually due to Humble ISD by September 1<sup>st</sup>. We need to get volunteers to form the audit committee.
  - c. There are two COBO Board member vacancies for the 2021-2022 year. The roles of President and Secretary will be available. Mary and Rachal have agreed to stay on as Treasurer and Vice-President, respectively. Carla Gutke has expressed an interest in the Secretary position. Mr. Davis will email parents for a perspective President.
4. The Treasurer's report
  - a. Mary presented the financial report. The COBO book balance in March was \$4,325.45. The current book balance is \$6,238.78.
  - b. Collections have improved, but we still have 49 students to collect full payments from and 3 who owe partial balances. Thirty-five of these unpaid fees are owed by students in Concert and Philharmonic. Valerie and Lisa will attempt to collect from these students on Thursday, April 15<sup>th</sup> from 8:00 – 8:30 am.

5. The Spring Concert, May 11<sup>th</sup> at 7:00 – 9:00 pm
  - a. Following the concert, we will host a dessert reception outside, under the choir tent, or in the foyer, in the event of inclement weather. We will provide Orchestra theme cookies, (tuxedos, violins, cellos, music notes, etc.) and sheet cakes. Mr. Davis will ask Mrs. Robison for permission to use the tent. Lisa suggested stringing white lights in and around the tent area. We will need tables for displaying and serving with appropriate table cloths. Cups, plates, forks, napkins and table décor will also be needed. The Orchestra students are to turn in their formal wear after the concert. We will use this time to bring the food out in preparation for serving. We will need to set up and decorate the reception area prior to the concert. Volunteers will be requested to assist. We are planning for 375-400 people to attend the reception.
  - b. Rachal suggested using the senior yard signs as concert decorations. The seniors can take their yard sign home after the concert. Mr. Davis will get digital copies of the graduates' photos and forward to Rachal for use in making the signs. We have 32 seniors in the Orchestra program.
6. Set next meeting
  - a. Mary suggested an early May date to finalize concert planning. The next meeting will be Monday, May 3<sup>rd</sup> at 5:15 pm.
7. Meeting timed out at 6:00 pm.