

General Meeting Minutes
The Creek Orchestra Booster Organization
August 14, 2019

The Creek Orchestra Booster Organization (COBO) met for approximately one hour in the SCHS Orchestra Ensemble room to discuss the election and resignation of new officers, the role of the Booster club, the proposed 2019 -2020 budget, fundraising, the Summer trip and the audit that must be completed ASAP. As a result of the meeting, the following conclusions were reached and decisions made:

1. The meeting began at approximately 3:05 pm. Officers present included Lisa Stout, President, Pilar Collazo, Vice President and Valerie Murphy, Treasurer. Kyle Davis and Evan Farmer, Orchestra Directors, attended along with Diana Hudson.
2. Lisa welcomed the attendees and discussed the importance of following Parliamentary procedures, the Humble ISD guidelines for parent organizations, our responsibilities and the role of COBO.
3. It was announced that Sue Frye had resigned as Secretary. That position is open and the vacancy will be posted on the Orchestra website.
4. It was announced that Mia Coyle has agreed to take on the role of Volunteer Coordinator.
5. Diana Hudson accepted the nomination to serve as Hospitality Chair. The motion passed.
6. In an effort to be more transparent and get more parent involvement, it was suggested that meeting minutes be posted on the Orchestra website along with our By-Laws. Mr. Davis confirmed that those items would be easy to post on website.
7. Pilar confirmed that Mr. Collazo had completed his review of our books for the 2018-2019 term. Ginny Robison is currently reviewing the records and will forward to Mary Impleman by Friday, August 16, 2019. Lisa will ask Mrs. Impleman to return the books by August 22nd so Pilar can compile the questions raised by the independent reviewers. These questions will be asked at the audit review meeting that was set for Tuesday, August 27th at 6:00 pm. The results of our audit must be submitted to Marilyn Mann by September 1st.
8. Mr. Davis submitted a preliminary budget for review. An updated budget will be provided at our next meeting. We have approximately 153 students in Orchestra this year. Some students are unable to pay their assessment fees. Mr. Davis was asked to provide documentation for the students who are unable to pay. Names need not be divulged, just a written statement that x number of students had conferred with him that they cannot pay their fees. This statement will

be included with the Treasurer's records to explain why projected assessment fee income ($153 \times \$85 = \$13,005$) will likely not be met. Mr. Davis confirmed that he will show the Treasurer how to access Charms for more accurate record keeping.

9. The Orchestra will once again participate in a SnapRaise style fundraiser.
10. Mr. Davis introduced the idea to print Orchestra program books with sponsors featured on the front and back covers. The covers will remain the same for every concert, only the inserts will be changed to fit the performance. It was suggested that three bids for printing the covers be obtained.
11. Pilar confirmed that she has commitments from two local businesses to donate to a newly formed scholarship fund. These sponsorships will be used for the sole purpose of funding student scholarships. Other income generated by COBO will not be used for scholarships.
12. It was suggested that we ask parents to be "Friends of the Orchestra" by donating to a fund of the same name. Donors would be provided with reserved seating and tickets for all Orchestra concerts. Details regarding this idea will be discussed at the next meeting.
13. Lisa shared her idea to promote the SCHS and WMS Fine Arts department at a neighborhood event called "Sounds of the Season." It has already been approved by the Summerwood community management company and is scheduled to take place at one or both of the Summerwood lakes on Tuesday, December 17th from 6:00-8:00 pm. Students from the SCHS and WMS Band, Choir, Orchestra and Theatre groups will perform and Art students can make artwork to sale. Students from SWE will be asked to make luminaries to light the sidewalks around the lake(s). Food trucks will be available with a portion of the proceeds benefitting the groups involved. Stage sponsorships will be available to local businesses. This event will be added to the Orchestra website. Details and logistics must be handled ASAP.
14. We need three to four volunteers to serve the Region Master Class participants. This event will be held on Friday, September 13th from 3:15 – 6:30 pm at SCHS. Pizza and water will be provided by the booster club. Expected attendance is 80-85 people.
15. We need two volunteers to assist with Region auditions on September 21st at Riverwood Middle School. Time will be announced later.
16. We need one or two volunteers to serve SCHS students who volunteer to assist at the Region middle school auditions on September 28th. Pizza and water will be provided by the booster club. Time and location will be announced later.

17. Mr. Davis presented information about the class trip. It will be in June, after the school term ends. Students from SCHS and Odessa, TX will travel to Chicago. The trip will be managed by Green Light Tours. Details will be posted on the website soon.
18. Our first concert will be October 3rd.
19. Our next meeting date was set for September 10th at 3:00 pm.
20. Meeting adjourned at 4:08 pm.

Valerie Murphy

Date Submitted