

LHSO Board Meeting Minutes
Thursday, August 23, 2018
LHS Orchestra Room, 4:30 PM

Meeting was called to order by Beth Cesario, President at approximately 4:30 PM.

Members Present: Beth Cesario, President; Katie Watrous - Treasurer; Mary Kay Rayens - FOAS contact; Phil Kent - Orchestra Director; Pang Hartman - Apparel Director

1. By-laws

- There was discussion on updating the by-laws for two immediate reasons:
 - Reaching Quorum with the current by-laws will be very difficult and will continue to be difficult in the future due to the changing number of total board members in various years due to different needs.
 - The rules for voting need to be updated to include email votes by members.
- The board members present and Mr. Kent discussed the steps required to change the by-laws and decided that it a change in the by-laws is necessary.
- In the past, an amendment had already been implemented, but the current copy of the by-laws do not reflect that.
 - Plans were made to contact the former secretary and attempt to get an updated version of the by-laws.

2. Director's Report, by Mr. Kent

- The Freshman parent meeting will occur on Monday, August 27, 2018, and we discussed the following in regards to the meeting:
 - Agenda and setup discussion.
 - Introduction of the board.
 - Snap & Fundraising
 - The budget would be presented at the Freshman parent meeting, for a vote on the budget for Booster members only, at a later date.
- New Federal Background check requirement will be needed for anyone who works directly with the kids. This will impact all guest speakers.
- Social:
 - The first social will be a cook-out on Friday, August 31, 2018. We discussed the needs for the cook-out which include:
 - calling Columbia Steak House for confirmation of hamburgers,
 - parents to possibly donate flatware, plates, and napkins,
 - and organizing donations through SignUp Genius
 - The shelter has already been procured and a contract signed for the event.
 - We discussed that attendance has been up, and we are hoping to get at least 80 kids and family members there.
 - More parents are needed to help make this event a success. Mr. Kent sent out a message requesting help from all orchestra parents.

- Mr. Kent discussed equipment procurement. The equipment discussed included the following:
 - a chair rack
 - a computer cart
 - equipment that helps with tech in music
 - new instruments
 - strings for the larger instruments
 - concert attire:
 - garment bags
 - storage supplies
 - dry cleaning taxes
- We also discussed on multiple occasions plans for creating effective storage space for our growing apparel collection.

3. Budget report by Katie Watrous

- The board and Mr. Kent went over the line item budget and reviewed a detailed report.
- We briefly discussed ways to mitigate some of our losses and decided that we would explore it further in another meeting.
- LHSO has a new Kroger community number. Parents will have to sign up under the new number or renew their contributions with the new number.
- Fundraising: We will be doing 2 coffee sales this year, and we will be supporting LHSO apparel this year. (We did not sell apparel last year.)

4. Apparel Discussion

- The board planned on revamping their apparel program this year to offer t-shirts, logo items, magnets, hoodies, track jackets, and stickers.
- We discussed the need to have the logo transferred to vector format.
- Pang Hartman will be contacting several companies for pricing, and we agreed that we may go to separate companies in order to get the best deals for various items.
- We will be seeking a vendor who can deal with a revolving inventory so that LHSO does not have to store many items.

5. Next meeting: It was decided that the next meeting will occur on Monday, August 27, 2018 at 6:00 PM.

6. Adjournment:

The meeting was adjourned at 5:30 PM due to the arrival of students and parents for Open House.

Respectfully submitted,

Pang Hartman
Apparels Director (acting Secretary for this meeting)

