

Board meeting

Date: Oct 11, 2015 Sunday

Place: La Madeline

Time: 2-3pm

Present: Darbi Green, Kathy Larsen, Claire Eary, Andrea Cannon,

Unable to attend: Mary Bell , Carol Bettoney, Teresa Matchett, Julie Carlson

Minutes of the meeting:

Communication:

Ideas to board members will be sent prior to meeting via E-mail.

At the meeting - presentation of ideas

Board members come prepared with opinions, then we will vote

I will try to get back to every e-mail or txt the day it comes in. If I am answering via phone, I cannot type that much, so messages will be brief & "to the point". This is only because I want to get you your answer asap.

Info given:

No binder for the President has been currently found. Several past presidents have been contacted for the binder. A new binder is being made.

1. Please let president know what teachers and members want from events
2. If I don't know, then it won't happen

1. Workshop update

Current clinicians to date: 5 clinicians scheduled (1 cello, 3 violins 1 music & mov)

Need 1 more cello & 3 violins

All clinicians coming will be from out of state and or out of Houston area. A total of 9 clinicians

2. Substitutes for Workshop Clinicians

2 Houston violinists as subs

1 Houston cellist as a sub

All subs will be from Houston in case a clinician falls ill or cannot make it due to an emergency

3. Budget for workshop

Budget based off of 80 students (paying \$85 each) attending like last year = \$6,800

Bellaire \$450.00 (9 rooms, Fellowship hall & parlor)

5 clinician air: approx \$1300.00

9 clinician all day fee: \$3600.00 based off 5 classes at \$80 per class

9 clinician lunch: \$180 Based off \$20 per clinician

9 clinician dinner: \$180 Based off \$20 per clinician

4 clinician mileage: \$831 Based off \$.5 per mile

Total	\$6091.00
Left over	\$259.00 wiggle room

4. Booths: Run by parent volunteers or teachers. Can do this in shifts or whom ever volunteers.

a. Teacher aid booth

b. Food booth \$1.00 per item (costco donations from parents)

c. Austin & Dallas advertisement booth: Advertise both Dallas Institute & Austin Workshop

d. STXSA info desk: Pamphlets, business cards, posters displayed, video playing of Go fund me video

e. Check in table: tee shirts, student schedules by alphabetical last name first,

5. Schedule of events at workshop

Feb 5th: set up all rooms, signs, booths

Feb 6th itinerary:

Teacher meeting: 9-9:30 am - give out schedules, introductions,

Greeting & Play in 9:30-10:20

Class 1 10:30-11:20

Class 2 11:20-12:30

lunch 12:30-1:20

Class 3 1:30-2:20

Recital 2:30-3:30

Clean up 3:30-4pm

Dinner with clinicians staying in town 5pm-7pm

Location TBA

Tee shirt design: Danette has volunteered to make t-shirts. Will need orders by Jan 1st. No exceptions.

Advertising: Pamphlet & business cards

Need these to ask for donations from businesses. Looks more professional. Will need for Staples meeting

Should come out of general budget because these will be used for all of STXSA not just workshop.

Go Fund Me Video: All students who want to participate must sign a release form the day of filming. Videographer is donating his time. Time is limited therefore wanted to do this during a group class to interview kids and parents separately. Each child wanting to do the video would be asked the same question. Should only take 5-10 min each. Then the child can continue with the class.

Videographer must be able to set up an area first before filming for lighting and sound quality.

Video will start with Twinkle

(playing in the background will be other familiar Suzuki song mix) power point pictures displayed. While voice over talking about STXSA mission etc

Video clips of kids answering a question

video clips of parents answering a question

Video clips of teachers

Ending with video of a parent bowing and saying "thank you for teaching me"
a student, then teachers

Voice over with our logo - something about donating

Video will be filmed in Nov. Will be getting ok's from group class people now to schedule with videographer times to travel and to be there.

PO Box: Claire Eary volunteered to take care of the PO box and check it every week. My address is on the By laws and Articles. Therefore I would prefer to have a PO Box attached to the STXSA legal info. This would be good too to have on all our mailings, advertisement where other institutes can send their info and flyers. We must have our name change to do this

SAA & Chapter affiliate:

Name status

SAA is pleased with the website & Regions with activities happening around Houston They want us to include 2 other regions: Nacadoches & San Antonio since they do not have an organized group. Once they have non-profit status, San Antonio can be on their own. Because STXSA looks more organized than before, they said all we have to do is fill out the application, pay the fee \$80.00 per year, and send in by laws and articles of incorporation

By Laws have been reviewed: I have submitted a request from a pro bono lawyer group of TX. Where they can review our documents for free if they accept us.

Name change is official

Name change & address change needs to be submitted to both the state and IRS.

by-laws vote: To be safe we will just include those votes of people who are present and sign that they voted. Oct 11, 2015