

STXSA Board Meeting minutes
April 28, 2019
2 pm Skype call

Members present: Meredith Harris, president, Elisabeth Hope, vice president, Katie Carrington, interim secretary, Danette Schuh, member at large, Claire Eary, past president, Carol Bettoney, member at large, Diana Quam, member at large

1. Welcome
2. Reading of minutes, Danette moves to waive reading of minutes. Meredith said they are all emailed and in google drive
3. Treasury report not available. Danette/meredith/elisabeth give report: amt is about \$22k as of yesterday. STXSA has quickbooks online to manage budgeting and produce 1099s. Can pull info from bank acct directly to software. Info is there, but not organized (thanks Rachel!). Rachel ordered printable checks! Also have envelopes with windows. Deposit tickets. Can keep track of printable checks directly in software. Has stxsa stamp. Will save a lot of time to have online!
4. Changes to stxsa bank acct. Elisabeth on, Mary Bell off. 3 people on acct name now. Elisabeth has a debit card now. All 3 have acct access and a debit card. Renewed ethan atkinson memorial scholarship cd. Old rate at .10 %, new rate april 23, 2019 at 1.9% for the year. Will renew again on April 23, 2020. Hoping this cd generates income.
5. Sad treasurer update: Rachel is moving to Tyler. We now need a new treasurer. Danette, Meredith, and Elisabeth will meet with Rachel to go over work she has done this year. Try to get online software figured out and go through Rachel's info. Everything is accounted for, but need copies of all paperwork. Danette mentions that we are ok without a treasurer, but not having one is not a good option. Says we probably have double the paperwork we need just to be safe. Mentioned redundancy in the system. Quikbooks is a purchased subscription, but will make everything easier. Recording, taxes, etc. writing checks, 1099s. All info in one spot. Online version means we don't have to purchase laptop. Viewable by multiple board members/auditors. Quikbooks is an industry standard. No one needs to download any software, also has mobile app.
6. Must think about finding a treasurer.
7. Yay to me for being secretary! Danette moves that Katie Carrington be installed as interim secretary and to have all the complete and full duties of office of secretary, until next election cycle
8. Meredith second, claire, elisabeth, ?? all agree
9. SAA leadership retreat- meredith update
 - a. SAA office excited about what stxsa is doing
 - b. Meredith signed up for all this
 - c. \$235.95 for flight, reg fee \$80, hotel \$632, minus meals, no ground transportation, Meredith skipping income as well to make this happen

10: Danette update on training practices. Most major companies send someone to represent STXSA to chapter affiliate meetings. STXSA agreed that we should send someone to represent us. Responsibility of this person to go to meetings, prepare report, share with association. Meredith will be our delegate to this conference. Danette going too- she'll be Meredith's roommate.

10. Website: Danette and Meredith met with Zakk at Moger Media. Want to make website more user friendly so families will sign up through website/organize membership through website. Want membership to auto renew. Will save time with data entry. Rachel has done lots of work. Need to find someone to be membership chair. Possibly job of secretary bc I'll get bored

according to Danette. Need to pay Zakk, not sure what that will be. Meredith feels the cost will be well worth the time and effort we were putting in. Danette mentions that auto renewal will help generate income and we won't have to track them down. Better for membership retention. Need to figure out how to include teachers who include STXSA membership in their tuition. How to deal with them cutting a large check, login info. Need to figure out how to sell that to the teachers so we don't lose them. Need to ensure that website is compatible with mobile viewing (Zakk's job)

11. Majka- fundraising. All info entered for amazonsmile. Has resent info and amazon hasn't gotten back to her. Looks like amazon has everything they need. Majka will send us an email when she hears back. Also have a fundraising opportunity through kroger/other grocery stores. Email has been sent inquiring about this.

12. STXSA scholarship- gave out 1 guitar scholarship for \$375 from Ethan Atkinson fund. Went to one of Andrea Cannon's students, he is going to go to austin this year. Haven't had a guitar scholarship for a while. No scholarship from general fund.

13. Ethan Atkinson was a great guy, guitar teacher, died early of cancer. He and Andrea did lots of workshops together. Used to have lots of guitar presence/community. When he passed away, STXSA created a fund in his name to fund guitar students. Intention was to add more money every year. Stopped having separate guitar events a few years ago bc Andrea's studio not quite big enough. Would like to start funding it again. Approx amount is at \$4-4.5k. Have never touched principal, with interest rates, not quite up to maintaining itself.

14. June 2 meeting Meredith wants to pass out list of events/dates/venues for next year. STXSA kickoff was hit, will do again. Sept 28th at Christ Church in Sugarland. Kaori and Danette will share. Michele Horner, will do ijam with the kids, possibly something with parents. Michele from Friday-Sunday. Teacher thing on Friday eve, Sat am, kids Sat pm, Sunday teacher thing.

Spooky Suzuki- Diana Quam will chair. Meredith asked if she contacted her church about dates. Can't add us to her church calendar week before Halloween- they currently has 2 dates reserved for trunk or treat, but only need one. Asked if we should do Nov 2. Meredith asked Diana to check dates with church. Elisabeth suggests combining events, especially if weather is good. Could be a good showcase for STXSA. Could still have in sanctuary, could be a stop at trunk or treat. Diana will talk with church about this idea. Discussion about whether it would be ok to have a day or 2 after halloween. Danette ok with this but mentions issues that might impact teacher/student attendance. Mentions pumpkin patches/other locations we could use. Diana will check around and update us. She needs a little more time. Danette's suggestion should be considered plan b. Would be best to book at her church. Diana will email us with update when she has it.

Fall Workshop: Elisabeth working on potential venue. Gloria Dei lutheran, in Nassau Bay, basically clearlake. Easy to get to, off of 45/nasa bypass. Very reasonable rates. \$25/classroom/day. \$155 for the big space, includes kitchen area and stage (not super formal). Elisabeth will go to walk through space on Wednesday, May 1. Might be able to talk her down on the rate. Feels like she might be able to talk down the rate. Elisabeth will figure out what total rate will be and will email to get approval before booking. Feels like a nice space. Tentative date is Nov. 16 and 17th. Meredith mentions that having an event in this location reinforces our mission statement, would be nice to have a break in building rental fee esp for a big workshop. Elisabeth says church also has space for teacher development on Sunday (classroom).

Spring Workshop: Feb. 21 and 22, 2020. Spring workshop was a hit this year. Everyone loved Terry; he will be back; already confirmed. No chair for this event yet. Claire sent financial report in. Included everything for teacher dev and student portion. Claire's even had a loss of \$569, but absorbed some of the cost of teacher dev, donated chairman's fee. Thank you Claire!

Membership is up!

10-12 more memberships!

Waiting to hear back from Time for Three's manager. Violin Book 1 with James Hutchins or Judy Bossuat? Can't be during June, July or August due to SAA regs. Teacher development/weekend workshops can be at anytime. Teacher development new rule: if you want to do a 10-hour enrichment class that is registerable as an enrichment class on your SAA profile, there is a limit of 20 people in the class. If we're doing a workshop teacher development, it's limited to the first 20 who sign up. Can't make as much money by having as many teachers sign up for it, also can't use it as our free teacher development included with STXSA teacher membership since it couldn't fit all the STXSA members. Maybe we could get an exception to have extra people auditing the course without registering for class, but there's no guarantee. One of the big benefits of membership (years ago) was that STXSA put on a big, free teacher development workshop for STXSA members only (paid for by membership dues and profits from the association). Sometimes people from surrounding areas would join HASSA just for the teacher workshop. Sometimes they'd have a 3-hour instrument-specific development tacked onto a workshop, but also general interest development workshop weekend once per year. Options: charge a smaller fee (\$25? \$50?) for weekend things for STXSA members, more (\$225?) for people outside the association.

Graduation, Ribbon Festival are in the works.

No musicales or community concerts on this list. There are so many events, it's a lot to manage. To take a little bit of the work off the board, the community concerts and musicales can be something STXSA can promote for the studio teachers, but not another event we have to fund or run. Time and resources are limited, so we're going for the events that bring in the biggest bang for the buck. Pour time and energy into the events that bring in the most people and funds. STXSA would be happy to post this type of event in the newsletter to invite the general membership to events run by STXSA teachers, on a more informal basis without STXSA needing to find the venue/ collect forms/ etc.

To keep up with the cost of our events and things, we need to fundraise and raise rates for each event. About a 3% increase in cost of living this year. Bringing ribbon festival rates up from \$12 to \$15 this year would have brought in an extra \$400 to the event. We could use the donations from the event forms or ask if people would like to sponsor a child from a lower income family to come to the event.

Danette moved that the chair of each event look at the event cost and budget, and raise fees accordingly to cover the cost of the event. Carol seconded
Danette moved that we raise membership and event fees at least by the cost of living increase each year. Diana seconded. \$16 family/\$35 teachers. Proposed \$18 family/\$37 teachers.

Kickoff event: Michele is willing to have hundreds of kids for the iJam, so we might be able to have a low cost of attendance again.

Chairman's fees: \$500 fall workshop, \$150 ribbon festival, \$150 spring workshop, \$150 graduation, \$150 Kickoff? (wait until we see how it's going to work, and how we're funding it. Raise "suggested donation" from \$1 to \$5? Fund it mostly through the teacher portion? Danette moved that Chairman fee the same as spring and ribbon as long as the kickoff committee deems that it is reasonable/prudent/financially viable, Claire seconded). Graduation, Spooky Suzuki, and other events that do not have a chairman's fee, possible thank you and gift card to appreciate the member who organized. Thank you!!! It's important to thank and recognize people for their service. Also a thank-you for board members who are done with their service.

New business: Danette brought up an interesting idea from ribbon festival: if STXSA were to purchase a small portable printer, ribbon festival critique could be taken on a laptop (legibly) and printed and signed. Being able to print application forms on the spot, wireless capable. Move to "items to think about before next meeting"

Items to think about before next meeting:

- Treasurer
- Membership chair (add to secretary duties)
- Purchase a STXSA printer?
- Moving the cabinet from Claire's house to the storage unit. Contact Storage West and schedule to use the truck. Up to one day absolutely free, and we haven't used it yet. Meredith can meet Claire with the key and help with the truck.

Next meeting: general meeting June 2 at Tallowood. Skype meetings have worked well, so we'll try for the same strategy next year. About 4 board meetings (2 over skype and 2 in person before general meetings)