



**Southeast Texas  
Suzuki Association  
Board Meeting Minutes  
June 2nd 2024  
via Zoom**



- I. Welcome
  - Attendance:
    - Mayara Velasquez - President
    - Katherine Sullivan - Past President
    - Lois Geertz - Vice President
    - Frances McLean - Treasury
    - Meredith Harris (taking minutes) - Member at Large
    - Danette Warren - Member at Large
- II. Reading of Minutes
  - Katherine motions to wave the reading of the minutes
  - Francie seconds
- III. Treasury Report
  - Current Balance: \$16,918.52
- IV. Adding the new board to the bank account
  - Lois, Frances, Katherine, and I have to go together to set this up. Katherine will 0.
  - be available the following dates: June 3rd 9 to 3pm, June 7th 12 to 5pm, and June 10th 9 to 3pm. Please let's agree on a time.
  - Vote to take off Kaori Matsui and Elisabeth Hope off account
  - Katherine motions to add Lois, Frances, and Mayara and remove Kaori, Elisabeth and Katherine from bank account
  - Lois seconds this motion
  - Board members listed above will connect via text to confirm meeting time at the bank for these changes
- V. Income Concerns
  - Administrative assistant cost: Emme is about to let go. Do we need to get another assistant to fill this position? Or can we all handle a little bit of the responsibility she had? Such as: Check mailbox every other month (in Sugarland), Parent Corner Newsletter, Webpages for Events, Updating contacts in MailChimp after each event.
  - On average Emme was covering around 8 hours a month of admin fees
  - Katherine will cover Parent Corner Newsletter
  - Mayara will check mail in Sugarland monthly

- **Mayara** to update Registered Agent FORM 408 and board members with the Secretary of State (last known registered agent was Elisabeth Hope?) Use our P.O. Box PHYSICAL address or use Lois Geertz home address
- **Mayara** to update FORM 802 Periodic Report to update Board Membership with the state
- **Danette** - help set up MailChimp update 5th (general newsletter) and 20th (Parent Newsletter)
- Board Director Responsibilities
  1. **Mayara** will read through bylaws for Board Member duties and responsibilities
- Adding a Scholarship for a teacher of \$250? Going toward Suzuki Training.
  1. Discussed and decided not to proceed with a STXSA teacher scholarship at this time
  2. Encourage people to access the scholarship the SAA provides

VI. Board Decisions:

- New Logo: Yes or no?
  - **Mayara** will send info on graphic designer, examples of his work, and what his \$500 fee includes
- T-Shirts: Size, color, logo
  - Need an inventory of shirt sizes in the storage unit before placing another shirt order

Pricing for the 1 color front 1 color back	
12-23:	\$15.50
24-37:	\$12.50
38-49:	\$10.50
50-74:	\$9.50
75-99:	\$8.50
100-199:	\$7.50
200-249:	\$7.25
250-374:	\$7.00
375-499:	\$6.25
500+:	\$5.25

- Extra Meetings? Yes or no? And When?
  - Newsletter Meetings : Mayara, Lois, and Katie meet to work on items before newsletter is sent out. Other board members can attend as they are able.
  - Floating Board Meeting idea - wait to schedule until we need to decide on new logo

- Parent Corner Newsletter: Katherine Sullivan will send out on 15th of the month, Danette will be editor.
- MailChimp: Katie Carrington, Lois, and Mayara
- Book Club: Terri wanted to bring this up again, once per semester. Yes or no?
  - Terri is willing to organize
  - Katherine suggested pairing it with the Parent talk sessions?
  - Mayara will talk to Terri about the idea of pairing book club right after Parent Talk sessions, ie could read Christine Goodner's book and the meet after her Parent Talk
  - Zoho Mail Account: Who has access to this?
  - Katherine shared as a 501c3 we have access to a free Google suite (could have a separate email address for each event and google folder)
  - Mayara will add everyone on the board to Zoho email account
- Storage Unit: \$68 per month. Should we find another storage?
  - \* I would like to do an inventory, I don't know what is in there. Any helpers?
    - Lois will help with inventory, Mayara will send out a text for dates and potential helpers

## VI. Calendar 2024-2025

- September 21: Saturday Fall Workshop \$50- 3 hours
  - \*Need to find a Committee ASAP, any ideas?
    - Potentially turn it into a Kick off event - one group class and a play in (2 hours total) with popsicles after - hire local teachers to lead group classes and play in pieces
    - Mayara to talk to Unit 1 Violin and Unit 2 Cello at Space City Institute invite them to join STXSA and volunteer to chair for events next year
- Spooky Suzuki: Friday October 25th \$10 or \$15?
  - \*Need a Committee ASAP
- Parent Night Series: Thursday November 7 \$40
  - Chairman:
  - Committee Member: Mayara Velasquez
- Scholarship Deadline: Monday February 3rd, Award date February 15th
- Spring Workshop and Teacher Development: Saturday, February 8th \$45
  1. Cory Lee-> Liberated Performer
- Ribbon Festival: April 5 \$35
- Parent Night Series: April 24th
- Graduation: May 3rd
- End of Year Party/Teacher Meeting: May 18th

### Possible Names for running events:

Grace

Jarret Bastow

## VII. Season 2024-2025

- How can we make our events more successful?
- Ideas to get more people to events
- Business Sponsorship/ Donations
- More communication for the events
- More connection with other music teachers, ideas?

### **ACTION ITEMS:**

#### **Mayara:**

- Check P.O. Box in Sugar Land monthly
- Update Registered Agent FORM 408 - use Lois Geertz's address
- Update FORM 802 Periodic Report for Board Membership with the state
- Read through bylaws for Board Director responsibilities
- Contact Terri with idea of pairing book club with Parent Talks
- Add all board members to Zoho email account
- Inventory of storage unit
- Talk to Unit training classes at Space City Suzuki Institute this summer about joining STXSA and volunteer for events
- Email SAA with names and emails of new STXSA Board Members

#### **Katherine:**

- Parent Newsletter

#### **Danette:**

- Mail Chimp - help everyone get "trained" and set up with templates for monthly newsletters and parent corner

#### **Lois, Frances, Mayara:**

- Change names on bank account
- Will help Mayara inventory storage unit

#### **Katie:**

- Mailchimp email monthly updates