



**Southeast Texas  
Suzuki Association  
Board meeting minutes  
August 14, 2022 2pm  
Zoom**



- I. Welcome.
  - Meeting Minutes: Meredith Harris
  - Attendance: Katherine Sullivan, Kaite Carrington, Mayara Velasquez, Danette Warren, and Meredith Harris
- II. Reading of Minutes.
  - Motion to wave, by Katie. Seconded by Danette.
- III. Treasury Report.
  - Bank Balance: 21,667.78
  - Events and membership covered Emme's position.
- IV. Bank Updates
  - Vote on making the following changes to the STXSA PNC Bank Account
    1. Add Mayara Guillen to the bank account
    2. Katherine Sullivan and Kaori Matsui stay on
    3. Remove Elisabeth HopeMotion by Meredith for above changes and voted yes by Danette, Katie, and Katherine.
- V. Family Membership Push for Fall Events
  - Parent Corner Newsletter- Emme will put this together monthly starting in September. **Volunteer to proof and make suggestions? Danette Warren to proof and provide ideas for newsletter. This newsletter is exclusive to teacher and parent members.**
  - Fall Workshop is Members Only
  - Due to tech, we need to leave family membership at \$18. There is no way to update existing subscriptions without canceling all subscriptions and asking people to rejoin.
- VI. 2022-2023 Calendar
  - [2022-23 Draft Calendar](#)
  - Board Meeting Day Change to Weekday Morning? **Monday morning works for Danette, Meredith, Katie, and Katherine.**
  - Katherine- Parental Leave in January. Mayara to cover January Board and General Meeting
  - Emme to assist in Spring Workshop Prep
  - **Volunteer to check in with Lois weekly for the Spring Workshop starting in January? Meredith to call and check in on student numbers/event details,, can call other board members with specific questions.**
- VII. Vote on [Chairman's Checklist and Event List](#)

- Two volunteer paths: Committee Members and Helping Hands
- Per person gift card structure for Committee Members
- This comes out of the general budget, not the event budget
- Secretary to write thank you notes to committee and include Gift Card, **confirmed Katie will write cards and mail gift card. Will get supplies for the year from Katherine at August 28 in person meeting.**

#### VIII. General Meeting Plan

- August 28th 2pm- 2818 Eagle St 77004 and online
- **Volunteer to manage the zoom room? Elisabeth Hope?**
- Helping Hand explanation and sign ups
- Event Committees to be present to talk about their event
- Bring your favorite book of any variety to share

#### IX. Logo

- Simple, memorable, timeless, versatile in many colors and sizes
- Possible designer: <https://designbyknight.net/>
- From Dan at Carrier Wave
  1. For a simple logo design project, incorporating whatever brand standards/colors/etc you all already have established, we would charge \$1000. For that, we would provide several versions (usually 3, but it can vary based on design) of the logo that would be appropriate for a variety of uses - so a version catered toward socials, one for a website, one for a larger application like a t-shirt or something. This is something we could complete in a couple of weeks.
  2. If there was interest in expanding and re-evaluating the brand as a whole, working with a member of our team to dig in and build a new brand identity, which would also include the design of a new logo, we would be looking at \$2000. A project like this usually takes 3-4 weeks.
  3. We could also bundle a brand project with a new website design, which would save some money vs all these things separately. Glancing at the existing stxsa.org site, we would quote that total project (brand/logo/website) around \$5000. Timeline for this would be 1-2 months, though we would tackle the branding side first, so if you wanted to debut a new logo before a new website was ready, that would be entirely up to you all.
- **Community, Kid friendly (not too corporate), incorporate music (needs to look like a music organization), star (twinkle star) "X" of STXSA, music notes,**

#### Action Points:

1. **Mayara will ask graphic designer friend at church for price point on a new design. Will compare with quote from Dan at Carrier Wave.**
2. **Mayara taking over all social media. Idea to post something every Monday.**

3. Katherine will get thank you cards and amazon gift cards to Katie.
4. Katherine, update Board leadership with Secretary of State
5. Katherine, update Board leadership with SAA
6. Katherine, send Emme the "SAA Members in your area" so she can update mailchimp
- 7.