



**Southeast Texas
Suzuki Association
Board Meeting Minutes
January 5, 2025
7:00pm CST
via Zoom**



- I. Welcome
- II. Attendance
 - Mayara Valesquez, president
 - Katherine Sullivan, past president
 - Danette Warren, member at large
 - Frances McLean, treasurer
 - Lois Geertz, vice president
 - Meredith Harris, member at large (taking minutes)
- III. Reading of Minutes: Meredith asked to read the to-do list and action items from the last board meeting.
- IV. Treasury Report (Frances McLean, Treasurer)
 - A. Current Checking Acct Balance: \$19,849.67
 - B. CD Account Update (Ethan Atkinson Memorial Scholarship Fund)
 1. Balance: \$4,426.78 Current CD rate 0.65%. Jan 17 at 10am Mayara, Lois, and Meredith will meet at the bank to close the account and open a new CD with a 4.5% interest rate. Katherine asks if possible give funds to SAA as a named scholarship to reach more guitar students. Danette will talk and propose the idea to Andrea.
 - C. 2024-2025 Budget Frances presented current budget for 2024-2025 with 2023-2024 comparison. Need to create a projected budget for the next STXSA year during the summer. Danette requests to split Teacher and Family memberships on line 24 of the budget.
 - D. SAA Leadership Summit - March 20-22, 2025, Atlanta, GA - This expense needs to be included in the proposed budget for next STXSA year.
- V. SAA Chapter Affiliate Report
 - A. Due Jan. 20th, 2025, current membership list needed
- VI. Liability Insurance (The Hartford) Update - Plan renews in July. The Hartford will prorate premium if we cancel early. Look into reduced plans.
- VII. Events and Meetings 2024-2025
 - A. Fall Festival - Sept 21, 2024, 10am-1pm (Nataly Linares, chair)
 1. Report: loss \$744.51
 - B. Book Club - Oct 5, 2024, 7pm (Terri Matchett, chair)
 1. Low attendance
 - C. Spooky Suzuki - Oct 25, 2024, 6:30pm (Julie Carlson, chair)
 1. Report: loss \$161.91
 - D. Teacher General Meeting Online - Jan 12, 2025, 4pm

- E. Institute Scholarship Deadline - Jan 27, 2025 **Need to decide scholarship amount for the 2025 STXSA Summer Institute Scholarship. Danette suggests a committee to look over budget. Mayara and Francie will look over and present the budget amount to board.**
- F. Parent Night Online Series #1 Christine Goodner - Jan 16, 2025, 7:30pm (Catherine Urban, chair) (rescheduled from Nov 7). Note: We need to keep advertising it. So far we have 13 participants (6 board members. **Money collected to date: \$355 Mayara will contact Catherine Urban to set up a plan for inviting more participants.**
- G. Spring String Fling & Teacher Dev - Feb 8, 2025 (Rachel Shepard, chair) Note: We got Chapelwood for \$150. I need help putting this form together on our website. The link is supposed to be active on Jan. 6th. **Katherine will work on form for the event. Mayara needs to send Katherine all info, what questions are needed for the form, pricing, etc.**
- H. Ribbon Festival - Apr 5, 2025 (Ed Harper, chair) Note: Do we have a venue? **No venue to date. Mayara will ask St. Frances Episcopal.**
- I. Book Club #2 - April 12 at 7pm
- J. Parent Night Online Series #2 - Michele Horner - Apr 24, 2025, 7:30pm (Catherine Urban, chair). We may need another chair person for this one. **Need a new chair for spring parent night. Mayara will ask Grace Pugh. Each chair will receive \$25 amazon chairperson thank you.**
- K. Graduation - May 3, 2025, 2:30pm (Terri Matchett, chair) **Terri is working on location for the event.**
- VIII. Old Business: Our Google account is running out of space.
- IX. New Business: Set the meeting with University of Houston to talk about starting a Partnership with them. **Meredith will start a Google document with benefits of STXSA partnership with UH**
- X. Announcements:

STXSA Chapter Affiliate Report Due on Jan. 20th

- Important information from the email I received: *In the next 1-2 months, you can expect to see a new section of the website specifically for Chapter Leaders, which will allow you to have a bit more functionality, including the ability to verify member status for your members, pay annual dues, create & submit events, access prospective member lists, and request emails from the SAA team. In addition, you will have the option and ability to have your member fees & dues go directly through the SAA. In other words, when someone in your chapter area goes to check out when purchasing their SAA membership, they'll have the option to add a membership to your chapter.*
- I need the current membership list in the following files: member names and email addresses in CSV or Excel format.

- Tax Season - 1099 deadline is the end of January. Due on or before Jan 31. 1099's go to only those who have received \$600 or more this year. Postcard due in April.
- STXSA T-Shirts
154 Shirts, the total was: \$1,211.50
Amati donated: \$500 in check. Note: Do we need to send them a tax donation letter?
H-Town Strings donates \$500 in check
Spreadsheet:
<https://docs.google.com/spreadsheets/d/1uOp23BLQJkZSNuhFXRCn65Du3AalBnJYUqHC5GxyXI/edit?usp=sharing>
- Cash Box: I have it at my place. It had \$143 and I deposited \$100 on Dec. 16th

XI. To-do List from October's Meeting:

- 408 form was sent a few months ago and nothing has happened. I may have to do it again via online. *Mayara needs to call Secretary of State to confirm receipt, may need to send application and check again. Check has not cleared bank account.*
- Mailchimp assignments:
Mailchimp Newsletter on the 5th of the month (Katie)
Mailchimp Parent Corner Newsletter 10th of the month (Danette). Note: Great job sending the mailchimp and Parent Corner Newsletter! *Decided to move publication date to 15th of the month.*
- Updating the paid members tag and adding new members and deleting the expired ones? *Katie made tags in mailchimp for paid memberships. Parent membership runs Sept 1-August 29. Teacher membership renews from the date teacher signs up. Francie is updating current STXSA membership spreadsheet: 61 student/family members and 21 teacher members.*
- How do we want to welcome new STXSA members?
 - Phone Call and shout out in the newsletter!
 - *Mayara will personally call new members. They will also be mentioned in the newsletter.*
- *Katherine will write a procedure for how new and current membership gets processed and added to google spreadsheet and will send procedure to the board.*
- *Francie will run a paypal report at the end of every month for most updated membership.*
- *Francie and Katie will coordinate to create a system (paypal, zoho, mailchimp) to make sure membership is updated when it needs to be. When the system is set up, they will email the procedure to the board.*
- Should we change the chairman title?
 - Change to Chairperson in the future
 - *Danette will update all "chairman" to chairpersons or chair*
- Should we change password for Gmail account? No, we decided to leave the same pass.
 - Mayara will text Elisabeth to log out (Done)

- Our Google account is running out of space
 - We will talk about moving the domain and claiming the free google account at the next meeting at the next meeting
 - We were approved for the non-profit google account. Katherine has a concern to switch during the year in case we lose access to emails during events. Summer time project. Google drive currently at 85%. Can pay approx \$3.00
- Updates from the Lisle Check from Fall festival. Done, the check was deposited. Original check never arrived in our P.O. box. Lisle cancelled check and re-wrote and Mayara picked up from store.
- Fundraising ideas?
 - Giving Tuesday- Lois will look into Facebook Giving Tuesday. Note: We got \$100. Thank you note and tax document sent to Tina Lee for her donation.
 - Lois is looking at the grant - Lois will continue to look into grants

Action Item

1. Danette to update bylaws for January meeting - Danette can submit proposed changes to the board for approval and then the board presents those to the membership for a vote.