



**Southeast Texas  
Suzuki Association  
Board Meeting #3 Agenda  
January 11th, 2026  
8:00 pm CST  
via Zoom**



- I. Welcome 8:20 meeting called to order. Members present: Mayara Velazquez, president, Lois Geertz, vice president, Frances McClean, treasurer, Katie Carrington, secretary (attended late), Danette Warren, member at large, Meredith Harris, past president.
- II. Reading of Minutes Danette requests reading action items from October
  1. Coffee meetups
  2. Mayara teacher orchestra, reach out to Terri (did do this but haven't heard back from her)
  3. Daniel Saenz, looking at 2 locations for Ribbon Festival (Heights or St. Philips)
  4. Lois - we are scheduled to meet at La Madeleine in person, looking at videos for website that Katherine sent to work on
- III. Treasury Report (Frances McLean, Treasurer)
  - A. Current Checking Account Balance: \$21,627.19
    - Year Overview Budget and Estimated Budget 2025-2026 Francie has not completed for this year yet. Do we need to re-do the membership list first? Parent membership goes from 2025-26, teachers can join any time. Mayara needs membership to date by December 2025, Francie will be able to do that. We need to document system of Secretary and Treasurer working out PayPal and how new Treasurer can step into that roll
  - B. CD Account Update (Ethan Atkinson Memorial Scholarship Fund)
    1. Balance: \$4,427.66
- IV. Events and Meetings 2025-2026
  - ☰ Team and Team Leaders 2025-2026
  - 📄 Posters 2025-2026
    1. Kick Off - profit: \$26.95
    2. Book Club - Only 3 attended
    3. Fall Festival - Canceled - loss: \$150. Cons
    4. Graduation Application - 2 students - [Document](#)
      - a. Chapelwood for location, Lois needs to fill out form
      - b. Clinician proposal: Trina Carey, Vera Mccoy, need to be more specific about contract and expectations
      - c. Teacher orchestra planned instead of pianist

5. Parent Night on Nov. 13th - 7 participants
  6. Spring Fling - Location: Enmanuel Episcopal Church, Team Leader: maybe Fiona?
    - a. Pricing - discussion with Katherine about members getting cheaper price (\$20 per class), non member \$30, \$15 for review classes; sibling discount \$5 less per class; donation or charge (suggested \$10) to perform in concert;
    - b. Baby class - 2 teachers needed, probably Priscila Cardenas and other, Danette will share
    - c. Violin - Teresa Hakel
    - d. Cello - Tatum Hodgens will confirm on Monday, Melissa Solomon is out of town
    - e. Next year it would be good to plan Spring Fling in combination with Parker's festival
    - f. Will pianist be able to play advanced piece accompaniments? Qualifier of piece between book 1-10
  7. Ribbon Festival - Team leader: Daniel Saenz - Location?
  8. Graduation- Needs a location
  9. Teacher Meeting and End of Year Party - Need to find a different location
- Board Meetings and Monthly Meet-up:
    - Board Meeting # 1 August 3rd
    - Monthly Meet-up Sep. 29
    - Board Meeting #2 and Monthly Meet-up October 26th
    - Monthly Meet -up November 30th
    - Board Meeting # 3 January 11th
    - General Meeting January 25th Online 4pm
    - Monthly Meet-up February 22nd
    - Monthly Meet-up March 29th (change date) To March 22 at 8pm or March 30th at 8:30am? Already set for March 30th at 9am
    - Board Meeting #4 and Monthly Meet-up April 26th
    - Board Meeting #5 May 31st

V. Old Business:

- Form 802 (Sent)
- CD Account Follow up
- Meeting with UH
- Institute Scholarship Concerns
  - Budget? It was \$500, Mayara wants to keep it the same amount. If we consult the budget, could we offer more? How do we decide how much we can give? Ideal to have budget and amount set in August for everything

- We are in better shape than this time last year (event canceled, not paying for assistant), Francie is working on working budget, net gain of approximately \$1000,
- Clarification of budget - we need a projection of what we estimate everything will cost. This is how we can decide what we can spend on scholarship
- When the projected budget is finished, we can increase scholarship to \$750
- By-laws
- Katherine won't be able to join us all the time. She needs to train someone from the board to help create the event forms.
- Changing dates/times to include Katherine
- Newsletter Spotlight Section/Advertisement

#### VI. New Business:

- Feedback from the Teacher Meetups: [HERE](#)
- Advertisement for Teacher General Meeting, Institute Scholarship, and Spring Fling
- Chapter Affiliate Report Due on Jan. 21st
- Email from Bank
- Membership Incentives

#### VII. Action Items

- We need to document system of Secretary and Treasurer working out PayPal and how new Treasurer can step into that roll - Francie will
- Francie is working on working budget, net gain of approximately \$1000
- Francie send us the Projected Budget
- Mayara will confirm cellist - Tatum Hodgens
- When we get donations, notify Francie to specify what the income is for and from who. If donations come through the website, we might need to check, it could be for a scholarship or a general donation. There is a form to fill out for the website. Who and where do these forms go? Should be under forms on the website
- We missed some donations (Tina \$200),
- Mayara will send donation info to Katie to send tax form and thank you notes
- When the projected budget is finished, we can increase scholarship to \$750
- In next newsletter, include general meeting (will be in person)- mention scholarship deadline. Add poster for spring fling
- Lois - send Evite for General meeting
- Spotlight section- have teachers fill out a google form
- Frances to call bank to call about verification of the account. We need to figure this out so our account is secure.
- CD renewed in Oct. Mayara and Lois to figure this out. Will try to get the best rate possible. New maturity date- 1/23/26. Meredith should be taken off the CD.

- Membership incentives. Talk about in the general meeting. Ideas: free t shirt/gift card, free teacher talk, all volunteers entered in a raffle at the end of the year. Tote bags/chocolate bars. Need to have poster made to advertise. Raffle for teachers at the end of the year meeting. Start with a raffle at the meeting. Ideas for swag bag to raffle off. Lois to spearhead this.
- Parent corner newsletter- Danette will do. Lois working on another article.
- Meeting ended 9:52pm.