



Victoria East High School Band Boosters 2023-2024

Annual Executive Meeting Minutes 6/12/2023

1. Called to order at 6:00 PM by John Paul Jackson
 - Board Members Present: Mark Martinez, Kris Gonzales, Jessica Gonzales, Amanda DeLaGarza, JP Jackson, Marisa Jackson, Lupe Flores
 - Other attendees: Mr. Gonzales, Ricky DeLaGarza
2. Secretary's Report
 - Minutes from 4/3/2023 meeting - Meeting minutes were approved
3. President's Report
 1. Effective today (6/12/23) - Newly elected board members:
 - President: John Paul Jackson (JP)
 - Vice President: Amanda De La Garza
 - Treasurer: Mark Martinez
 - Assistant Treasurer: OPEN - 8th Grade parent interested (name unknown)
 - Secretary: Marisa Jackson
 - Parliamentarian: OPEN
 - Fundraiser Coordinator: Rebecca Parades
 - Assistant Fundraiser Coordinator: OPEN
 - Purchasing Agent: Heather Rocha
 - Assistant Purchasing Agent: Shannon Perry
 - Concession Coordinator: Heather Rocha
 - Assistant Concession Coordinator: Rebecca Parades
 - Volunteer Coordinator: Lupe Flores
 - Assistant Volunteer Coordinator: OPEN
 2. Discuss and vote on any additions/changes to the above.
 - Voted in Lupe Flores for Volunteer Coordinator
 3. Bank Account signatures: Jessica Gonzales and Kris Gonzales to be removed from the bank account. Mark Martinez and Heather Rocha will stay on the bank account. John Paul Jackson(JP) and Amanda De La Garza will be added to the bank account. All current (2023-2024) signers need to go to TDECU to sign paperwork.
 - Mark will contact banker, Natalie Reece (TDECU), to start the process of adding new board members to account

4. Keys - Who has them and what do we do now?
 - Go to Athletic Office to check out keys - 2 set of keys per organization
 5. Debit/Credit cards
 - Jessica's Debit card returned
 - 2nd debit card is in Heather's name also returned
 6. SAMS Account - Jessica disconnected SAMs account
 7. Cash App - Jessica's personal account
 8. Drop Box - Mr. Gonzales is giving Jp access
 9. Group Me - Concession (West Band, East Band, East/West Cheer)
 - Need to add Heather and JP
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4. Treasurer's Report - Mark presented financial report
 - Treasurer financial report approved
 5. Purchasing Agent's Report - n/a
 6. Concessions Coordinator's Report - n/a
 7. Fundraising Coordinator Report - n/a
 8. Volunteer Coordinator - n/a
 9. Other Business
 - a. Website – JP Jackson
 - Update Board Members
 - Picture
 - Phone Number
 - Permissions:
 - Removed Jessica Gonzales and Kris Gonzales
 - Added Amanda De La Garza and Mark Martinez
 - JP Jackson, Marisa Jackson and Heather Rocha are still Admins
 - Stripe account

Action Item - Mark and JP going to set up Stripe account on website
 - b. Quickbooks - Discuss using cloud version
 - Mark is going to transition account online
 - c. Fundraising Documentation
 - New form for Fundraising proposals
 - New tracking spreadsheet for Fundraising
 - d. VISD Background check. August 1st 2023
 - How do we get a list of approved people from VISD? - Melissa Pena is the volunteer coordinator for VISD
 - Amanda messaged Melissa to see about how to get a list
 - e. Google Calendar for Booster Club
 - f. Letter of Determination - Jp contacted Suzanne Fikac, she is looking into finding the letter, contacting previous Booster President - Kim
 - g. Jonathan Sixtos - Journalism

- h. Middle School Games Schedule - Ron Davis (West trainer that coordinates middle school games)
- i. Concession Cleanup Day
 - Coordinated between West/East Band on specific cleanup day
 - Health department will need to be contacted for inspection
 - Food Handler License - Mark is going to send the link to Jp
- j. Fan Cloth - Fundraiser
 - Online fundraiser - Shopping can stay open for 2 months
- k. Delia's Tamales - Need to let TDECU to approve higher spending limit
 - ice chest needs to be at Delia's 48 hours in advance before pickup
- l. POS Protective Cases - Need to purchase or get donated

10. Director's Report

- July 12-13 - Uniform fittings
- DCI - July 22nd
- 8 to 8 - July 28th (Band Olympics - hamburgers and hotdogs)
- 8 to 8 - August 1st (First day for UIL Drill - Dinner provided - Bushes generally donates the meal)
- Potluck - August 8th (Band Camp Finale)
- July 24-27th - Fruit and Pickles

Marching Show

- Booster covers part of the cost

Spring Trip Proposal Discussed

11. Adjournment - Vote to Adjourn