



**Lake Travis Choir Parents  
Executive Board Meeting  
February 25, 2019 at 6:30pm  
Room L130**

**Meeting Minutes**

1. Call to Order at 6:32 pm
  - a. Amy van Heijningen (AV)– President
  - b. Rachel Morelli (RM)—Vice President
  - c. Jyotsna Arora (JA) – VP Events
  - d. Kathleen Martindale (KM) – VP Hospitality
  - e. Lisa Maldonado (LM) – VP uniforms
  - f. Diane Grisamore (DG) – Secretary
  - g. Angela John (AJ) – Treasurer
  - h. Karen Storm (KS) – MS Liaison/Treat Bags
  - i. Stacey Flores (SF) – Senior recognition
  - j. Laura Burns (LB)—Volunteer Coordination
  - k. Adam Poynor (AP)—Choir Director
  - l. Sina Jensen (SJ)—Volunteer Coordinator
2. Reading and Approval of Past Meeting Minutes-JA motioned, RM approved. Minutes approved as sent via email by DG on 2-21-19
3. President's Report
  - a. AV passed out LT Choir Parents Executive Board Position Descriptions
    - a. AV will make as a living document and then incorporate it into the bylaws after a vote
    - b. Provides a template for future positions
    - c. JA commented about adding to the VP events description something about need for fundraising
      1. AV suggested creation of a VP Student Events (homecoming/banquet) and VP Fundraising (Pancake Breakfast, Capes and Crowns)
      2. RM mentioned having a chairperson for each event, may revisit for future years
4. Treasurer's Report
  - a. AV says that liability insurance needs to be paid by March. Insurance is required to host an event on school property per school rules.
  - b. Baylor Scott and White still owes us a check so will meet \$3500 Corporate Sponsorship
  - c. AV discussed meaning of Pass Thru. Uniform money is 'pass thru'
    - a. In the past, every student would give monies to director. Now, this money, as a courtesy to director, is collected by LTCP and then given to the director. Booster clubs at LTHS are also collecting for travel (i.e. Disney). Having pass thru designation is important for IRS rules. If this money is shown as income, the IRS has more stringent filing requirements.
  - d. TMEA expenses are NOT a liability, LTCP will deduct that from the money we owe director.
  - e. C&C expenses will be less this year. Custodial fees now \$672; last year's fee about \$300. Possible to recover some cost if custodial staff is there for less time. Custodial staff will move tables, chairs, and empty trash. Board has autograph books to sell for profit at \$5. If working and volunteering, no ticket needed. If sitting at the table, will need to buy a ticket. Plan to set up for 240 seats, sold 174 tickets already.
5. Director's Report
  - a. AP is excited, taking 4 groups this year to UIL



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b. Singapoolooza this week, need food for 46, something easy. Pizza and chips ok.

6. Committee and Event Updates

a. Events

a. Crowns and Capes on 2pm Saturday. JA will send out detailed email regarding times.

1. Need extra help for Saturday, maybe kids can get service hours (CIS or NHS)
2. Participants need to be at school at 10am, do not need to be fully dressed
3. May need Square for ticket sales, live auction will need Square
4. JA wants as many volunteers as possible for Friday night to make Saturday easier
5. Vasu will run sound equipment, set up on Friday
6. JA discussed logistics with AP already, i.e., where stage will be set up
7. AV and JA went food shopping, cupcakes ordered, 50 balloons pending pick up at the Dollar Store at the Y in Oak Hill
8. Will work with a student crew for setting up table service
9. Per SF only 2 signed up for clean-up, so board members will need to support clean up
10. JA got a 1 night stay at the Sonesta for auction, also GC for Blo Bar, looking for a GC to mani/pedi.

b. Hospitality

c. Student Support

February 28 Singapalooza, LTHS PAC, 6:30 PM (Varsity Mixed)

March 2 Crowns and Capes, LTHS Cafeteria, 2:00 PM

**11 Pre-UIL Concert/Adjudication, LTHS PAC, During School**

a. also on this date is the big group picture, kids wear choir shirts

**25<sup>th</sup>---**Move board meeting to 6pm, then head to The Grove for social afterward

April 15&16 UIL Concert and Sight-reading Contest, Cedar Park HS, TBD (Contest Choirs)

a. 4 choirs

b. LM mentioned when to return uniforms, she suggested that returns start at the beginning of

May

27 End of Year Banquet, The Lakeway Resort,

1. Dinner to be served at 6:30pm; event ends at 9:30. There will be a check in time, maybe an hour before.
2. AV mentioned that we need to be out after 3 hours, otherwise \$500 per hour; also suggested that senior wills be vetted by director
3. JA thinking about doing music to queue end of senior speeches

May 10 **LTHS Spring Concert, LTHS PAC, 7:00 PM**

**-SF working on getting senior boards**

**-Will do a video picture collage of the students, plan to get it previewed at the banquet**

**-Theme is The Power of You**

TBD LTHS Baccalaureate Service (Seniors perform)

-question about date, LB on committee, date is pending

-pictures sent to historian Anna Grisamore [annag@austin.rr.com](mailto:annag@austin.rr.com)

24 LTHS Graduation (Seniors perform)

-usually seniors sit in front to sing National Anthem



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- 27 Texas State Solo & Ensemble Contest, University of Texas, Times TBA  
-June 1-3 are new dates, possible students may be able to opt out

7. Adjourn—7:29pm

**Next Meeting:** Monday, March 25, at 6:00pm in the Choir Room (L130)

--AV would like to have parents at this meeting as well

--AP mentioned that after first theatre booster meeting, there was a social at the Sonesta.

Suggested to have a quick board meeting at school and then move to the Sonesta. RM mentioned that The Grove may be a possibility as well.

**Committees**

Birthday Celebrations – Peggy Hennig

Competition Treat Bags – Karen Storm

Special Events – Holly Davis

Middle School Liaison – Karen Storm

Publicity – Vasudevan Family, Peggy Hennig

Senior Recognition – Stacy Flores

Uniforms - Open

Volunteer Coordination – Laura Burns, Sina Jensen

**Executive Board Meeting Dates**

8/27 1/14

9/24 2/25

10/22 3/25

11/26 4/29

**Amendment: Parent Meeting Budget Vote**

AV would like parents attending the parent meeting occurring right after the booster club meeting to vote on approval of the current budget. Budget was presented to be amended to reflect the actual numbers for income and expenses from this year. AV would like Staff and Student support budget to be raised to \$6000 to provide support at the end of the year. AV explained the purpose of pass through money to parents in attendance. Lollipop date is still pending, explained what this is to parents. C&C budget is high, but Board does not expect to have many expenses this year as compared to last year, since many C&C items were purchased last year. Discussed custodial fees and differences from prior years. AV asked for a motion to accept the changes as presented for the budget. Kristin DuBay Horton, motioned to

approve the changes, motion seconded by Stacy Flores, all voted to approve, no nay votes.  
Budget accepted as submitted.