



**Executive Board Meeting Minutes
October 10, 2023**

Attendees: Yvette Sanchez, Melissa Murray, Emma Kalmbach, Brenda Riser, Sarah Dean, Anna Martinez, Tabitha Beebe, Byron Beebe, Mitra Bennett, John Gavel, Sophia Riser, Renae Ross

1. **Call to Order:** Byron Beebe called the meeting to order at 5:12pm
2. **Welcome & Introductions:** Byron welcomed everyone. He also welcomed Sophia Riser. She is the ASB President and is an honorary member of our board. A UHS student will now regularly attend our meetings.
3. **Determination of Quorum:** Quorum was met with 10 members present.
4. **Reading and Approval of the Minutes:** The minutes were unanimously APPROVED as submitted.
Anna – motion / Pamela– second
5. **Treasurer’s Report:** Sarah updated the Board on the current balances. The Five and Up Program has raised \$179.73. We have also received \$158.84 from long term donors from the past. We have \$20,484.61 in Checking which includes all of our current expenses such as a \$500 deposit for the Spring Pfling to hold the facility and the date and \$30.00 in bank fees to stop the scholarship checks. There is \$1,775.22 in savings. We also have \$160 in the cash box.
6. **President’s Report:**
 - a. **MOTA:** Byron reported that he has identified roles and is working to fill positions. There are open opportunities for supervising the food court and at the PA Booth. He met with Jenea about what food was served in the past and the amount of food is needed. She also had a helpful contact at Subway. A signup genius was sent out for the food and it is mostly filled already. A signup genius will go out soon for volunteers needed for food servers and other volunteers. Instrument transport has been donated thanks to Sarah’s contact. We will need two more volunteers for ticket sales. Stickers, magnets and flowers have all been orders. The bouquets will be preassembled and wrapped in plastic. There was discussion as to having a package deal for flowers, magnets and stickers. The consensus was that the leftovers will be sold at a package deal the night of the event. Byron noted that the items are priced to be mementos of the occasion and not a fundraiser. There was also discussion as to how to display all of the art submissions at the event.
 - b. **Communication Improvements:** Byron mentioned that there have been numerous and extremely detailed emails. He plans to use sign genius for board roles in the future. He welcomes suggestions on improving communication.
 - c. **Phoenix Pfling:** We have paid the deposit for the facility. We are currently underbudget so we will have funds to decorate nicely. Food tasting will be in January. Please let Byron know if you want to be part of that. The board will discuss the theme for the event in November and December.
 - d. **Board Openings and Appointment Update:** We currently have three people interested in positions. Linda Cederlof has accepted the position of Compliance Manager.
7. **Old Business:**
 - a. **5 and Up Update:** Pamela reported that people have been donating but only as a “one time” donation. She is working to promote the annual donation or a one-time donation of the total year. (\$60) Sarah mentioned we could buy a page in the MOTA program and the committee was in agreement with that suggestion.

8. New Business:

- a. **MOTA Art Prize Proposal:** Byron will email the information.
- b. **MOTS Art Display Proposal:** Byron will email the information.
- c. **Open Forum for New Business:** There was no new business.

9. Adjournment: Motion to adjourn ALL APPROVED

Emma – motion/ Sarah – second

The meeting adjourned at 5:53pm