# Reagan High JROTC Booster Club Meeting

**December 5, 2023** 

PLEASE SIGN IN ON THE SHEET NEAR THE DOOR.





#### 2023-24 Board Members

- President: Erin Pruetz
- 1st VP (Merchandise): Sonia Martinez
- 2nd VP (Bazaar): Lisa Vaello
- Treasurer: Annette Davis
- Secretary: Melissa Reyes
- PTA Liaison: Julie Pietsch



### Agenda

- Welcome and Call to Order: Erin Pruetz
- Posting Minutes: Melissa Reyes
- Treasurer Report: Annette Davis
- Board and Committee Reports
- Program News: LTC Livingston & MSG Tijerina
- > Adjournment: President



# Posting Minutes - Melissa Reyes

Meeting was called to order at 7:08 pm by Erin Pruetz, JROTC Booster Club President.

#### **TREASURER'S REPORT** – presented by Annette Davis

More activity this month: Square deposit – combination of merchandise and vendors, Benevity donations Deposits: \$2212.41, Expenses: \$4,648.68, Ending bank balance: \$10, 535.11

#### PRESIDENT'S REPORT – Erin Pruetz

Fundraising takes place in the Fall. Move some fundraising to Spring.

Closed out orders for t-shirt, hoodie, pajama pants, fence, and yard sign orders

JROTC BOOSTER CLUB.COM continues to grow and evolve. Spirit nights, Different types of sponsorships, Bazaar information

Communications Reminders: Facebook Page, Charms, Bazaar FB page, Website: www.ReaganJROTCBoosterClub.com

#### 1<sup>st</sup> VP – Sonia Martinez

Successful Torchy's spirit night Earned \$400

#### **Upcoming Fundraisers**

17 Oct 23: Raising Cane's, 20 Oct 23: Board and Brush, 15 Nov 23: Chipotle, 14 Dec 23: Panera \*\*Coming up: Virtual program fundraiser – Panda Express\*\*

Spring Fundraiser Ideas: Raider Event, Burger in a Bag, GoFundMe, The Washtub Gift Cards

<u>Fundraising Reminders:</u> Benevity: Company matches your contribution, RaiseRight: Online and Gift Cards

Merchandise Website: orders are made

#### 2<sup>nd</sup> VP FUNDRAISING – Lisa Vaello

Bazaar sponsorships: 4 sponsorships: Santa sponsor, Raffle sponsors (families, businesses), Vendor coffee donuts, Vendor vittles

50 vendors currently signed up, waiting on 7 more to pay; Limited to main hall

Silent Auction – 16 items secured, Raffle – packets out to all cadets, Basket Theme

#### PTA LIAiSON – Julie Pietsch

Johnson contacted Reagan to have competition – students against Johnson students, Clothing drive – 23-27 October

#### **MSG Tijerina – Battalion Events**

Provided information on upcoming events and out-of-town competitions through December 2023.

Meeting was adjourned at 8:20 pm.



## **Meeting Minutes Approval**

Vote to approve meeting minutes from the October 2023 JROTC Booster Club meeting.

- Motion 1
- Motion 2
- Discussion
- Vote to approve



Starting **BANK** Balance in May 2023 = \$1 3,371.78

Deposits: \$892.43

5/2 - RaiseRight\$ 425/2 - Amazon Smiles\$ 114.725/2 - Amazon Smiles (final)\$ 184.635/22 - Torchy's\$ 2505/22 - Willies\$ 185/24 - Benevity donation:\$ 282.505/31 - Bank Interest:\$ 00.58

Expenses: \$ 424.73

5/26 - Stuf Safari San Jose Cal \$ 424.58

- Stuffed Rattlers

5/31 - Service charges \$00.15

Ending **BANK** Balance in May 2023 = \$ 13,839.52

Starting **CASH** on hand balance (May)- \$ 911

zero cash transactions

Ending **CASH** on hand balance (May) = \$911

Starting **BANK** Balance in June 2023 = \$ 13,839.52

Deposits: \$276.75

6/27 - Benevity donation: \$ 276.25 6/30 - Bank Interest: \$ 00.50

Expenses: \$ 2416.30

6/7 - Ck 1435 - End of Year event \$ 2200.00 6/29 - Post All Mail CE \$ 216.00 6/30 - Service charges \$ 00.30

Ending **BANK** Balance in June 2023 = \$ 11,699.97

Starting **CASH** on hand balance (June)- \$911

zero cash transactions

Ending  $\underline{CASH}$  on hand balance (June) = \$911

End of Fiscal Year - AUDIT PERFORMED IN JULY (covered later by audit committee)



Starting **BANK** Balance in July 2023 = \$ 11,699.97

Deposits: \$ 508.08

```
      7/5
      - RaiseRight
      $ 31.30

      7/6
      - Square deposit
      $ 153.26

      7/7
      - Square deposit
      $ 27.00

      7/26
      - Benevity donation:
      $ 135.00

      7/31
      - Spirit night (May)- Willie's
      $ 5.06

      7/31
      - Spirit night (Apr) - Kneaders
      $ 156.00

      7/31
      - Bank Interest:
      $ 00.46
```

Expenses: \$ 1,420.92

```
      7/5 - SquareSpace - website
      $ 350.73

      Reimbursements for award ceremony
      7/6 - 1438 - Erin Pruetz
      $ 150.00

      7/11 - 1437 - Col Livingston
      $ 903.75

      7/31 - Intuit/Quickbooks
      $ 15.99

      7/31 - Service charges
      $ 00.45
```

Ending **BANK** Balance in July 2023 = \$ 10,787.13

Starting **CASH** on hand balance (July)- \$ 911

7/5 - New parent/Cadet Orientation \$ 387

Ending  $\underline{\mathbf{CASH}}$  on hand balance (July) = \$ 524



Starting **BANK** Balance in Nov 2023 = \$ 11,622.44

Deposits: \$ 5,465.65

11/01 - Square deposit-NEISD Indoor Vendor 57.51 11/06- Spirit night - Board and Brush \$ 267.80 - Bazaar Sponsor 100.00 - Corporate Sponsor 300.00 - Bazaar sponsor 300.00 - Corporate Sponsor 500.00 - Corporate Sponsor 500.00 - Bazaar Sponsor 500.00 - Corporate Sponsor 500.00 11/07 - Raise Right 49.22 - Square deposit-Outdoor vendor x 2 115.02 11/13 - Square deposit -Merchandise sales \$ 241.15 11/16 - Square deposit - Ornaments 11/20 - Square deposit -Skills meet sales 32.41 504.71 - Bazaar sponsor 250.00 - Corporate Sponsor 500.00 - Spirit night - Torchy's \$ 400.00 11/24 - Square deposit-Breakfast w/Santa x 2 38.24 - Square deposit- Breakfast w/Santa x 2 38.54 - Benevity donations 50.00 11/27 - Square Deposit- outdoor vendor 57.51 - Square Deposit- outdoor vendor 57.51 11/28 - Square Deposit-convert to indoor vendor 9.37 11/30 - Square Deposit-split: vendor/breakfast 96.05 - Bank Interest: 00.61

```
Expenses: $ 846.04
```

```
11/17 -Ck 1442 - snacks for vet parade
                                                 $ 286.59
     11/21 - Ck 1442 - food for cadets inspection
                                                 $ 509.00
     11/24 - Benevity Reversal
                                                 $ 50.00
     11/30 - Service charges
                                                 $ 00.45
Ending BANK Balance in Nov 2023 = $ 16242.05
Starting CASH on hand balance (Nov)- $ 1040.39
         cash box (Sonia: $146.39)
          Petty cash (Annette: Starting$894/Ending $1104)
     Ornaments
                                      $ 90
     T-Shirt (no JROTC)
                                      $ 75
     RR Snake
                                      $ 40
     Raffle
                                            $ 210
```

Ending  $\underline{\mathbf{CASH}}$  on hand balance (Nov) = \$ 1250.39



Starting **BANK** Balance in Oct 2023 = \$ 10,535.11

Deposits: \$ 2,192.84

10/02- Square deposit - Bazaar Vendor	\$ 68.02
10/03- Raise Right	\$ 33.68
10/04- Square deposit-Merch/Ornament	\$ 32.41
10/05- Square deposit-Merch/NBC Cards	\$ 465.41
10/10- Square deposit-Bazaar Vendor	\$ 68.02
- Square deposit-Bazaar Vendor x 3	\$ 204.06
10/12- Square deposit-Bazaar Vendor/NEISD	\$ 57.51
10/16- Square deposit-Bazaar Vendor	\$ 68.02
10/17 - Square deposit-Bazaar Vendor/NEISD	\$ 57.51
10/18- Square deposit- Bazaar Vendor x 2	\$ 136.04
10/23- Square deposit-Bazaar Vendor x 3	\$ 204.06
- Square deposit-Bazaar Vendor x 4	\$ 261.57
10/24- Square deposit-Bazaar Vendor	\$ 68.02
10/25- Benevity donations	\$ 335.00
10/30- Square deposit - Vendor	\$ 68.02
- Check deposit - vendor	\$ 65.00
10/31- Bank Interest:	\$ 00.49

Expenses: \$ 1,105.51

```
      10/2 - Monthly QB Subscription
      $ 15.99

      10/19- Fence/Yard Signs
      $ 294.00

      10/27- Square merchant fee
      $ 2.34

      10/30- Credit Card Chargeback
      $ 31.98

      10/31 - Shirt/Sweater Purchase
      $ 760.75

      10/31 - Service charges
      $ 00.45
```

Ending **BANK** Balance in Oct 2023 = \$ 11,622.4

Starting **CASH** on hand balance (Oct)- \$ 595.39

- correction (mis-typed 595.39 not 599.39)
  - cash box (Sonia: \$146.39)
  - Petty cash (Annette: Starting\$380/Ending \$894)

-	Bundt Cake Card	\$350
-	Outdoor vendor/food permit	\$ 90
-	Discrepancy	\$ 5

Ending  $\underline{CASH}$  on hand balance (Oct) = \$ 1040.39



# Treasurer Report Budget for 2023-2024 School year

Tr	$\mathbf{r}$		$n \cap$
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-	Bazaar	\$ 17,815
-	Raise Right	\$ 200
_	Spirit night	\$ 890

#### Swag:

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-	Ornament sales	\$ 940
-	Bundt Cake	\$ 675
-	Fence Signs	\$ 316
-	T-shirt	\$ 1,990
-	Sweater	\$ 1,155
-	Beanie/scarfs	\$ 520
-	Popsocket	\$ 50
-	Old inventory	\$ 80

#### MISC

-	Donations (cash)	\$ 29
-	Corporate donations	\$ 3,000
-	Bank Interest	\$ 6
_	CC fees collected	\$164

Total income: \$27,830

#### Expenses

zxpenses		
- Ba	azaar - Costs - Cadet share (25% net)	\$ 3,100 \$ 3,679
- Re	esale items - Ornament purchase 2023 (50) - Bundt cakes (50) - Fence signs/decals - Mighty imprints (shirts/sweaters) - Other/New Resale items	\$ 1,178 \$ 750 \$ 400 \$ 1,600 \$ 800
- Pr	ograms - New parent/cadet orientation - Veterans Day Parade - Turkey Shoot - Military Ball - Service project - Award Ceremony - Fiesta Texas/EOY Activity - Teams Aid Scholarship	\$ 200 \$ 500 \$ 400 \$ 900 \$ 600 \$ 950 \$ 3,300 \$ 2,000
- Mi	isc cost  - Bank charges  - Square charges  - 990N Taxes  - Texas sales and use tax  - Charms renewal -  - Mailbox  - Misc expenses/end of year gifts  - Website  - Accountant Program/Quickbooks  - Buffer/unknown needs	\$ 3 \$ 300 \$ 0 \$1,100 \$ 350 \$ 330 \$ 200 \$ 500 \$ 500 \$ 4,190

Total expenses: \$27,830 Net: \$0



# Treasurer Report Budget with actual for 2023-2024 School year

Income	0.0070		
- Bazaar (B \$17,815) - Vendors (B \$ 4,530) - Indoor - Outdoor - Vendors - NESID (B \$ 165)	\$ 6,870 \$ 4145 \$ 3705 \$ 440 \$ 265	Expenses - Bazaar - Costs (B \$3,100) - Cadet share (25% net) (B \$3,679)	\$ 0 \$0 \$0
- Indoor - Outdoor - Outdoor - Food Services permit (new) - Silent auction (B \$ 4,775) - Raffle (B \$8,025) - Breakfast/Cookies with Santa - Box Lunches (B \$320) - Corporate Sponsors (new)	\$ 220 \$ 45 \$ 105 \$ 0 \$ 985 \$ 120 \$ 0 \$ 1,250	- Resale items - Ornament purchase 2023 (B \$1,178/50) - Bundt cakes (50) (B \$750) - Fence signs/decals (B \$400) - Mighty imprints (shirts/sweaters) (B \$1,60) - Other/New Resale items-Rattlers (B \$80)	\$ 0 \$ 294.00 600) \$ 760.75 00) \$ 424.58
<ul> <li>Raise Right (B \$200)</li> <li>Spirit night (B \$890)</li> <li>Spring FundRaiser (New - TBA)</li> </ul>	\$ 114.20 \$ 667.80 \$	- Programs - New parent/cadet orientation (B \$200) Veterans Day Parade (B \$500) - Nov - Turkey Shoot (B \$400) - Nov	\$ 286.59 \$ 0
- Swag:	\$ 3,152.14 \$ 738.14 \$ 875 \$ 150 \$ 280 \$ 269.28 \$ 250	<ul> <li>Breakfast for Cadets Inspection (\$500)</li> <li>Military Ball (B \$900) - Feb</li> <li>Service project (B \$600)</li> <li>Award Ceremony (B \$950) - May</li> <li>Fiesta Texas/EOY Activity (B \$2,800)</li> <li>Teams Aid Scholarship (B \$ 2,000)</li> </ul>	\$ <mark>509</mark> \$ 0 \$ 0 \$ 0 \$ 125
- Hoodies (B \$1,155) - w/JROTC - Beanie/scarfs (B \$520) - Popsocket (B \$50) - Rowdy Rattler (new) - Old inventory (B \$80)	\$ 40 \$ 120 \$ 22 \$ 40 \$ 357.72 \$ 10	- Misc cost - Bank charges (B \$ 3) - Square charges (B \$ 300) - 990N Taxes (B \$0) - Texas sales and use tax (B \$1,100) - Charms renewal (B \$ 350)	\$ 5,327.22 \$ 1.95 \$ 273.08 \$ 0 \$ 190.01 \$ 0
- MISC - Donations (cash) (B \$29) - Corporate donations (B \$3,000) - Corporate Sponsors (new) - Bank Interest (B \$6) - CC fees collected (B \$164) - CC fee overpayment/Bazaar	\$ 3,928.06 \$ 6.85 \$ 1,262.50 \$ 2,300.00 \$ 2.59 \$ 177.19 \$ 178.93	<ul> <li>Mailbox (B \$ 330)</li> <li>Misc expenses/end of year gifts (B\$ 200)</li> <li>Website (B \$ 500)</li> <li>Accountant Program/Quickbooks (B \$ 5</li> <li>Buffer/unknown needs (B\$ 4,190) - Trail</li> </ul>	\$ 350.73 500) \$ 47.97 er \$ <mark>4,463.48</mark>
Total income: (B \$27,830)	\$ 14,732.20	Total expenses: (B \$27,830)  Net: (B \$0) \$6,027.56	\$ 8,722.64



# Treasurer Report Budget with actual for 2023-2024 School year

Income			
<ul> <li>Bazaar (B \$17,815)</li> <li>Vendors (B \$ 4,530)</li> <li>Vendors - NESID (B \$ 165)</li> <li>Food Services permit (new)</li> <li>Silent auction (B \$ 4,775)</li> </ul>	\$ 4,185 \$ 3,860 \$ 220 \$ 105 \$ 0 \$ 0 \$ 0	Expenses - Bazaar - Costs (B \$3,100) - Cadet share (25% net	\$ 0 \$ 0 t) (B \$3,679) \$ 0
- Raffle (B \$8,025) - Box Lunches (B \$320) - Corporate Sponsors (new)	\$ 0 \$ 0 \$	- Resale items - Ornament purchase 2 - Bundt cakes (50) (B \$	(750)
- Raise Right (B \$200)	\$ 64.98	- Fence signs/decals(I - Mighty imprints (shirts - Other/New Resale ite	s/sweaters) (B \$1,600)
- Spirit night (B \$890)	\$ 0	- Other/New Nesale itel	
- Spring FundRaiser (New - TBA)	\$	- Programs - New parent/cadet orie	\$ 512 entation (B \$200) - Julu \$ <mark>387</mark> (B \$500) - Nov \$ 0
- Swag:	\$ 2,302.00 \$ 380 \$ 875 \$ 125 \$ 245 \$ 325 \$ 40	- Turkey Shoot (B \$400 - Military Ball (B \$900) - Service project (B \$6 - Award Ceremony (B \$ - Fiesta Texas/EOY Act - Teams Aid Scholarshi	entation (B \$200) - Julu \$ 387 (B \$500) - Nov \$ 0 ) - Nov \$ 0 - Feb \$ 0 00) \$ 0 5950) - May \$ 0 ivity (B \$3,300) \$ 0 p (B \$ 2,000) \$ 125
- Beanie/scarfs (B \$520)	\$ 22	- Misc cost	\$ 5,217.23
<ul><li>Popsocket (B \$50)</li><li>Rowdy Rattler (new)</li><li>Old inventory (B \$80)</li></ul>	\$ 40 \$ 240 \$ 10	- Bank charges (B \$ 3) - Square charges (B \$ 3) - 990N Taxes (B \$0) - Texas sales and use t	\$ 1.50 300)
- MISC - Donations (cash) (B \$29) - Corporate donations (B \$3,000) - Corporate Sponsors (new) - Bank Interest (B \$6) - CC fees collected (B \$164) - CC fee overpayment/Bazaar	\$ 1,582.84 \$ 1.85 \$ 1,262.50 \$ 1.98 \$ 149.62 \$ 166.89	- Charms renewal (B \$ - Mailbox (B \$ 330) - Misc expenses/end of - Website (B \$ 500)	350) \$ 0 \$ 0 f year gifts (B\$ 200) \$ 0 \$ 350.73 Quickbooks (B \$ 500) \$ 47.97
	34.82	Total expenses: (B \$27,830)	\$ 7,817.06
Total income: (B \$27,830) \$ 8,1	<del></del>	Net: (B \$0) \$	317.76



# Treasurer Report Approval

Vote to approve the Treasurer's reports for the October 2023 JROTC Booster Club

- Motion 1
- Motion 2
- Discussion
- Vote to approve



## Reimbursement Requests

- All purchases have to be approved by either the committee chair and/or the board.
- We can not reimburse taxes.
- A reimbursement form needs to be filled out, and delivered to either the committee chair and/or the board member that approved the purchase.
- Keep in mind that we do have a line item budget and we have to try to stay with in that budget as much as possible.



# **Board and Committee Reports**

- President Erin Pruetz
- 1st VP Sonia Martinez
- 2nd VP Lisa Vaello
- PTA Liaison Julie Pietsch



### President's Report - Erin Pruetz

- Holiday Bazaar



#### **Communications Reminders**

Facebook Pages
Please "LIKE" the Ronald
Reagan JROTC Booster Club and
the Holiday Bazaar Facebook
pages.

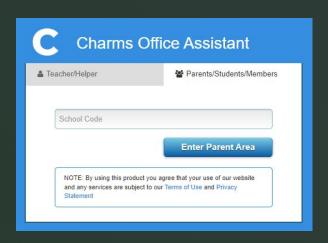
https://www.facebook.com/ JROTCHolidayBazaar

https://www.facebook.com/ reaganirotcbooster

GroupMe
https://groupme.com
Apps can be found in App Stores



Charms
Sign up at <a href="https://www.charmsoffice.com/">https://www.charmsoffice.com/</a>
School Code: <a href="https://www.charmsoffice.com/">ReaganJROTC</a>



Web Site www.ReaganJROTCBoosterClub.com





## 1st VP Report - Sonia Martinez

- Torchy's Spirit Night. Earned \$400.00
- Upcoming Fundraisers
- 17OCT2023. Raising Cane's Stone Oak Parkway 5pm-10pm
- Board and Brush 19178 Blanco Rd. Ste 107
- 200CT2023 at 6:30 p.m.
- 15NOV2023 Chipotle Earned \$152.46



# Fundraising Reminders

#### Benevity

 Many large corporations like AT&T and USAA use Benevity for charitable donation matching. Check to see if yours does! Reagan JROTC Booster is set up in their system.

Join 900+ Leading Brands Who Use Benevity





















#### RaiseRight

- Online and Physical Gift Cards
- Earn money back toward JROTC with every purchase
- Use code JBXQVJAP5W53





www.raiseright.com



#### JROTC Family Dinner Night

Panera Bread 14 Dec 2023

1203 N Loop 1604 W

Hours: 4pm - 8pm





# Future JROTC Family Dinner Night Events for this Academic Year

• Dec. 14, 2023

• Jan. 24, 2024

Panera - The Vineyard Panda Express



#### BEST. MERCH. EVER.







Reagan Rattlers T-shirt \$25 Reagan Rattlers Hoodies \$40

<u>Click Here to Shop Reagan T-Shirts</u> <u>Click Here to Shop Reagan Hoodies</u>





2023 Commemorative
White House Christmas Ornament
\$30

Click Here to Shop Ornaments

CORPORATE SPONSORSHIPS



\$10
Click Here to Shop for
Pop Sockets

Rowdy Rattler Stuffed Snake w/ Reagan Bandana

\$15

Click Here to Shop for Rowdy



Nothing Bundt Cakes Cards

1 Free Bundlet/Month for a Year
\$25

Click Here to Shop for NBC Cards

High Visibility
Corporate Sponsorships
Available

Click Here to Shop for Corporate Sponsorships

SPONSORED BY THE REAGAN JROTC BOOSTER CLUB

CLICK FOR MORE REAGAN- & JROTC-BRANDED MERCH!

#### Click Here to Shop





# The Official 2023 White House Christmas Ornament

The JROTC Booster Club will once again offer the official White House Christmas ornament as part of our fundraising program for this calendar year.

These are in stock and ready for your purchase for \$30.

Prior years are available too!





#### **SPONSORSHIPS**

**New This Year!** 

Corporate Sponsorships are available

Three tiers at \$200, \$300, and \$500 annually

See site for details. www.ReaganJROTCBoosterClub.com



#### 2023 Holiday Bazaar UPDATE

- Sign Up for Shifts
- Purchase Chick Fil A Meal if working
- 70 Vendors Signed Up
- Silent Auction ~ 60+ Items
- Raffle Tickets DUE BACK ON 12/06
- 3 Musical Performances
  - Stone Oak Elem
  - Second Act
  - Lopez Orchestra
- Get word out on Santa Events
  - Post on Social Media
  - Print Flyers Distribute





### PTA Liaison - Julie Pietsch

- Please consider joining the Reagan PTA
  - Benefits for family and students
  - Cost is \$7.50...about the same cost as a Starbucks latte
  - www.joinpta.org

# Join Reagan PTA.



PTA BENEFITS

\*Scholarship Opportunities

\*Volunteer opportunites

\*Reflections Art Program

\*Member Discount

Open Registration \$7.50

Contact: membership@ronaldreaganpta.org

www.joinpta.org





### PTA Liaison - Julie Pietsch

LINK TO OUR Welcome Packet **SCAN ME** 

If you haven't already, please check out the PTA Welcome Packet for important school year information

https://www.smore.com/34vwe



#### **Battalion Events**

9 Dec: Holiday Bazaar Reagan Campus

10 Dec: State Round Cyber Patriot Competition

Reagan ROTC Bldg.

12 Dec: Cadet of the Month Board (Select Cadets)

Reagan ROTC Bldg., 0730

15 Dec: DBDT/SART/RGDT Christmas Caroling Independence Hill Ret. Comm., 5:30 - 8:00 PM

6 Jan: Rough Rider Skills Meet Roosevelt HS

13 Jan: Archery State Qualifier Houston, TX

20 Jan: USACC 5th BDE Drill Championship (Regionals) Henry B. Gonzalez Convention Center

23-25 Jan: All-Rank Promotion Assessment Reagan ROTC Bldg.

30 Jan: January Cadet of the Month Reagan ROTC Bldg.

3 Feb: Rattler Battalion Military Ball Club at Sonterra

22 Feb: CMP Air Rifle Qualifier LEE ROTC Range

24 Feb: Aerial Drone Competition Katy, TX (Day Trip)

24 Feb: Bear Classic Skills Meet Brennan HS

27 Feb: February Cadet of the Month Reagan ROTC Bldg.

2 Mar: 5th BDE Raider Championship Camp Henson

7 Mar: Bexar County JROTC Air Rifle Championship L.E.E. Range

23 Mar: Spring Orienteering Challenge Canyon Lake HS

23 Mar: NISD District Drill Competition Stevens HS



### Adjournment

Thank you for your attendance. We encourage you to stay involved this year by attending our meetings and keeping up with our activities on our Website.

Our next meeting will be Tuesday, January 9, at 7:00pm (moved back a week per NEISD calendar)

If you have not signed in for this meeting, please do so on the sheet at the back of the room.