

**RONALD REAGAN HIGH SCHOOL JROTC
BOOSTER CLUB Parent Meeting Minutes
5 September 2023**

PRESENT: LTC Chad Livingston, MSG John Tijerina, Erin Pruetz - President, Annette Davis - Treasurer, Sonia Martinez - 1st VP Fundraising, Melissa Reyes - Secretary.
Not present: Lisa Vaello, 2nd VP Bazaar/Sponsorship

Parent sign-in: last page.

CALL TO ORDER

The meeting was called to order at 7:07 pm by Erin Pruetz. Introduced Board Members: Erin Pruetz (President), Annette Davis (Treasurer), Sonia Martinez (1st VP Fundraising), Melissa Reyes (Secretary)

SECRETARY'S REPORT – presented by Melissa Reyes

Motion to approve minutes from 2 May 2023 (Annette Davis)

Second Motion to approve (Fiona Ochtaber)

Vote to accept the minutes.

MOTION passed. All in favor, no abstentions.

REPORTS OF THE BOARD AND COMMITTEES

TREASURER'S REPORT – presented by Annette Davis

Displayed 2023 reconciled statements for May, June, July, and August.

Ending balance for each month:

May 2023: \$13,839.52

June 2023: \$11,699.97

Audit performed in July

July 2023: \$10,787.13

Costs during the month of July included:

- Parent Cadet orientation.
- Purchased 2023 White House Ornaments
- Rattler stuffed animals for Rattler Roundup event

August 2023: \$12,971.17

Approved Treasurer's Budget shown at the end of the month

Income budget total income \$3250.01

Total Expenses: \$6403.43

Motion to approve report: (Michelle Legg)

Second motion to approve report: (Fiona Ochtaber)

Vote to accept the treasurer's report.

MOTION passed. No abstentions.

ADDITIONAL Discussion:

- Reimbursement Expenses: provided update on what is required, taxes are not reimbursed. Must be approved by either committee chair or board.

PRESIDENT'S REPORT – presented by Erin Pruetz

Welcomed everyone to the first meeting of the school year.

Shared some key aspects of the Booster Club role:

- Support every single cadet
- Support program despite their involvement and their level of participation
- Every dollar we earn, we commit, goes straight to the kids
- Financial reports - complete transparency
- Published meeting minutes
- Contact board as needed

ADDITIONAL Discussion and Information:

- Booster Club Board met over the summer and discussed board business, solidifying merchandise purchasing. Confirmed and solidified website material and items to be advertised.
- Merchandise available, and can be purchased on website.
- Bazaar is coming up in December and if interested in being a vendor, speak with Lisa Vaello.

MSG John Tijerina's REPORT

Shared the information related to the stolen JROTC trailer.

- Trailer was used for all competitions.
- Double-axel trailer was stolen over a weekend. Video and security footage reflected there was prep work from the people who stole the trailer. Video and security cameras only goes back so far. Criminals took the ball lock, snapped off all the locks and drove away. The following weekend (3rd) 7:35 am Sunday morning, 0835 next Saturday, backed up and drove away.
- Trailer was purchased by fundraising money by drill and rifle teams raised money right before COVID hit. JROTC did not have a trailer at the time, and had this money.
- JROTC parents and students were asked, to use the money that was raised. Unanimous vote and trailer was purchased for \$7,700.
- Trailer cost Post-COVID is now \$12,700.
- Trailer was not recovered and was insured by the district. School was given \$6700 from insurance. Left JROTC \$5,300 to purchase trailer.
- Based on Gofundme, \$1200 was raised from personal friends and family.

Upcoming Competition:

- Headed to Wichita Falls for 6 October - Top of Texas Drill and Shoot

Parent Michael Davis asked a question on GofundMe Website. Can the Booster Club use GoFundMe to fund the remaining balance for the trailer? With timeline, it can come

up to be an issue with meeting the next competition of 3 October. Treasurer Annette Davis will research this issue and what is required to maintain.

Motion to approve \$4463.48 to fund new trailer (Brian Pietsch)

Second Motion to approve (Michele Legg)

Vote to accept the purchase of the new trailer.

MOTION passed. No Abstentions.

ADDITIONAL discussion on Trailer:

MSG Tijerina would like to get the trailer wrapped. Back doors will be left blank for sponsorships (logo) and the sides would be used to reflect JROTC as a whole.

President Erin Pruetz reminded parents of the different ways for communicating with the JROTC program – FB Page, Charms, GroupMe, JROTC website.

MSG Tijerina shared that, using the Charms website, parents will need to include Student's ID number (first time user).

1ST VP of FUNDRAISING – presented by Sonia Martinez

Website closing orders, 22 September. Orders can be made directly on website.

Merchandise was offered and available for purchase at:

- Rattler Camp
- Rattler Roundup

Fundraising Reminders:

- Benevity: Companies match donation gifts for employee matching; comes directly out of paycheck and can be matched to specific donations
- RaiseRight: Gift Cards and online codes to purchase food
 - Code JBXQVJAP5W53 or QR code
 - RaiseRight.com
- Family Dinner Night: (must let the establishment know you are there for JROTC)
 - Torchy's Tacos, 14 Sept, 5-8pm
 - Chipotle (Drill), 15 November

Website Purchasing:

- Past year ornaments
- JROTC Pajama Pants
- Bundt cakes cards \$25
- Shirts/hoodies available
- Pop Sockets
- Yard Stakes
- Fence Signs

2nd VP, SPONSORSHIPS – presented by Erin Pruetz (Lisa Vaello, not present)

• 9 December: Holiday Bazaar - Silent Auction, Raffles, Local School Music Performances, Santa Visit

- Need committee chairs and committee members for the following:
 - Silent Auction
 - Raffle Committee
 - Merchant/Hospitality
 - Entertainment
- Contact Lisa as needed for more information
- Bazaar Sponsorships Opportunities:
 - Santa Sponsor \$250
 - Raffle Sponsor - \$100-500
 - Vendor Coffee and Donuts - \$200
 - Vendor Vittles Sponsors - \$250

Audit Committee – presented by Shelley Hull

July 15, 2023, Audit committee met to conduct examination of financial reporting for the Ronald Reagan High School JROTC Booster Club.

- Annette Davis and Erin Pruetz were present.
- Audit included current balance on hand, income, outgoing expenses, and other cash control methods for the period of July 1, 2022 through June 30, 2023.
- Audit was made in accordance with acceptable auditing standards for nonprofit 501(c)(3) organizations operating on a modified cash basis.
- Audit committee opinion: accompanying financial statements present fairly the financial position of the Ronald Reagan High School JROTC Booster Club as of June 30, 2023 and its revenues collected and expenses paid for the period then ended.

RECOMMENDATIONS made:

- Amend/update the policy of needing two signers for all disbursements by check. Currently, only one signer is needed.
- Ensure all business transactions (motions made, voting/outcomes, etc.) are documented in the minutes.
- Dual control of cash ledger with accompanying “in/out form” to record flow.
- Monitor timely preparation, presentation, and/or submission of all information, as indicated.

Audit Committee Report was submitted, reviewed, and accepted by Lisa Shoemith, Director of Internal Audit for Northeast Independent School District on August 2, 2023.

PTA LIAISON'S REPORT – presented by Julie Pietsch

1st PTA meeting was held that morning; Reagan is very behind in dues. Currently, Johnson beats Reagan with yearly dues. Cost is minimal of \$7.50 and parents can enroll as well as kids. Greenback night is on 19 September at 6:30 pm. Welcome packet

was given to all students on first day. License plate covers are available. first PTA meeting this morning

MSG Tijerina shared some upcoming events to include 14 October Raider Challenge. He also showed video for the events of the last school year. A student made the video.

Door prize given. Melissa Glatz won "Rowdy Rattler" stuffed animal

CLOSING REMARKS – presented by Erin Pruetz.

Thanked everyone for being present.

If anyone is interested in Gofundme, reach out to Erin and will get the discussion on the agenda for next meeting.

Meetings are 1st Tuesday of each month. Next meeting is on Tuesday, 3 October 2023.

Meeting was adjourned at 8:35 pm.

