

La Cueva High School Choral Boosters

Board Meeting Minutes

Tuesday May 19th 2026 6pm @ LCHS

In attendance - Katherine Green, Allison Stevens, Tammy Brown, Colleen Ramnath, Jo Anderson, Emilie Szenasi, Natalie Eames, Heather Newsome, Lori Sisson, Karina Bell, Monish Ramnath, Dan Szenasi

- Call to Order :
 - Approve previous Board Meeting minutes April 21st
 - Motion: Jo
 - Second: Tammy
 - Discussion: Allison
 - Vote: All

- Director's Report - **Katherine Green**

Reviewed slides for Parent meeting May 19th 7pm

Parent meeting: will make a QR code, also have an acceptance form (add question if parent has either no background check, supervised or non-supervised background check, or I would like to get a background check) that will have a section for parent to sign up for volunteer in areas of interest. Parents who volunteer will need at least a non-supervised chaperone clearance.

Calendar- See print out or this [link to calendar](#)

Events-

May 19 - 2026-2027 LCHS Choir Parent Meeting 7pm

May 28 - Show Choir Practice/SIDI Orientation & Welcome Party 4:00-6pm in the Choir Room

June 1-5-***Sing It! Dance It! (SIDI)*** Show Choir Kids Camp (9am-noon)

Next Year Comp dates are starting to be scheduled. **Monsoon Madness 4/2/27-4/3/27**

Facilitator and scheduling concerts and camps

- President's Report - **Allison Stevens**

- Updated slides for the Booster Board are completed. Thank you Tammy for completing the payment plans and schedules
- Thank you for the volunteer time to make this work!
- Next year LCHS Choir Booster Board I would like to propose a different structure of booster board positions. Today we are meeting to review and approve these new LCHS Choral Boosters Board positions. The new structure should streamline the board meetings while getting more parents involved in committees to get things done which will be needed with our bigger choir program.
- Will send out vote for executive board members June 5th and finish completing committee positions over the summer. Will present La Cueva Choir Booster board to parent in August for the 2026-27 year
- Need to update the By-Laws with new positions and roles for 2026-2027

- Conversation about the new positions and changes in responsibilities in current positions.
- Want to include parents when interested
- Only the executive board meetings need to attend the monthly meeting. The expectation is that committee meetings are also scheduled to ensure communication and progress is being made. Not every sub committee needs to be at each board meeting depending on the activities going on. Want to include parents when interested but expect the VP position to be able to update the board on what is happening and any help needed or decisions that need to be discussed.

Fundraising (need to be liaison with student leadership)

Roles for certain fundraising activities (ex: Choir shirts, Sponsorship/t-shirts, winter auctions, restaurant night, direct donation, chocolate bars, grant writing, etc)

Reps Underground (need 1 rep and others involved can sign up to help with specifics):

- SIDI,
- Fall concert,
- Trip coordination
- etc.

Sapphire Sound (need 1 rep and others can sign up to help with specifics of below):

Robed

- Concert choir and Treble choir reps
- Would like someone in this area to be bonded
- Additional volunteers can assist with :

Retreats
Concerts
banquet for ALL choir, etc.

○ Treasurer: cannot be APS employee, appointed position (in bylaws). Need a Treasurer Handler (should be appointed position): get mail, send love letters/communication, administration, has signature authority.

2026-27 Board Position Information

President - The President shall preside over all meetings of the Board and the Organization. The President shall be the chief executive officer of the Organization and be the one designated signer for disbursements from the bank account. The President shall be responsible for the official contract and notification with the Administrator / Choir Director and Principal of La Cueva HS. The President shall coordinate with the Choir Director & Executive Officers monthly meetings and prepare a budget for the upcoming year, which will be submitted to the General Board for Organization approval. The President will send parent communications via email and shall serve as the point of contact for any parent concerns or suggestions concerning the Board's activities.

Vice President: Vice President shall act in place of the President(s) should the President(s) be unavailable or unable to act, and shall serve as a point of contact for any concerns or suggestions with the Board's Activities. The Vice President shall also serve as the VP of Fundraising. The VP of Fundraising partnering with student leadership and committee shall coordinate all fundraising events for the Organization (Robed and Show Choir) to meet yearly budget. Will submit event flyer and APS fundraiser form to the La Cueva Activities Director a week before the event for approval. Coordinate fundraising events to help reduce trip cost for competitions and Festivals.

- Choir logo t-shirts sales
- Sponsorship drive & Sponsorship shirts
- Direct Donation drive
- Restaurant nights, selling candy, popcorn etc ***.
- Winter silent auction ***
- Grant writing ***

Treasurer - The Treasurer shall receive and process all payments and donations, keep the financial records of the Organization, pay all bills and coordinate with the President & Choir Director to prepare the annual budget for presentation to the Board. In addition, the Treasurer shall prepare annual & year-end financial reports as required in accordance with the LC Choir Bylaws as well as a written report each month. Co-treasure may be appointed to assist treasurer during the year.

Secretary/ Communications - The Secretary shall keep and distribute the records and minutes of the Board Meetings. The Secretary will update the Google Calendar on the La Cueva Choirs Website & keep it current throughout the year. Will coordinate parent/student/stakeholder volunteers to support any activities of the Boosters where volunteer support is needed. They will create, edit, distribute and monitor all digital & paper sign-ups for various activities through the school year

VP Robed Choir - VP of Robed Choir shall represent the needs of Concert and Treble choirs on the board as well as assisting the Choir Director as needed. They shall assist with the organization and attend/chaperone events for the choir they represent including, but not limited to: Concerts, Retreats & Travel.

- Concert Choir Rep *** & Treble Choir Rep ***
 - Fall/Spring Retreat
 - Robed choir concerts
 - Banquet for all choirs (with input from Show Choir VP as appropriate)
 - Coordinate trip and travel
 - Coordinate food, chaperones
 - Solo and Ensemble
 - All State
 - State
 - MPA
 - Clinicians

VP of Show Choir - VP of Show Choir shall represent the needs of the choirs on the board as well as assisting the Choir Director as needed. They shall assist with the organization and attend/chaperone events for the choir they represent including, but not limited to: Concerts, Summer and Fall SIDI, Choreography Weekends, Retreats & Travel for Competitions.

- Underground Rep *** & Sapphire Sound Rep ***
 - SIDI - Summer/Fall, camp sign up, volunteers, food, and T-shirts
 - Fall Fest
 - Intensive practices (5), coordinating food
 - Show Fest
 - Encore Concert
 - Competition trip coordination and chaperones for each trip
 - Sign up for SIDI, Intensive
- Costumes ***
 - Costume Representatives will work closely with the Choir Director and Choreographer to oversee the purchase, design & fit of underground and Sapphire Sound show costumes & accessories.
- Tech Coordinator***

- *Tech Coordinator will work closely with the Choir Director & Choreographers for Underground and Sapphire Sound set design, lighting and sound for all concerts & shows in town and out of town. They will be the point of contact between the Tech Crew and the Choir Director.*

We need to vote on next year's Executive LCHS Choir Booster Board. It will be approved via email on June 5th. 2026-2027 LCHS Choral Executive Booster Board Slate as presented below.

2026-27 LCHS Choral Executive Booster Board Slate

President: Amor Brannin

VP of Fundraising: Stephanie Madrid

Treasurer: Tammy Brown

Secretary / Communication: Emily Szenasi

VP of Robed Choir: Natalie Eames

VP of Show Choir: Karina Bell

- Treasurer - **Tammy Bown**
 - **Need to complete the year financial roll up and info for 2026-2027 year for APS July 15th**
- Fundraising - **Marielena Quinlan**
 - All Choir
 - **Barnes & Noble Bookfair - April 18th - Income \$2,545.65**
 - **POP Concert May 8th** - \$5 a ticket, prepare to bring in extra chairs - should make ~2,000
 - Grants - NM Arts, Pepsi
 - Need volunteer to complete and submit for next year, Pepsi needs to be APS employee
- Underground Choir Representatives - **Colleen Ramnath, Jo Anderson**
 - SIDI Flyer needed to send out in May before school gets out. Make posters and send info to the principals to share. Sign up is updated on The Website and QR code is avail as well.
 - Post on Instagram and other social media
 - Order camp T-shirts and create sign in/out
 - Sign up for snacks and for parent sing in/out
- Dismissal
 - Motion: Allison
 - Second: Jo
 - Vote: All