HOUSTON MUSIC ADVISORY BOARD



BOARD MEMBER GUIDELINES & RESPONSIBILTIES

Revised Jan 2026

HOUSTON MUSIC ADVISORY BOARD

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Guidelines + Responsibilities

WHAT WE DO

The City of Houston continuously seeks community input. And the Mayor's Office of Cultural Affairs (MOCA) is committed to enhance a support system for music, a rich cultural asset for Houston.

With such significance to who Houston is, in 2022 MOCA established an advisory board to impact the and influence the City's work. The ordinance passed unanimously at City Council and is codified in the City's Code of Ordinances defined in Chapter 2, Article XI, Division 6 – Houston Music Advisory Board (Ord. No. 2022-694, § 2, 9-14-2022).

Mission

Houston Music Advisory Board (HMAB) was established to serve as a liaison between the music community and its municipality, create opportunities, and foster the economic development of Houston musicians and music industry.

HMAB will hold regular public meetings to discuss key issues in advancing the local music industry and provide recommendations for improvement.

Goals

- Present top challenges and/or opportunities based on music community feedback
- Develop policy recommendations in support of musicians and music industry
- Encourage registration to the new Houston Music Directory

Advisory Board

The Houston Music Advisory Board has two main functions:

- Advisory: determine areas of improvement or opportunity in local music industry, assist in decision-making process, and make recommendations in development of Mayor's Office of Cultural Affairs (MOCA) strategies
- Event Program: assist in planning, implementing, and participating in activities that shape MOCA event programming, workshops

A digital copy of the HMAB Guidelines + Responsibilities can also be found online for reference at https://houston-music.live/2026/01/guidelines/.

MEMBERSHIPS + TERMS

HMAB members should represent the diversity, interests and expertise of our City, therefore high priority for appointments are given to variety of active stakeholders or representatives of the music industry.

Board member appointments are made by the Mayor based upon recommendations from the Music + Cultural Tourism Officer following thoughtful consideration of a list of candidates as well as other sources.

Appointment criteria includes:

- Participating stakeholder in local music industry
- Experience as a working musician or in music business/organization
- Knowledge and understanding of Houston's diverse music community
- Genuine interest and commitment to developing and implementing music industry support in Houston

Memberships

HMAB is made up of nine (9) action-oriented, voluntary members to be appointed by the Mayor and subject to confirmation by the City Council. These positions are numbered one (1) through nine (9).

Members will generally serve no more than two (2) consecutive two-year terms to complete initiatives started in prior term.

Terms for initial members serving in:

- Odd-numbered positions shall expire on January 2, 2025; subsequently terms shall expire every two years thereafter.
- Even-numbered positions shall expire on January 2, 2024; subsequently terms shall expire every two years thereafter.

Any member serving in a position for which the term has expired shall continue to serve until the member's successor in that position is appointed, qualified and confirmed. If a member's first term will expire but is interested in a second consecutive term, the member shall notify the Music Officer of request to apply for a reappointment.

The board shall have three (3) alternate member positions numbered (1) through (3) that shall serve terms of the same duration and expiration dates as regular members. In the absence of a regular member from a board meeting, a staff member of the Mayor's Office of Boards and Commissions may call an alternate member to attend a board meeting. The alternate members shall be called for service on a rotating basis. When so

called and serving, an alternate member shall have the same rights and responsibilities as a regular member.

Alternates can attend board meetings, however, do not vote unless they are covering for a regular member. For alternates, this is a good opportunity to witness the Board work first-hand.

Members and alternates should reside within the City boundaries.

Resignation

If a regular board member resigns before their term is over, the member is required to provide a written resignation and effective date of resignation to the Music Officer and Board Chair. Resigning board members need to arrange the return of sensitive board documents, financial records, credentials, and materials. Any resigning member shall continue to onboard the member's successor until they are confirmed and qualified.

The Board will then need to formally accept the resignation at a board meeting and then have the secretary include it in the minutes. In the interim, the Music Officer may then call an alternate member to assume the departing member's board position and numbered position. The new member shall serve the remainder of the departing member's term that year and shall have the same rights and responsibilities as a regular member. The interim board member shall have an opportunity to nominate themselves for the position as a regular member at the next nomination cycle.

If a board officer (Chair, Vice-Chair, Secretary, Treasurer) resigns, the same requirements of a resigning board member apply. Additionally, the Board shall follow the same procedures of accepting the resignation and replacing the position with an alternate member. The Board shall then elect the vacated officer's position at the next board meeting immediately following the accepted resignation.

The Chair may review attendance of any member who has missed three (3) consecutive meetings without prior notification and may recommend that the member's appointment be terminated.

Board members may be removed by the Mayor for any of the following:

- Three (3) consecutive absences from regular meetings of the board during any 12-month period.
- Failure to abstain in votes or activities of the board where direct or indirect pecuniary conflicts of interest are or may be involved.
- Conduct, whether or not resulting in a conviction, that impairs or interferes with the ability of the member to carry out their board duties.
- Failure of a member to comply with city ordinances and board rules.

Before the end of each term, new candidates are nominated based on criteria set forth under HMAB guidelines by Music Officer + Cultural Tourism Officer for the Mayor's appointment.

The Board shall elect a chair, vice-chair and treasurer at the first board meeting and thereafter at the first meeting every two (2) years. The Board shall also elect a board secretary, who may or may not be a member of the Board, at the first meeting of each calendar year.

Most Board appointments will be made approximately three (3) months in advance of Board meetings. Newly appointed members will be given at least two (2) previous meeting reports at that time, so that new members can prepare for their service in advance of their first Board meeting.

Compensation

Members of the Board, in the performance of their duties as such, shall serve voluntarily without compensation from the City, provided that any member who is a City employee shall continue to receive regular compensation while serving on the Board. Additionally, members of the Board shall not receive compensation from any firm, donation or legacy to or on behalf of the City.

A member of the Board is a "city official" as that term is defined in Chapter 18 of the City's Code of Ordinances. The member shall abstain from voting on matters in which there is or may be a conflict of interest, shall not participate in any activity of the Board in which there is or may be a conflict of interest, and shall not participate in any city contract that relates to the duties of the Board.

Nominating Candidates

In accordance with the Mayor's Office of Cultural Affairs guidelines, the initial Houston Music Advisory Board is to be composed of (9) nine action-oriented members serving in their voluntary, personal capacity; and nominated by the Music + Cultural Tourism Officer from a list of earnest candidates whose names have been submitted in accordance with the agreed requirements.

Board members should represent a variety of expertise in one or more of the following areas:

- Musician
- Venue owner/manager
- Festival or event producer/promoter
- Sound recording producer, engineer, or technician
- Music education representative
- Artist management, record label, or music business representative
- Music association or organization representative
- Music, tourism, or economic development representative

Qualification Process

Current board members can serve a maximum of two (2) consecutive terms. Term limits ensure that fresh ideas, talents, and new perspectives continue to be introduced to The Board and help foster the next generation of board leaders ready and willing to serve.

Selecting new board members that are qualified, trustworthy, and objective is also a key factor. Choosing them is not a job to be taken lightly because we not only want the best people in the room, but also best representatives for our music industry.

Nominations from our music community for consideration will open after the first Listening Session each fall season for any Board vacancies. The Music Officer will confirm the number of vacancies each year after discussing term expirations or reappointments with current Board members. The Vice-Chair shall manage and oversee the recruitment, interview, and selection process on behalf of the Board. New applicants should include background and contact information, bios, résumés, photos, and references.

Board members may also recommend potential candidates from their trusted network. To narrow the list of suitable candidates, the Board's screening process may consist of phone and in-person interviews. The Board will follow up with the Board Chair with impressions of candidates and together decide or vote on which candidates they recommend for nomination.

Once approved, the Board Chair will present to the Music Officer a list of nominees, background information and a brief outlining reasons they believe each is worthy of a nomination. If further discussion is needed, the Music Officer may ask board members for more information on the decision-making process.

The Music Officer will present vetted nominees to the Director of Boards & Commissions for review and processing. Once qualified, nominees will be presented to the Mayor for appointment and subject to confirmation by City Council. Nominees shall be notified of appointment prior to confirmation and before the end of each calendar year so that newly appointed members are prepared to serve at the first board meeting at the start of the following year.

MEETINGS

HMAB will hold meetings at least three (3) times a year at an agreed upon central location. The Board may establish for itself rules of order that are consistent with Code and not in conflict with state law. Special meetings may be held in accordance with board rules.

Five (5) members of the board present at any meeting shall constitute a quorum for the transaction of all business of the board, and a majority vote of those members of the

board present at any meeting shall prevail. Neither the board nor any member shall have power to take action except by authority of majority vote.

The Board may also meet virtually via video conference calls and secure websites. Additional meetings may be scheduled at the call of the Chair or Music Officer. The secretary shall keep the minutes of the board and perform other such services as may be required by the board.

Time to review documents, plans, policies and strategies outside of meeting times for all members will be required throughout the planning process as well as attending engagement events and activities.

Schedule

Meeting Schedule for Board Meetings (dates/times TBD by Board):

- January
- April
- August

The director of MOCA, the Music Officer and director's staff shall provide the requested assistance to the Board.

To help build community connections and encourage Broad participation, HMAB and MOCA will host at least three (3) initial exploratory listening sessions with the music community at various locations throughout the City of Houston.

MOCA will announce additional listening sessions or city forums (via a dedicated website and social media) to invite the music community, regardless of musical genres, preference, or practice, to hear its views on key issues or concerns about the local music industry as needed. Board members are expected to be respectful and conduct themselves in the best interest of the music community as a whole.

Subcommittees

The Board may have ad hoc working subcommittees focused on specific events/workshops. Each subcommittee is appointed for the planning cycle of a particular event. Appointment timetables for subcommittees are contingent on the planning process for the specific event/workshop.

Subcommittee members may volunteer or be appointed by the Chair based on their area of expertise. They should also meet as often as needed to plan an event workshops or mixers. Events should happen or be hosted at various locations throughout the City of Houston to give more musicians and the music industry a greater opportunity to participate and benefit from shared information.

Subcommittee members may suggest workshop topics or event programming, and subject-matter experts or individuals with a deep understanding and practice in a particular subject to participate and engage with local music industry. Upon Board approval, subcommittees may invite individuals or businesses to partner with or co-sponsor workshops or mixers. MOCA should provide an annual budget for occasional (at least four annually) workshops or mixers.

RESPONSIBILITIES

In addition to specific roles required by membership for individual Boards, members of the HMAB are expected to actively participate in the actionable work of the Board, provide thoughtful input to Board deliberations, and focus on the best interests of Houston's music industry and Board goals rather than on personal interests.

Members should:

- Review all relevant material before Board meetings
- Prioritize topics of interest, industry issues or community concerns based on feedback from city forums
- Attend Board meetings and voice objective opinions on issues
- Pay attention to activities that affect or are affected by the Board's work
- Declare a conflict of interest if project is presented with which they are personally involved
- Support efforts of the Board Chair and carry out individual assignments made by the Chair
- Strive to work in harmony to ensure that the Board's work and recommendations are in keeping with the general mission and goals

Chairs should:

- Provide or facilitate an agenda of topics with dates/times/location for meeting
- Where appropriate, guide Board in proposing new activities and service that will further the mission and goals of HMAB
- Where appropriate, make policy and guideline recommendations to the Music Officer
- Approve reports of Board meetings before their distribution
- Report to the Board on decisions of the Mayor's Office of Cultural Affairs or other City Departments that affect the Board's work

Vice-Chairs should:

- Provide the Chair support on the above Chair responsibilities
- Preside over meetings in Chair's absence
- Report to Chair on all delegated duties
- Manage new recruitment and nomination process

Secretary should:

- Assist the Chair preparing agenda and schedule meetings
- Post or announce agenda 72 hours (3 days) in advance of every meeting
- Record meeting minutes and attendance
- Prepare reports and/or minutes, share with Chair for approval and to share with Board
- Maintain proper records (meetings, schedules, agendas, reports, attendance) of all HMAB activities
- Perform other such services as may be required by HMAB
- Be elected at the first meeting of each calendar year

Treasurer should:

- Monitor and maintain board budget
- Review financial records for accuracy
- Compare actual against budgeted expenses
- Oversee billing and collections, if necessary
- Ensure timely payment of invoices
- Prepare financial reports for board review at every meeting, and for Music Officer as requested
- Work directly with Music Officer or MOCA staff responsible of income reports
- Financial accounting experience preferred

Music Officer for the Mayor's Office should:

- Contact individuals to offer Board appointments
- Provide Mayor and Boards & Commissions director thoughtful Board recommendations for appointment
- Provide orientation for new Board members and Chair about responsibilities and schedule
- Attend Board meetings and provide guidance when appropriate
- Following meeting adjournments, confer with Chair to approve next-steps, follow-up actions and point of responsibilities
- Prepare reports to share with Board and/or MOCA as needed
- Develop and maintain Board Guidelines and procedural information
- Confer with Secretary to update Board information and announcements on dedicated music website and/or social media
- Manage funds directed through MOCA with Fiscal Sponsor to serve the Board
- Manage and maintain music directory database
- Facilitate communications between Board and MOCA or other City Departments

Fiscal Sponsor should:

- Accept tax deductible donations on behalf of sponsored organization and its projects
- Responsible for fiscal management and administration of funds on behalf of organization

- Prepare financial reports to share with Music Officer and MOCA as needed
- Program supervision to ensure projects are aligned with their non-profit organization, legal and tax-exempt status

2026 BOARD MEMBERS *Revised Jan 2026*

Contact Info

	Members*	Phone/Term	Email
1	Jason Woods (Flash Gordon Parks) *Mo' Better Brews*	713.560.1310 *Exp 2027 – 2nd*	flashgparks@gmail.com
2	Gracie Chavez *Founder, Houston Music Advisory Board*	713.858.6227 *Exp 2028 – 1st*	gracie@bombontexas.com
3	Russell S. Reinhart *Flight Concerts*	phone *Exp 2027 – 1st*	RussellReinhart@gmail.com
4	Alex La Rotta *University of Houston, HCC*	phone *Exp 2028 – 1st*	alexlarotta@gmail.com
5	Tracy DeJarnett HoustonLive, SongFest	713.294.9888 *Exp 2027– 2nd*	tracy@brandsoup.com
6	Henry Guidry (G Dash) *SwishaHouse*	281.924.5375 *Exp 2028 – 2nd*	gdash2k@gmail.com
7	Ericka De Leon (Baby Girl) *Hip Hop Vintage Flea Market*	832.885.5134 *Exp 2027 – 2nd*	bgirlcity.babygirl@gmail.com
8	Dria Thornton *Frontrunnaz Ent, Dria LLC*	281.683.6673 *Exp 2028– 2nd*	driabookings@gmail.com
9	Jagi Kaital *White Oak Music Hall*	832.866.6770 *Exp 2027 – 2nd*	jagi@pegstar.net
	Alternates		
1	Marissa Saenz *Rukaz Kultura*	713.269.1952 *Exp 2027 – 2nd*	marissa@rukaz.work
2	Mike Frost *SLFEMP, SwishaHouse*	713.205.0548 *Exp 2028– 2nd*	mike@slfemp.com
3	Lupe Olivares *East End Street Fest, Bohemeo's*	713.923.6789 *Exp 2027 – 2nd*	loop61059@gmail.com

Board Officers

Position*	Member	Term Expires
Chair	Jason Woods	Jan 2027
Vice-Chair	Marissa Saenz	Jan 2027
**Secretary	**Gracie Chavez**	Jan 2026, annually
Treasure	Dria Thornton	Jan 2026

** Two-year terms: odd positions expire odd years; even positions expire even years.*
*** Elected at the first meeting of each calendar year; and may or may not be a Board Member.*

2027 CALENDAR

JANUARY
- Board Meeting
  Date: TBD
  Location:

FEBRUARY

MARCH
- Title
  Date:
  Location:

APRIL
- Board Meeting
  Date:
  Location:

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER
- New Member Nominations
  Date: TBD
  Location: TBD

NOVEMBER
- Listening Session (After annual TMO music conference)
  Date: TBD
  Location: TBD

DECEMBER
- New Appointments

COMMITTEES + SUBCOMMITEES

MUSIC PRESERVATION – Jason Woods, Chair

Alex LaRotta – history professor, HCC
James Glassman – The Houstorian
Isaac Rodriguez – historian, Chicano Boulevard
Ruerob – music tour guide
Mo Nikole – artist, Black Womon

FUNDRAISING

HEALTHCARE

Kam Franklin – musician/advocate, The Suffers

EDUCATION

COMMUNITY OUTREACH

APPENDIX: BOARD MEETING SCRIPT

This is a typical meeting script for how to run a board meeting:

1. Call to Order

The chair calls the meeting to order, noting whether there is a quorum (**five** present board members needed) or not. Very simply, they should say:

> *"This meeting of the MUSIC ADVISORY BOARD is called to order at [TIME AND DATE] and a quorum [IS/ISN'T] present."*

This is also the time to add in any small items like apologies, welcoming visitors, special guests or new members. For example, wishing luck to retiring directors.

2. Agenda

The board should have the agenda for the meeting. Although members can suggest changes to the agenda at any point between receiving it and the meeting starting, this is the moment for them to have their final say.

> *"The meeting agenda has been distributed. Are there any amendments to the agenda?"*
>
> *[NO AMENDMENTS] "The agenda will run as stated."*

If there are amendments, you can approve them without voting on them.

3. Minutes of the Previous Meeting

The chair should approve minutes from the previous meeting. They should be sent out to board members before the meeting. This gives Music Officer the opportunity to raise issues and suggest amendments beforehand, which can save valuable time on the day.

However, members can still suggest amendments at this point in the meeting, which must be acted upon before you can approve and file the minutes.

> *"The minutes draft has been distributed. Are there any corrections or amendments to the minutes?"*
>
> *[NO AMENDMENTS] "Hearing none, the minutes are filed as presented."*
>
> *[WITH AMENDMENTS] "The minutes will be filed as amended."*

4. Treasurer's Report

The chair should introduce the treasurer, who gives their report to the board. The report should have been sent prior, allowing Music Officer and chair the chance to digest the information and prepare any questions they may have.

CHAIR: "[NAME OF TREASURER], treasurer, will now present the financial report."

TREASURER: [GIVES REPORT]

CHAIR: "Thank you, are there any questions?"

[IF THERE ARE QUESTIONS]: Take questions from board members.

[IF THERE ARE NO QUESTIONS]: "The financial report will be filed for reconciliation."

5. Presenting Reports

CHAIR: "[NAME], [TITLE], will now present his/her report."

EXECUTIVE DIRECTOR: [GIVES REPORT]

CHAIR: "Thank you, we shall work through the recommendations raised one by one."

SECRETARY: "The first recommendation is [RECOMMENDATION]."

CHAIR: "It's moved to adopt the recommendation just read. Is there any discussion here?"

Members debate until all points are heard.

CHAIR: "Those in favor say 'aye' [PAUSE FOR REPLY], those opposed say 'nay' [PAUSE].

The motion [PASSES/FAILS] and is [ADOPTED/NOT ADOPTED]"

Repeat for each recommendation.

6. Committee Reports

The meeting should hear standing committee reports and special committee reports. Reports should be filed unless the committee makes a recommendation, in which case, the member reporting moves to adopt it. Then, there is discussion and voting as with all reports.

CHAIR: "Next it is [NAME] with the [COMMITTEE NAME] report."

Member gives report and deal with recommendations one at a time. Repeat for each of the officers' reports. Once the reports of officers are complete, you can move on to the next business.

7. Old Business

Any business previously discussed but not voted on comes here. The chair announces business in this section, they do not call for it. If any topic requires further discussion, they ask to move it to the new business section. Otherwise, the chair calls on members to voice vote or for a show of hands to approve old business or postpone it. This is sometimes referred to as unfinished business.

CHAIR: "The motion was postponed to this meeting to [DETAILS OF MOTION]. Those in favor say 'aye' [PAUSE FOR RESPONSE], those opposed say 'no' [PAUSE].

The motion [PASSES/FAILS] and is [ADOPTED/NOT ADOPTED]"

8. New Business

This is where the chair calls for new business and members can make motions. If someone seconds them, the board can discuss the motion and vote on it.

> *CHAIR: "Is there any new business?"*
>
> *[MEMBER RAISES HAND]*
>
> *CHAIR: "The chair recognizes [MEMBER]."*
>
> *[MEMBER MAKES MOTION]*
>
> *[ANOTHER MEMBER SECONDS THE MOTION]*
>
> *CHAIR: "It is moved and seconded to [DETAILS OF MOTION]. Is there any discussion on the matter?*

Members debate until all you hear all points.

> *CHAIR: "Those in favor say 'aye' [PAUSE FOR RESPONSE], those opposed say 'no' [PAUSE].*
>
> *The motion [PASSES/FAILS] and is [ADOPTED/NOT ADOPTED]"*

Repeat for each motion.

9. Announcements and Other Business

Any announcements here. This includes details of upcoming events and date, time and location of next meeting. Members may also add other business that doesn't require a debate or a ballot.

> *CHAIR: "Is there any other business?"*
>
> *MEMBER: [MENTIONS TOPIC TO DISCUSS AT A FUTURE MEETING]*
>
> *CHAIR: "Members can review this topic and we will add it to the agenda for the next meeting. Our next meeting is scheduled for [DATE]. In keeping with our regular schedule, it is suggested to hold the board meeting at [TIME, DATE, LOCATION]. Unless there is any objection, we will meet at [TIME, DATE, LOCATION]."*

10. Adjourn the Meeting

Bring the meeting to a close after allowing members the chance to make any final points.

> *CHAIR: "If there are no objections, we will now adjourn the meeting.*
>
> *[IF NO OBJECTIONS] Hearing no objection, this meeting is now adjourned."*

FINANCIAL REPORTS + TREASURER CHECKLIST

Best Practices for Board Treasurer

The treasurer must be certain that all accounting records and books are always up to date. And because the terms board chairs and officers serve are limited, it's important for current treasurers to get things ready to transfer duties to a new treasurer. The outgoing treasurer will want to make sure that all financial matters are current and clearly laid out so that it will be a smooth transition for the incoming treasurer.

SIGNATURES

For the purposes of accountability, it's good practice for nonprofit organizations to require two signatures. For HMAB, this will be the signatures of the Music Officer and Board Chair. Most treasurers also require outgoing checks to have a corresponding invoice, receipt or voucher.

APPROVALS

The Board will have up to 24 hours or the following close of business day to review and approve budgets. A quorum of 5 votes will be needed to approve budgets. If a quorum is not met in a timely manner, the Music Officer and Board Chair may finally approve budgets to move forward.

BUDGETS + RESERVES

A minimum budget of $5,000 is required to host the designated annual (3) community activities and (1) listening session.

Operating reserves are the portion of available funds that the Board maintains for emergencies to sustain financial operations. Every year, the Board will reserve a minimum of 25% or $5,000 of the annual operating expense budget. This reserve is set aside to stabilize finances by providing a cushion against unexpected events, losses of income and unbudgeted expenses.

FUNDRAISING

The Board shall raise funds to continue the work in music for the City of Houston and the benefit of its music industry. The Board's annual fundraising goal is $20,000.

Fundraising may happen any number of ways, including but not limited to: recurring events, event sponsorships, online donations, crowdsourcing, auctions, champion letters, gift matching, merchandise sales, corporate donations.

Successful, long-term fundraising is all about organization, building trust, and being genuine with our network.

RECRUITMENT

7 Steps to Better Advisory Board Recruitment

1. INTEGRATE YOUR STRATEGIC PLAN

An effective strategic plan is a roadmap that guides an organization toward the achievement of its mission.

2. INVENTORY YOUR BOARD

Know what your board members bring to the table by creating a matrix of their strengths, organizing by categories like industry, age, ethnicity, affiliations, and anticipated roles.

3. REVISIT YOUR BYLAWS

The bylaws typically define how the board functions and who is eligible for board membership; be sure to adjust outdated information before new board members arrive.

4.CLARIFY EXPECTATIONS

Prospective board members should know from the onset what's expected in terms of meeting attendance, committee membership and annual financial contribution.

5. DEFINE AND EXECUTE THE RECRUITMENT PROCESS

The governance or board development committee should follow a carefully designed and timely recruitment process that defines roles for the committee, the board members and the chief executive.

6. ONBOARD EFFECTIVELY

The board orientation should introduce the organization along with its mission and programs, clarify time and financial demands, foster team building among board members, and bring new members up to speed on organizational activities, decision-making processes and board practices.

7. ASSESS BOARD AND BOARD MEMBER PERFORMANCE

On an annual basis, the board should rate its performance in every aspect of governance. Similarly, board members should assess their own performance in the context of what was expected – and promised.

LETTERHEAD [TEMPLATE]

LINK TO HMAB LETTERHEAD TEMPLATE

SEE TEMPLATE IN FOLLOWING PAGE

HOUSTON MUSIC ADVISORY BOARD

Jason Woods
Chair

Mark Austin
Vice Chair

Tracy DeJarnett
Secretary

Dria Thornton
Treasurer

Members
Anna Garza
Jason Kane
Henry Guidry
Ericka De Leon
Jagi Kaital

Alternates
Marissa Saenz
Michael Moore
Lupe Olivares

Gracie Chavez
Music Officer
Mayor's Office of Cultural Affairs

Date
To:

Subject:

Dear Recipient Name,

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just select the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

Styles in this document have been customized to match the text formatting you see on this page. On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a tap.

View and edit this document in Word on your computer, tablet, or phone. You can seamlessly save the document to the cloud from Word on your Windows, Mac, Android, or iOS device.

Sincerely,

Gracie Chávez
Founder, *Houston Music Advisory Board*
Former Music Officer, *City of Houston*
gracie@bombontexas.com

ELECTION BALLOT [TEMPLATE]

2026 ELECTION - The Board shall elect a chair, vice-chair and treasurer at the first board meeting and thereafter at the first meeting every two (2) years. The Board shall also elect a board secretary, who may or may not be a member of the Board, at the first meeting of each calendar year.

HMAB **CHAIR** **THRU JAN 2027**	**HMAB** **VICE-CHAIR** **THRU JAN 2027**
CHECK THE NAME OF ONLY ONE (1) CANDIDATE YOU WISH TO ELECT.	CHECK THE NAME OF ONLY ONE (1) CANDIDATE YOU WISH TO ELECT.
☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____	☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____

Chair should:

- Provide or facilitate an agenda of topics with dates/times/location for meeting
- Guide Board in proposing new activities and service that will further the mission and goals of HMAB
- Make policy and guideline recommendations to Music Officer
- Approve reports of Board meetings before their distribution
- Report on decisions from Mayor's Office of Cultural Affairs or other City Departments that affect Board's work

Vice-Chair should:

- Provide or facilitate an agenda of topics with dates/times/location for meeting
- Where appropriate, guide Board in proposing new activities and service that will further the mission and goals of HMAB

HMAB SECRETARY (MEMBER OR NON-MEMBER) CHECK THE NAME OF ONLY ONE (1) CANDIDATE YOU WISH TO ELECT. ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____	HMAB TREASURER DRIA THORNTON (TIL 2026) CHECK THE NAME OF ONLY ONE (1) CANDIDATE YOU WISH TO ELECT. ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____

Secretary should:

- Elected at the first meeting of each calendar year
- Assist Chair preparing agenda, schedule meetings
- Post or announce agenda 72 hours (3 days) in advance of every meeting
- Record meeting minutes and attendance
- Prepare reports and/or minutes, share with Chair for approval and then share with Board
- Maintain proper records (meetings, schedules, agendas, reports, attendance) of all HMAB activities
- Perform other such services as may be required by HMAB

Treasurer should:

- Monitor and maintain board budget
- Review financial records for accuracy
- Compare actual against budgeted expenses
- Oversee billing and collections, if necessary
- Ensure timely payment of invoices
- Prepare financial reports for board review at every meeting, and for Music Officer as requested
- Financial accounting experience preferred