

# MEETING MINUTES

## Pearland HS Theatre Booster

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Date | time 12/13/2022 6:31 | Meeting called to order by Arwen Jackson

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### In Attendance

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PISD staff: Mr. Barker (Department Head), Mrs. Hopper (Assistant Director)

Board Members: Arwen Jackson (President), Tracie Richeson (Secretary), Becky Warfield (Treasurer), Eric Richeson (Web), Melissa Washington (Community Service), Audra Anderson (Musical Co-chair), Monica Mejia (Mentorship, Senior Recognition), Amy Kingston (Fundraising/Merchandise), Anitra Frederick (Senior Recognition)

Absent Directors & Board Members: Amanda McCartney (Merchandise & Hospitality), Suzette Ramos (Concessions Co-chair), Natalie McCauley (Community Service), T.J. Keim (Social Events), Dustin Anderson (Musical Co-chair), Laura Harrington (Fan Grams), Rachael Holden (Musical Co-chair), Ginger Cline (Concessions Co-chair), Renee Nichols (Spirit Nights/Fan Grams), WenDee DeLano (Costuming), Pam Van Maaren (VP & Membership)

Student Thespian Officers: Evie Richeson (President)

Others: Sara Jones, (the sign-in sheet for this meeting was incomplete so corrections will be made as I am made aware of anyone who was present but missing from these minutes)

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### Approval of Minutes

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The minutes were previously added to the public booster website pearlandtheatre.com and emailed to existing members. The reading aloud of the minutes was declined at this time.

MOTION: S. Jones moved to accept the minutes as written, 2nd by Eric Richeson. Unanimously passed.

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### President's Report – A. Jackson

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Pics with Santa: Thursday 5:30-7:30 pm. Last year this event was sponsored entirely by theatre but this year it will be a joint effort and become a full fine arts department event. Currently have 35 RSVPs so planning for each RSVP to represent 1 adult + 1 child, we will estimate 70 will attend. Last year 60 people attended. More volunteers are needed. There will be a hot cocoa bar, a professional Santa with yearbook representatives taking pictures and providing backdrops, band representatives playing songs, and art department representatives facilitating crafts. Attendees will be given a number at check-in so they may move around the stations freely until their number is called. Concessions will also be sold this year.

Theatre Christmas Party: Also Thursday night 6:30-8:30 pm. Volunteers needed for this event as well.

Talent Show: A. Jackson will be sending out emails soon as she is beginning planning for this event.

Coffee House: It has been discussed that the originally planned date for this may no longer work. Directors will provide an update after checking the calendar. No official cancellation or new date at this time.

Storage Issues: We have outgrown our current storage and are in the process of moving some items into the 'glass room'. A. Jackson would like a flatbed cart, which could be purchased if no one has a lead on one. However, this would need to be stored somewhere so it doesn't disappear.

Thes Fes Interest Meeting: A. Jackson reports that it is her feeling that the troupe would like to go back to attending the Grapevine event and she proposes students start paying the year before. However, the discussion revealed we are not currently utilizing a method of tracking that allows students to carry over a positive account balance from year to year. Mr. Barker reports the increased cost vs. the San Antonio location comes from both extra bus and hotel costs. Mr. Barker will look into options.

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### Thespian Officer's Report

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Thespian Meeting: Evie Richeson reports they continue to offer instructional meetings. At the last meeting, Dani presented a stage makeup lesson and tomorrow Neva will teach a sewing workshop.

Christmas Party: This Thursday 6:30 pm-8:30 pm. We request one water heater for cocoa. A. Jackson reports we have the supplies for that already as well as decorations. The discussion revealed that the email that went out said pizza would be provided although the officers had not planned for that as part of this event. Therefore, the booster will provide the pizza as this was a miscommunication. A. Jackson will pre-order the pizza and A. Fredrick will pick it up.

Thespian Collab Event with Dawson Troupe: Feb 11<sup>th</sup> 5 pm-8 pm. This is a social between the two groups. Mr. Barker has already reserved the Commons and cafeteria for this event. Officers request that the booster provide pizza. Signups for all other supplies will be by grade level and through Sign Up Genius or similar.

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### Director's Report by Mr. Barker

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Musical: Rehearsals are going very well. Check your GroupMe for updated opportunities to help.

Alley Theatre Field Trip: The event this week went well. 34 students attended (out of a possible 40). The next event is a museum trip in the spring but depending on interest the directors may revisit holding that event. The final trip is the Stomp trip scheduled for March 24<sup>th</sup>.

NYC Trip: This is over Spring Break, March 12<sup>th</sup>-16<sup>th</sup>. The next task you will see communicated about is rooming assignments and flight assignments. Cognito forms will go out for roommate requests. Payment emails will go out when Mr. Barker gets an update from the travel company. Flights will go out of IAH.

Thes Fes Virtual Entry: Mrs. Hopper would like to let parents know this is an existing opportunity.

Theatre Scholar: The application is available on the website.

UIL: Our campus is hosting the March 22<sup>nd</sup>/23<sup>rd</sup> Bi-District event whether or not we are still competing ourselves at that point.

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### Committee & Officer Reports

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Treasurer: B. Warfield reports that since the last meeting most of the budget activity has been musical-related.

Beginning balance: \$36,438.19

Ending balance: \$45,808.39

Income to date: \$42,235.84

Expenses to date: \$18,510.63

Net Income (Loss) to date: \$23,725.21

Musical income: \$31,434.32

Musical expense: \$7,745.01

Net profit: \$23,689.31

Car Wash income: \$1,196.35

Community Service: M. Washington reports that community service events will not be scheduled in December or January due to the busy holiday and musical season. Brazoria County Welfare office has reached out with a need for help with packaging supplies so this is a possible event for February. Mr. Barker reports that the 18<sup>th</sup> is currently the only date available in February for a theatre activity. The current plan for March is a PHS teacher-focused community service activity.

Website: E. Richeson reports that all storefront operations continue to run smoothly. He has reported to appropriate committee members as requested regarding sales and registrations and will be closing the dance camp registration later this week. Musical tickets are scheduled to go on sale soon and he will be watching to see how the 'tickets on sale now' email reminder he linked from the musical postcard's QR code works out as this was a new idea that he implemented this year.

Costuming: No report was given as W. DeLano is not present.

Membership: No report was given as P. Van Maaren is not present.

Sponsorships: No report was given as this is an open position.

Mentor Program: M. Mejia reports that reports she has received indicate the program is running smoothly.

Spirit Nights: R. Nichols is not present but Mr. Barker reports a \$100 check came in from Freddy's spirit night.

Concessions: No report was given as G. Cline is not present.

Musical: A. Anderson reports the committee met today and continues to meet as needed. Dance camp is on Jan 7<sup>th</sup>, Descendants Tea Party is on Jan 21<sup>st</sup>, and will need many volunteers for both events. The props and runners committee chair is M. Mejia and she will touch base with Mrs. Hopper for updates. Tea Party tickets are due to A. Anderson this week on the 15<sup>th</sup>.

Merchandise: No report was given as A. Kingston is not present.

Senior Recognition: M. Mejia and A. Frederick continue to focus on future event plans.

Social Events: No report was given as T.J. Keim is not present.

Fan Grams: No report was given as L. Harrington is not present.

Scholarships: No report was given as L. Harrington is not present.

Hospitality/Trophy Case Display: No report was given as A. McCartney is not present.

Talent Show and Dinner & Silent Auction: No additional report was given by A. Jackson. See President's Report above.

Banquet: No report was given as this is an open position.

Volunteers: No report was given as this is an open position.

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New Business

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None at this time.

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Old Business- T. Richeson

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None at this time.

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Voting

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None at this time.

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Open Forum

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Discussion: Group Me as a primary communication method is overwhelming, particularly with the going/not going/undecided notifications created when the events option is used. A. Jackson suggests the mute option and A. Anderson suggests using the weekly email for primary information.

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Adjournment

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A. Jackson adjourned the meeting at 7:30 pm.

 Recoverable Signature

X Tracie Richeson

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Tracie Richeson

Secretary

Signed by: 7bea6714-0ef0-4e49-8c50-9898913d42c1