

# Pearland HS Musical Meeting Minutes/Notes

Date of Meeting: December 12, 2023

Meeting called to order at 5:03p by Audra Anderson.

## **\*In Attendance.**

PISD Staff: Simpson

Musical Board Members: Audra Anderson (Chair), Dustin Anderson (float build), Linda Roberts, Pam Van Maaren (Chair), Melissa Washington (Community Events), Anitra Frederick (Secretary), Sara Jones, Jennifer Dacy, Audie Johnson (sponsorships), Becky Warfield (Treasurer), Wendee DeLano (costumes)

## **\*Approval of Minutes.**

Previous meeting – 12.5.23 musical board meeting minutes reviewed and approved. Motion to approve Audie Johnson. Seconded Pam Van Maaren.

## **\*Committee Business**

### **1) Costume Pickup, Dec 17.**

Melissa Washington will join Simpson for pick-up on 12/17 @ 2pm in Shenandoah. Plan to supplement costumes with others as needed.

### **2) Set (Lisa Maxwell and Ryan Simpson)**

Will need forklift to unload set. PISD staff will be able to help with unload. This is contingent on obtaining two large insurance policy. Audra Anderson will reach out to PISD general counsel to review the contract. Do we need additional coverage or does the district insurance cover the requirement? Melissa Washington is also in touch with an agent who provides event insurance we could pursue. Set to arrive on Dec 22, if insurance in place. Flight system to arrive on Jan 8. Will need to provide hotel rooms for set employees and flight system employees.

Sets leads plan to build a ship that is more to scale for the show. Will have to put the set together after it arrives. Parent volunteers will be needed.

### **3) Concessions drop-off, Jan 11 & 12.**

Two volunteers needed per day from 2:45-4:45p. Audra Anderson will request help on GroupMe for other parents to earn required hours. Job will entail tracking and organizing concessions that are turned in.

### **4) Dance Camp, Jan 13. Kids will dance at Jan 27 (2p) performance.**

Amea Isom will train an underclassman parent for next year.

Registration update: 27 total signed up. Cut off for registration will be Dec 29.

How can we push this more? Melissa Washington will advertise on social media (moms of pearland, talk of pearland, etc...). Amea Isom & Jennifer Dacy will post the flyer in dance studios. Pearland employee will request fine arts director push the flyer to elementary faculty. Audra Anderson will send email to Sebok (PHS theatre AP) to request skyward email blast to PHS student families.

Merchandise Order: Bags (white theatre logo on maroon bag), Shirts (will continue to use Darrel for remainder of Musical)

Other: Need to determine when the campers will perform during the show - which songs. It will be best for them to perform either 1<sup>st</sup> half or 2<sup>nd</sup> half (not both) so they can sit the other half. Will use Jan 11 at 6p, after rehearsal, to explain the plan to the dance ensemble students and to parent volunteers. Dance camp budget = \$1000. Type of camper nametag used TBD, depending on the song/dance number they're in.

Have we booked the PHS rooms needed for dance camp? Audra Anderson will send an email to confirm.

Ticket block will be needed on that day (back right preferred).

### **5) Part of Your World Party, Feb 3.**

Student ticket sales to be completed and submitted to Audra Anderson by 12/20.

Private, reserved tables of 6 will be sold for \$200.

Total table count = planning 38 round tables that seat 6. Audra Anderson will contact Rudy (custodial) to reserve and/or clarify if we have this.

Will cover snack machines with black fabric.

Party Budget = \$4000.

### **6) Budget and Payments.**

Budget Update. Musical budget emailed.

Musical student payment update.

**Motion** to approve Musical Budget: 1<sup>st</sup> = Dustin Anderson. 2<sup>nd</sup> = Pam VanMaaren. **Vote:**  
Approved by unanimous consent.

### **7) Sponsorships.**

Who, What, and How Document created to share with potential sponsors to secure sponsorships. Audie Johnson is reaching out to restaurant owners (Hometown) to request sponsoring a musical meal. Dustin Anderson is reaching out to Hometown Bank to request donation. Deadline to obtain sponsors deadline will be Dec 20.

### **8) Musical Meals**

Musical Meal #8. Dino Nuggets and Fry Night. Plenty of ovens to cook this. Would like to have a parent make cupcakes for that night's dessert.

#### **9) PlayBill (James Frederick & Audra Anderson)**

Audra Anderson is collecting student ads and tracking sponsorship ads. James Frederick will drop sponsorships and student ads in playbuilder. Every sponsorship comes with an ad.

**\*\*Need to find out cut-off date for printing with Romero L.**

Last year – student ads were due Dec 3, 2022.

The deadline for ads (student and sponsors) this year is **Dec 22!!** Audra Anderson will send a reminder email to cast/crew through skyward.

#### **10) Musical Posters**

Have been created. Sent to printer.

Students to distribute and can earn theatre hours. Proof: Take photo of self with poster up at a business & with an employee from the business.

Next Musical Board Meeting: Tuesday, Dec 19, **6:00pm**

\*Students will be having their holiday party 12/19 starting at 6:30p. We will help them get set-up for their party then start the board meeting.

#### **\*Adjournment.**

Audra Anderson adjourned the meeting at 6:23pm.

Signed – *Anitra Frederick*; PHS Musical Board Secretary

Date of minutes editing and completion Dec 19, 2023.