

Pearland HS Theatre Booster Meeting Minutes

Date of Meeting: August 8, 2023

Meeting called to order at 6:37pm by Pam Van Maaren.

***In Attendance.**

PISD Staff: David Barker

Executive Board Members: Dustin Anderson (President), Pam Van Maaren (Vice President), Anitra Frederick (Secretary), Becky Warfield (Treasurer)

Board Members: Kathryn Alamia (Membership), Renee Nichols (Fan Grams), Audra Anderson (Musical), James Frederick (Webmaster – on zoom), Melissa Washington (Community Outreach – on zoom), Sara Jones (Banquet),

Student Thespian Officers: Julia Frederick, Emily Van Maaren

Other(s): None

***Approval of Minutes.**

Previous meeting – 7.11.2023 full board meeting. Motion: Audra Anderson motioned to approve the minutes from July booster meeting. 2nd by Kathryn Alamia. Discussion: None. Minutes approved by unanimous consent.

***Executive Reports.**

Dustin Anderson (President) – None

Pam VanMaaren (Vice-president) – None

Anitra Frederick (Secretary) – Meeting Minutes will be added to the website after the vote for approval is held at the following booster meeting.

Becky Warfield (Treasurer) – Presented the proposed budget for the 23-24 year. Discussion regarding various line items held. In comparison to the 22-23 budget, money was added to the following line items for anticipated expenses in 23-24: SOAPS, Scholarships, Merchandise, & Senior Recognition. The 23-24 theatre/tech senior class is much larger than 22-23. Remove the Jr High Festival line and removed Kahoot line. Chic-Fil-A fundraiser line will remain open at this time as the booster is unsure if the fundraiser will be approved and held again in 23-24.

Motion: Pam Van Maaren moved to approve the budget as written. Sara Jones 2nd. Unanimously approved.

Budget Update:

Beginning Balance: \$33,346.35

Ending Balance: \$26,336.97

***Thespian Officer Report. Julia Frederick (President).**

New workday requested, Mon. Aug 14, for Wigs closet organization. Barkers says students can come any time that day. Faculty will be on campus. Note: "Keep all Shrek" items as they will need to be organized and placed in storage. No longer need CATS or Wizard of Oz costumes. Those can be organized and sold.

Inside Scoop, Mon, Aug 14 – Student officer schedule shared: times for the meeting, parent/student arrival, welcome info times, and agenda. Students officers will work on the theatre display case(s) during that time. Clean-up after. End at 8pm. Suggest having students in the auditorium. This event is directed at incoming freshmen. Discussion of Big/Lil Buddies promotion plans. Reviewed items needed for the event. The Booster will sell shirts and memberships to parent/student attendees.

Updating the Officer Board & Display Cases – Regarding purchasing items to decorate the cases: Can she be reimbursed by the booster for purchases? Booster says yes, but ask first. The booster may already have what is needed or can obtain.

Simpson's New Theatre Room Fish Mascot – purchasing next week through student donations and collecting items students already have. Name of fish: Pride-Honor-Success.

***Director's Report. David Barker (Director).**

ThesFest planned for Dallas Gaylord location (Nov 15-18, 2023). Estimated cost per student likely \$500-600. Details not yet finalized.

Vertical fundraiser. Start Sept 15. Barker will create a list of activities for the 23-24 year for which the funds raised can be applied to offset costs.

Student hours and incentives. Some freshmen won't be required to obtain hours. Student officers will create and promote incentive levels.

TUTS. Possible group outings to an evening show(s). More information will be shared via skyward to gauge student/parent interest.

***Old Business.**

Market Day – Held July 25, 2023. Membership sales not successful at this event. Sold two (2) memberships and only a few shirts.

***New Business.**

Mandatory Theatre Parent Kick-Off Meeting. Tues, Aug 22, 6:30-8p. At this meeting the plan for the year will be shared: introductions of faculty and booster, communication strategies, student expectations, audition opportunities, and upcoming events to be shared. The booster will sell merchandise and memberships. Parents and students encouraged to join the Band App for course and show communications.

*Motion: Audra Anderson motioned this event be one of the two allowed tax-free days for 23-24 school year. Sara Jones seconded. Unanimously approved.

***Committee and Officer's Reports.**

Co-Chairs needed!

Melissa Washington (Community OutReach) – Sept 23, community outreach event, NewHope 288, pack food for the needy. She and TJ working on updating the display case outside the auditorium.

Wendee DeLano (Costumes) –

Renee Nichols (Fan Grams) – Planning for Night of the Living Dead fan gram items. Considering skeletons, fluorescents, candy.

Audie Johnson (Sponsorship) –

Kathryn Alamia (Memberships) – Two (2) memberships sold since last meeting. Hoping Inside Scoop and Mandatory Parent Kick-Off event will be active for membership sales. Discussed having a deadline for paying for memberships as Sept 30, 2023. Decision on that date was not determined. Dustin Anderson suggested encouraging all booster club members to have memberships paid for 23-24 up by Sept 5 meeting.

Audra Anderson (Musical) – Barker will send musical sets and costumes and budget info to Audra Anderson and Becky Warfield for review in preparation for the year. Pearland city Christmas parade planning likely to begin in Oct.

Monica Mejia (Senior Recognition) – Ordering senior lanyards for the first week of school. Will get senior names from Barker and enrollment numbers to estimate ordering needs.

Renee Nichols (Spirit Nights) – All dates and locations set and ready. Would like to encourage a big group and community feel for these events. Student Officers will promote a 'social hour' to encourage attendance. Barker will give each student 1-hour for attendance. If the student shows up in 'theatre gear' they get 2-hrs.

Sara Jones (Theatre Banquet) – Will call and check price for a Saturday event. Last year was Friday. This year theatre's end-of-year banquet will be held on a Saturday because we are trading the Friday/Saturday night with choir booster. 2024 will be theatre's year for a Saturday banquet.

Audra Anderson & Pam Van Maaren (Concessions) – Ready for fall show and coffee house. Fully stocked.

James Frederick (Webmaster, At-Large Executive Officer) – Will post the updated 23-24 dates 1-pager (Meeting Dates and Important Events document) on the website when he receives the updated version.

He is requesting the 23-24 season poster which includes all production events and dates for the year. After receiving, he will post it to the website. Sponsorships will be updated for the 23-24 season after he receives approvals for who to leave up and remove, etc... He will work with Julia Frederick to obtain the Student Thespian Meeting dates and officer names to post. He will run the membership reports after the Mandatory Parent Kick-Off Event.

Audra Anderson & Pam Van Maaren (Merchandise) – New inventory in and counted. Need to roll shirts but otherwise ready to go. Barker purchased small circular permanent adhesive Pearland Theatre stickers – can sell for \$2.

Monica Mejia (Student Mentor Program) –

Kathryn Alamia (Scholarships) – Remind parents they need to be a booster member for their student to be eligible to apply for the scholarship at the end of the year.

Open Committees:

Hospitality/Social Events –

***Voted on and approved since last meeting.**

None.

*Note: Aug 29, 10:11am – Melissa Washington commented in GroupMe asking about the purchase of CanvaPro edition for Theatre booster to create marketing posters and files. Motion and discussion pending.

***Adjournment.**

Dustin Anderson adjourned the meeting at 8:28 pm

Signed – *Anitra Frederick*; PHS Theatre Booster Club Secretary

Date of minutes editing and completion-August 11, 2023