

Pearland HS Musical Meeting Minutes/Notes

Date of Meeting: September 19, 2023

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

***In Attendance.**

PISD Staff: David Barker and Ryan Simpson

Musical Board Members: Audra Anderson (Chair), Pam Van Maaren (Chair), Becky Warfield (Treasurer), Anitra Frederick (Secretary), Melissa Washington (Community), Wendee DeLano (Costumes), Lisa Maxwell (Set Design), Dustin Anderson (parade float build), Kathryn Alamia (Fan Grams), Amea Isom (Dance Camp), Sara Jones

***Approval of Minutes.**

NA

***Chair Report.** Audra Anderson

1) Review of committees and persons who have agreed to serve as chair(s) to date. Review of open committees.

Filled Chair Positions. Audra Anderson & Pam VanMaaren (Co-Chairs), Treasurer (Becky Warfield), Secretary (Anitra Frederick), Sponsorships (Audie Johnson), Community Events (Melissa Washington), Costuming (Wendee DeLano), Ran Grams (Renee Nichols & Kathryn Alamia), Merchandise (Audra Anderson & Pam VanMaaren), Set Design (Lisa Maxwell), Parade Float Build (Dustin Anderson & Todd VanMaaren), Musical Meals (Audra Anderson & Pam VanMaaren), Dance Camp (Amea Isom)

Open Chair Positions: Concessions, Backstage Crew/Homework Parents (combined commitment), Publicity, Orchestra Liaison, Playbill/Cast Board & Cast Headshots, Volunteer Hours (consider adding this position)

2) Upcoming Meetings and Discussion of Presentations Contents.

Musical Interest Meeting – Tues., Oct 3. Audience: All students interested in participating in 23-24 Musical and their parent/guardian. Student or parent will complete a cognito form at the meeting to record their interest in participating in musical. Canva presentation to be given by Barker/A Anderson.

Musical Committee discussed presentation details. **Fees:** Cast \$500, Crew \$200. Share final pay-by date or will be removed from musical. No pass no play. Payment plan available. Cast and crew can earn money back through sale of carwash tickets, community event tickets, and obtaining sponsorships. We discussed crew reimbursement options, specifically not allowing sale of

community tickets to earn money-back. Continue to ponder this and table it for now. Barker may consider issues and requests on a case-by-case basis. **Volunteer** hours: Twenty (20) volunteer pre-show hours per cast member + 1 show worked required per each cast/crew. Show hours worked can also be an event worked on a show day. Background checks required to volunteer. Buy-out is \$150. **Audition** process 10/16-20. **Casting**: All students will need to accept or decline their role by a cut-off date. The student will have 1-week to reach out to Barker to ask about casting and how to improve. Create a **Musical Commitment** slide to include weekly hours dedicated, tech week, community events such as tree lighting, parade, tea party etc. Add slide: **Mandatory meeting date.**

Mandatory Musical Meeting – Tues., Oct 24. Audience: All students participating in 23-24 Musical and their parent/guardian. Casting and crew members will have been determined.

Discussion of slides to be shared. **Fundraiser car washes.** (11/18 = musical car wash used to reduce musical fees) (11/4 musical changed to Theatre student event.) Table-stations will be set up outside auditorium and used after initial presentation shared. No musical-meal table needed. Library to be used for computer access. **Costume measurements** table. This table had long lines this year. Barker will reach out to the costume company to find out what measurements we need. Wendee DeLano (costuming chair) will create a form of needed measurements, if applicable, and share with Audra Anderson (chair). **Payments** to be made on the theatre booster website. **Cognito** forms. **Concessions** contributions: Store bought and individually packaged required. Suggestion from Amea Isom: We could use amazon wishlist for concessions orders. We could make note of what is needed, parents can order from the list and pay through amazon, all items delivered directly to the school. **Community Event.** (Melissa Washington chair) Name: *“Part of Your World.”* Considering three (3) areas/zones for photos instead of student-leads walking around table-to-table: 1) Ursula’s under-the-sea lair, 2) Ariel’s grotto, & 3) Eric’s ship. Food similar plan as last year. Shared ideas for décor & centerpieces. Consider the three-tiered plates again – these sold very well as fund raising items.

Next Musical Board Meeting: Tuesday, September 26, 5pm. Plan – 1. Review the musical interest meeting slides again and finalize, 2. Review mandatory musical slides, 3. Sponsorship update to be shared, & 4. Review musical banners for shows and photo areas.

***Adjournment.**

Audra Anderson adjourned the meeting at 6:18pm

Signed – *Anitra Frederick*; PHS Musical Board Secretary

Date of minutes editing and completion Sept 20, 2023.

9-19-2023

***Musical Board Meeting Sign-In & Contact Info**

1. Audra Anderson. 832-348-0708, audraanderson1104@gmail.com
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6. Sara Jones. 713-598-9567, sakcats@sbcglobal.net
7. WenDee DeLano. 832-236-4744, whdela524@yahoo.com
8. Lisa Maxwell. 281-777-0896, maxwelll@pearlandisd.org
9. Anitra Frederick. 832-722-0290, anitrafrederick@gmail.com
10. Melissa Washington. 409-665-6806, a00ag@hotmail.com