

# Pearland HS Musical Meeting Minutes/Notes

Date of Meeting: January 9, 2024

Meeting called to order at 5:05p by Audra Anderson.

## **\*In Attendance.**

PISD Staff: Simpson

Musical Board Members: Audra Anderson (Chair), Pam Van Maaren (Chair), Melissa Washington (Community Events), Anitra Frederick (Secretary), Amea Isom (Dance Camp), Wendee DeLano (Costumes), James Frederick (Webmaster), Pamela Demartino (costumes), Audie Johnson (Sponsorships)

Attendees: Sara Jones, Keli Jones (merchandise vendor), Gineth Padilla, Veronica Cisneros, Jennifer Dacy, Linda Roberts

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

Previous meeting – 12.19.23 musical board meeting minutes reviewed and approved. Motion to approve Sara Jones. Seconded Amea Isom.

## **\*Committee Business**

### **1) Volunteers/Concession Delivery, Jan 11 & 12.**

Concession contributions brought from students to come in on Jan 11 & 12.

Parent volunteers to collect contributions and earn hours.

1/11, 2:45-4:45p: Kathryn Alamia, Candace Kurek, Aimee Denman

1/12, 2:45-4:45p: Kathryn Alamia, Candace Kurek, Pam DeMartino

### **2) Dance Camp, 1/13.**

Shirt/bag order placed with Darrell (Custom Tees) and delivery estimated on 01/11/24. Darrell costs this year: \$5.25/bag, about \$12/shirt (youth and adult both). Total cost to Darrell will be \$1132.90.

Current Needs: 1) Amea will send email request to Audra for final needs and prep the Friday night before (1/12). Audra will inform custodian staff to please not move/touch items prepped. 2) Music will be needed in the performance gym. Needs a speaker (student can bring). 3) Sebastian and MerSisters will be present to help. Mersisters will wear mermaid shirts and tails. 4) Food = good. Pizza planned.

### **3) Set: Delivery = Jan 15**

To be delivered by an eighteen-wheeler between 9-11a on Monday, Jan 15. We will have a 2-hour window to unload the sets. If it takes longer than 2 hours, we will be charged more money. Need to be able to lift 50 pounds with ease to help. Two forklifts and two forklift operators will be ready and helping. Express Tow Truck also coming. Several fathers and tech kids are planning to assist. After sets unloaded, they'll need to be assembled. Assembly focus from then on.

Build Time: Will be delivered on pallets. Not sure of packaging situation. Will need all hands on-deck to build / assemble the set.

David Smith, new long-term sub, is in charge of building Prince Eric's ship. Not using the ship from the set being delivered.

We open the show on Thurs, Jan 25<sup>th</sup> with Jnr High Night.

#### **4) Playbill**

Pending quote from BPS forms depot. Estimating 3600 for print.

PHS print shop concerns: Exact ink cartridge needed is hard to find. Will need to order ink (16 cartridges) for the print shop before they can print the playbills. One cartridge is about \$146 which will be too expensive. Estimated deliver

Final approval awaiting Sebok. Audra will place all requested edits on the current playbill and, after approval, we will correct the playbill and be ready to print.

Current Needs: Kessler will provide names of orchestra players.

#### **5) Costumes**

Todd VanMaaren is fixing the flotsam & Jetsam Puppets.

Need to order leggings, create costumes for escorts, and some seagull pieces being planned. All needs for amazon orders – send to Pam VanMaaren. Thus far have completed altering, attaching snaps, etc...

Main concern: Many students without any costumes. Need to hold a dedicated costume day (Monday, 1/15) to focus on who will wear what. 10a-12p = boys. 1-3p = girls. Also need to determine what belongs to PHS and which are rental pieces.

#### **6) Musical Snacks and Meals**

Snacks – Will set up a cart with a water station and light snacks 1/23, 1/24, and 1/31. Pam and Audra will handle all “snack” days. Oranges, GoGo squeezes, goldfish, etc...

Meals – Planning for 7 meals. This is reduced from the original plan of offering 11 meals. A sign-up genius requesting parent volunteers will go out on Jan 16.

Current coverage:

1. 1/20
2. 1/25 (JH night): Dino Nuggets, French Fries, Cookies
3. 1/26: Washington Family = Pasta Night

4. 1/27
5. 2/2
6. 2/3: Meijia family = Dominican Pork & Chicken, Rice, Plantains
7. 2/4: Booster = Pizza, soda, water, dessert

\*Other ideas: Debbie Walton is offering to provide a meal (will send check). Possible: Torchie's – will follow-up Wed 01/10. Possible nacho bar? Possible: Hometown restaurant to provide food.

### **7) Part of Your World Party, 2/3**

Ticket update = Currently 97 paper tickets sold. 5 tables reserved online. Currently have sold about 150-160. Goal of 250 seats total for the event.

Thanks to everyone who came to the work days Jan 5 & 6!! One more workday planned for the 12-hr rehearsal day to be held 1/20. Other workdays possible.

Sign-up genius will be sent after dance camp for parent volunteers. Shifts: Friday night (& during show), Sat pre-show = prep, Sat post-show = clean-up.

### **8) Budget & Payments**

Budget sent via email.

For those students with an outstanding balance: Audra Anderson and Ryan Simpson will be talking to these students to determine needs and inform them of payment requirement. They may be removed from the cast/crew.

### **9) Fan Grams**

Had a great prep day. Will need more candy. Will place a request on groupme, band app, etc...

### **10) Merchandise**

Will be ordering items to sell from Sunset Pear Designs. Ordering: 35 each of the ear headbands, 20 earrings, 20 each crock charms (4), 40 assorted key chains, 10 of each wand (3).

**\*\*Pause here for Theatre Booster Meeting at 6:18p\*\***

**\*Meeting resumed at 7:25p\***

Consider shirt made by Sara Nichols, heather gray versus other shirt color. Design "Life is the Bubbles" and possible theatre shoulder patch. \$11.45/shirt is our current quote. Plan to order 100 (about 10 per size). Further discussion tabled until next week.

Decorations for merchandise table: Will purchase a few items at minimal cost.

Auction: Simpson idea to consider = Special edition white shirt to auction along with the posters each show. The white shirt will be signed and framed. Each show we will sell 1 framed shirt and 4 signed posters. Also consider, Kessler gave one (1) Thomas Kinkade "Little Mermaid" artwork will sell this across all shows. Discussion included: Open auction at first show 1/26 and close at intermission of final show on 2/3.

## 11) Front of House

Sign-up genius for parents out by 1/19/24 via email and GroupMe.

Volunteer areas: Concessions, Silent Auction, Fan Grams, Merchandise, Ushers (will also sell merchandise to those seated and wear merch)

Special Notes: Thurs, 1/25, set-up & tear down needed. Friday, 1/26, set-up on Fri night shows and leave up until after Sat night shows (except things that can be stolen). Tear down after Sat 7p show.

## 12) Mike Fox & Photo Backdrops

Wed, 1/24, rehearsal Mike Fox team will take pictures at the dress rehearsal.

Photo backdrops: Dustin and another parent will set up the back drops.

## 13) Other:

Senior recognition night/show = Friday, 2/2, 7pm. Senior baby pictures being sent in to Audra.

**\*Motion:** The motion from 12/19/23 for \$300 for Julia's hair can be used for any costuming needs of other actors. First motion = Sara Jones. Second motion = Pam VanMaaren. Passes by unanimous consent.

## Motions since last meeting:

Thurs, 01/11/2024 via GroupMe: Executive board conducted discussion and vote regarding printing of playbills. The majority voted to have playbills printed by JBS printing at \$0.92 per book for a total of \$3312 for 3600 books. This option includes a gloss finish on the first and last pages.

Next Musical Board Meeting: Thursday, Jan 18, 6:00pm (Bullard Cafeteria)

**Note:** Mon, 01/08/2024, via GroupMe: Members decided to move the next Musical Board meeting to Thurs, 01/18, due to school closure for weather on 01/16.

## **\*Adjournment.**

Audra Anderson adjourned the meeting at 8:09pm.

Signed – *Anitra Frederick*; PHS Musical Board Secretary

Date of minutes editing and completion 01/18/2024