

# MEETING MINUTES

## Pearland HS Theatre Booster

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Date | time 1/10/2023 6:33 | Meeting called to order by Arwen Jackson

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### In Attendance

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PISD staff: Mrs. Hopper (Assistant Director)

Board Members: Arwen Jackson (President), Pam Van Maaren (VP & Membership), Tracie Richeson (Secretary), Becky Warfield (Treasurer), Eric Richeson (Web), Melissa Washington (Community Service), Monica Mejia (Mentorship, Senior Recognition), Anitra Frederick (Senior Recognition), Laura Harrington (Fan Grams), Renee Nichols (Spirit Nights/Fan Grams), WenDee DeLano (Costuming), Ginger Cline (Concessions), Amy Kingston (Fundraising/Merchandise)

Absent Directors & Board Members: Mr. Barker (Department Head), Audra Anderson (Musical Co-chair), Dustin Anderson (Musical Co-chair), Amanda McCartney (Merchandise & Hospitality), Suzette Ramos (Concessions Co-chair), Natalie McCauley (Community Service), T.J. Keim (Social Events), Rachael Holden (Musical Co-chair),

Student Thespian Officers: none present

Others: Sara Jones

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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 board members. The reading aloud of the minutes was declined at this time.

MOTION: E. Richeson moved to accept the minutes as written, 2nd by B. Warfield. Unanimously passed.

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### President's Report – A. Jackson

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Banquet: A. Jackson reports she has been in contact with the banquet venue (same as last 2 years) and we are close to hitting the max for the room we have used the last two years. However, the minimum for the larger room is 175. We have previously sold 80 tickets in 2021 and 123 tickets in 2022, so we are not quite at a point where we would expect 175. A. Jackson would like to also keep Houston Gardens and other venues in consideration. She and S. Jones will continue to look into options. She would also like to propose we start getting a non-refundable deposit from the students so we can make a more informed decision. However, a decision on these topics was not made at this meeting.

Talent Show: February 10<sup>th</sup> (Reminder Coffee House is February 16th and Choir DSA is February 24<sup>th</sup>). A. Jackson reports that she plans to begin committee meetings for the talent show during the musical since the date is approaching so quickly.

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### Thespian Officer's Report

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No officers are present.

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### Director's Report by Mrs. Hopper

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

Alley Theatre Field Trip: This event went well. 34 students attended (out of a possible 40). The next event is a spring museum trip, but depending on interest, the directors may revisit holding the event at all. The final trip of the year 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 be going out of IAH.

Thes Fest 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> Theatre 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. She also paid quarterly taxes this week. She is still waiting on her check order to continue completing reimbursements, so she appreciates everyone's patience.

Beginning balance: \$45,808.39

Ending balance: \$47,668.20

Income to date: \$46,959.97

Expenses to date: \$23,403.31

Net Income (Loss) to date: \$23,556.66

Musical income: \$35,695.86

Musical expense: \$12,275.30

Net profit: \$23,420.56

Sales Tax 2<sup>nd</sup> Quarter Completed: \$73.80

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 the only date available for a theatre activity in February. The current plan for March is a PHS teacher-focused community service activity.

Website: E. Richeson has no report.

Costuming: W. DeLano reports they continue to work on the musical with Ms. Hopper.

Membership: P. Van Maaren reports one additional membership came through in the last month.

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

Sponsorships: A. Jackson is continuing to work on this for the musical.

Senior Recognition: A. Frederick and M. Mejia report that t-shirts and cookies have been ordered for the musical senior gifts. This a joint gift from both choir and theatre booster boards. This will be given on the last day between the two shows.

Mentor Program: M. Mejia reports that she has encouraged the students to use the tube mailboxes. Mrs. Hopper says that they tend to use it most after a reminder goes out.

Concessions: G. Cline is trying to reconcile the list with the drop-offs that have taken place already. Ms. Hopper states that she will be sure the students write their names down for her. B. Warfield will get with the choir regarding coordinating petty cash for musical nights.

Musical: No report given as A. Anderson is not present. Multiple musical committee members are available if there are questions after the meeting. Group Me is also an available resource.

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

Fan Grams: L. Harrington and R. Nichols have been meeting with their committee and these will be ready for the musical.

Spirit Nights: R. Nichols reports that today is the Central Texas BBQ spirit night. She has not heard back from Mod since that event. The next one is at Gringo's on February 7<sup>th</sup>.

Scholarships: L. Harrington has no report at this time.

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

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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None at this time

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### Adjournment

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A. Jackson adjourned the meeting at 7:11 pm.

 Recoverable Signature

X Tracie Richeson

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Tracie Richeson

Secretary

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