

# MEETING MINUTES

## Pearland HS Theatre Booster

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Date | time 10/11/2022 6:33 | Meeting called to order by Arwen Jackson

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### In Attendance

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PISD staff: Mr. Barker (Department Head), C. Hopper (Assistant Theatre Director)

Board Members: Arwen Jackson (President), Pam Van Maaren (VP & Membership), Tracie Richeson (Secretary), Becky Warfield (Treasurer), Eric Richeson (Web), Melissa Washington (Community Service), Amy Kingston (Fundraising/Merchandise), Rachael Holden (Musical Co-chair), Ginger Cline (Concessions Co-chair), T.J. Keim (Social Events), Audra Anderson (Musical Co-chair), Dustin Anderson (Musical Co-chair), Renee Nichols (Spirit Nights/Fan Grams),

Absent Board Members: Amanda McCartney (Merchandise, Hospitality), Monica Mejia (Mentorship, Senior Recognition), Anitra Frederick (Senior Recognition), Laura Harrington (Fan Grams), Suzette Ramos (Concessions Co-chair), WenDee DeLano (Costuming), Natalie McCauley (Community Service),

Student Thespian Officers: Evie Richeson (President)

Others: Sara Jones, Kristin McKeown

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### Approval of Minutes

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The minutes were previously added to the public booster website pearlandtheatre.com and reading aloud of the minutes was declined at this time.

MOTION: R. Holden moved to accept the minutes as written, 2nd by T.J. Keim. Unanimously passed.

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### President's Report – A. Jackson

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Committees: A. Jackson would like to continue to encourage chairs to create committees to enable parents with less availability involved.

Updates to Calendar: 1) ThesFest parent meeting on Nov 8th. Mr. Barker states parents should plan to bring medication information that night. 3) March meeting moved to Feb 28<sup>th</sup> 3) NYC meeting for students and parents Feb 23<sup>rd</sup>, 2023.

Vote on Check issue: Proposal is being made to remove the second signature that is currently required under bylaws.

Puffs: Overall success. Increased attendance over last year's fall show. Reminder to plan next year for the added expense of feeding kids between matinee and evening performance.

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### Thespian Officer's Report by Evie Richeson

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Halloween Party: Thursday Oct 27<sup>th</sup> 6:30-8:30pm (Officers call time 5:45pm). Locations in use will be 1) the black box as a welcome area and housing louder activities and games 2) Barker's room for board games and overall quieter activities & 3) auditorium (movie). Specific events planned are: costume contest (with multiple categories), spooky playlist, cookie decorating, pumpkin toss, pin the tail on the... (this

idea is still in the works). The officers request the booster provide pizza (Little Caesar's worked well for welcome party) and decorations. There will be a QR code for signups which will not only give a number for the pizza order, but will also include an option for students to either bring a snack or a \$5 donation. Mr. Barker requests a few adult chaperones. B. Warfield reports that money for this is covered under theatre bonding/socials line item. A. Kingston is available to pick up pizza order if pre-paid by A. Jackson. Evie requests the pizza be delivered in time for the start of the party- 6:30pm.

Thespian meetings: Next meeting is Wednesday Oct 18<sup>th</sup> 3pm. This meeting will be led by Bob & Sarah and is focusing on lighting basics for actors including activities that will have the students up and moving around the stage (ex: finding your light and finding the specific stage areas called out).

Next events: Musical auditions and Coffee house.

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## Director's Report by Mr. Barker and Mrs. Hopper

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NYC trip: Spring Break 2023 Trip is full at 86 people. Mr. Barker has requested tickets for the following: The Play that Goes Wrong, Michael Jackson, and Moulin Rouge.

Alley Theatre: Trip went smoothly. 40 students attended.

Next Field Trip: Nov 18<sup>th</sup> at Pleasure Pier. Tickets go on sale Nov 1<sup>st</sup> and are limited to first 40 paid students.

ThesFest: November 13<sup>th</sup>-16<sup>th</sup> Registration starts Monday. Emails have gone out with current fundraiser/account balances. Students may not carry their own prescription medications. This will be addressed at meeting/via email. Competition fees have not been collected yet. Suggestion to do treat bags again this year.

Trophy Cases: Mr. Barker requests they be refreshed. A. Jackson will organize a committee for this.

Puffs: Great crowds and students did great! Thursday junior high night went well with the show and mini set/backstage tour. Suggestions to have a physical handout or Peach Jar announcement instead of relying on junior high students to tell their parents, open up to all junior high students even out of district, have attendant at door for parent drop off, include instructions for where to enter on the handout, and add signage.

Coffee House: Poster is ready for social media.

Musical: Questions about who auditions which days can be directed to the website where it is spelled out. Signup Genius and forms are on school website. Musical meeting for those case is Oct 25<sup>th</sup> at 6:30pm.

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## Committee & Officer Reports

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Treasurer: B. Warfield reports this month was mostly Puffs related transactions. Membership income is significantly increased from last year. Mr. Barker requests an itemized Puffs expenses list and B. Warfield will provide this. Merchandise (mostly T-shirts) shows a loss but this reflects a recent order of shirts that will be sold on the website. Also, we aren't charging enough to cover the costs of the shirts. Sales tax submitted on Monday totaled \$81.93. Suggestion to let students bring more concessions because we bought about \$1000 worth for Puffs due to selling out on Friday.

Since last meeting:

Beginning balance: \$21,960.78

Ending balance: \$22,105.22

Puffs Income: \$3,101.33

Puffs Expenses: \$2,463.01

Net Profit: \$638.32

Total Memberships: \$3,960.96

Merch Income: \$2982.93, Merch Expenses \$4477.32, Net loss (\$1494.39)

Community Service: M. Washington reports the booth at Octoberfest for the Old Pearland Farmer's Market booth was well attended and students enjoyed that it was outside and had live music. The other event was at the air show in Manvel where students helped with parking. An issue with the current signup method is that some students signed up more than once using different emails causing the events to appear full when they were not. M. Washington will look into ways to avoid this going forward. Next event is Oct. 22<sup>nd</sup> Lawhon Trunk or Treat where students will do face painting and crafts. They are welcome to dress up. She is requesting a few extra chaperones for this event since it's open to 15+ students. For each event she is doing a sign-in sheet for points and submitting photos to both Mr. Barker & E. Richeson for posting. One community event is scheduled for each month October, November, and December.

Website: E. Richeson inquires whether the musical committee is planning to use the website for musical payments at the parent meeting. If so, he'd like to get it ready for those transactions. Musical committee would like to use this option and will get details to him.

Costuming: Report declined as W. DeLano is not present. Puffs costuming went well.

Membership: P. Van Maaren reports she concurs with B. Warfield's report and the winner of the membership contest was Brooke Morris for getting four memberships.

Merchandise: A. Kingston reports that all shirts that were ordered on the website are in and she has given a list of all additional inventory to E. Richeson to list in the online store. It is requested E. Richeson report to A. Jackson and Mr. Barker when those listings are live for publicity and student communication.

Sponsorships: no report was given by A. Kingston.

Senior Recognition: report declined as M. Mejia and A. Frederick are not present.

Mentor Program: Report declined as M. Mejia & A. Frederick are not present. A. Jackson reports that the mailbox is ready to go.

Spirit Nights: R. Nichols reports Freddy's profit hasn't come in yet. Next event is Jax Nov 8<sup>th</sup>. Gringo's and Central Texas are upcoming events.

Concessions: G. Cline reports regarding Puffs show that they almost completely sold-out Friday night which required some purchases for the Saturday shows. Suggestion to increase some prices, add a sign saying all profits go to theatre department, and get more donations. P. Van Maaren will coordinate wording and ordering of the sign.

Musical: Musical Chairs report auditions are coming up soon as well as the parent meeting for those cast. Other events scheduled are a car wash on Nov 19<sup>th</sup>, a dance camp the same day as the first matinee, and a community event which is a tea party theme. The committee is planning to be paperless with all the usual parent documents as much as possible. Request by the directors that a musical booster parent address the questions coming in regarding the 20-hour parent participation requirement. Suggestion that advertising for the musical be sent out to local student theatres (KBP, Joyful etc.).

Social Events: T.J. Keim reports his next event is the Lock-in in April. There is not a date set for this event.

Fan Grams: Puffs went really well. Prepackaged bags were sold with treats and stickers and toys for \$5. They will continue this method as it was extremely successful.

Scholarships: No report was given as L. Harrington was not present.

Hospitality/Trophy Case Display: Report declined as A. McCartney is not present.

Talent Show and Dinner & Silent Auction: No report was given by A. Jackson

Banquet: A. Jackson proposes we look at possibly using the larger room at the same venue or another venue altogether due to anticipating more students attending this year than in the past two years.

Volunteers: No report 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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Bylaws require two signatures on all checks. A. Jackson suggests this be revisited both to ease the work of the treasurer and other executive committee members and to allow the timelier processing of reimbursement. Discussion about the prudence of removing this requirement altogether and suggestion of keeping two signatures over a certain dollar amount.

MOTION: P. Van Maaren moves to change the bylaws to require a single signature on all checks up to and including \$500, while keeping the two-signature requirement on any amount over \$500. 2<sup>nd</sup> by G. Cline. Unanimously Passed.

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## Open Forum

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Questions from the floor:

- 1) Was the parent volunteer hours question possibly actually a musical scholarship question? Directors respond that this is not the case to their knowledge. However, it is unclear as the parent in question wasn't at the mandatory meeting. Suggestion that it could be a student miscommunication. Mrs. Hopper requests that a booster parent reach out regarding the wording and confirms this requirement is not waived even if the student is given a scholarship for the monetary cost of musical.

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## Adjournment

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A. Jackson adjourned the meeting at 8:04pm.

 Recoverable Signature

**X** Tracie Richeson

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Tracie Richeson

Secretary

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