

MEETING MINUTES

Pearland HS Theatre Booster

Date | time 11/1/2022 6:32 | Meeting called to order by Arwen Jackson

In Attendance

PISD staff: Mr. Barker (Department Head)

Board Members: Arwen Jackson (President), Tracie Richeson (Secretary), Becky Warfield (Treasurer), Laura Harrington (Fan Grams), Eric Richeson (Web), Melissa Washington (Community Service), Rachael Holden (Musical Co-chair), Ginger Cline (Concessions Co-chair), Audra Anderson (Musical Co-chair), Renee Nichols (Spirit Nights/Fan Grams), Monica Mejia (Mentorship, Senior Recognition), WenDee DeLano (Costuming), Pam Van Maaren via phone (VP & Membership)

Absent Directors & Board Members: C. Hopper (Assistant Theatre Director), Amanda McCartney (Merchandise & Hospitality), Amy Kingston (Fundraising/Merchandise), Anitra Frederick (Senior Recognition), Suzette Ramos (Concessions Co-chair), Natalie McCauley (Community Service), T.J. Keim (Social Events), Dustin Anderson (Musical Co-chair)

Student Thespian Officers: none present

Others: Sara Jones, Valentina Garza, Antonio Garza, Jared Mellen, Camille Luke, Sharon Gonzalez, Kristin McKeown

Approval of Minutes

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

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

President's Report – A. Jackson

Halloween Party: Thursday, Oct 27th 6:30-8:30 pm. Party went smoothly and it was well attended with 80+ students in attendance.

Coffee House: November 10th, 7 pm. Inventory of the supply closet was completed recently by A. Jackson & P. Van Maaren. The plan is to set up concessions in front of the tech garage door. G. Cline will coordinate the SignUpGenius for workers. W. DeLano will ask about coffee donations from First Cup. A. Jackson will be in charge of shopping for supplies.

Signage: Discussion regarding the need for signage directing public where to park, enter, and proceed to during events, particularly when multiple events including sports are scheduled. Options were discussed. and options. Mr. Barker says he is open to hearing some estimates and is also working with M. Cline on some other signage options.

Thespian Officer's Report

No report is given due to no officers present.

Director's Report by Mr. Barker

ThesFest: November 13th-16th Registration starts Monday. The mandatory meeting is next Monday. Emails have gone out with the itinerary but not the room assignments. That email will go out tomorrow. Students may not carry their own prescription medications. They must be turned in at this meeting.

Committee & Officer Reports

Treasurer: B. Warfield Since the last meeting:

Beginning balance: \$22,105.22

Ending balance: \$36,438.19

Income to date: \$24,969.32

Expenses to date: \$10,809.88

Net Income (Loss) to date: \$14,159.44

Musical income: \$14,748.19

Musical expense: \$810.71

Net profit: \$13,972.47

Total memberships: \$4,057.76

Community Service: M. Washington reports that for the last event 16 signed up and only 4 ended up showing up. The students that did show up did a great job. M. Washington requests that directors and parents reemphasize that signing up for these events is not only an individual commitment but also a commitment of the theatre department to these organizations who are counting on the help. Discussion of options included adding a request for a parent's contact info to the Cognito form and using text rather than email as reminders. The Neighborhood Center has requested help but the details are not yet finalized. The Gathering Outreach is the event for December but the date is not yet finalized.

Website: E. Richeson reports that the musical payments at the parent meeting went well and that the musical merchandise is currently listed as requested. The musical committee requests the link for additional ads be hidden at this time and only attached to the sponsorship category information which is about to be launched.

Costuming: W. DeLano reports that although the musical has begun, no needs have been communicated yet.

Membership: P. Van Maaren has no report.

Sponsorships: (this is an open position so questions are directed to the musical committee and Mr. Barker). A. Garza may have a lead on a sponsor and has questions about the specifics of submitting a sponsorship for credit. The musical committee is in the final stages of relaunching the sponsorship campaign and will get this information out very soon.

Mentor Program: M. Mejia reports that her next step is to get the final list from Mrs. Hopper. She will contact her.

Spirit Nights: R. Nichols reports \$100 came in from Raising Canes via check and this was turned in to B. Warfield tonight. The proceeds from the Freddy's event have not come in yet. Tonight's spirit night is at Jax Burgers, and the December event is at Mod Pizza.

Concessions: See above for the upcoming Coffee House event details.

Musical: Musical Chairs report they met today and continue to meet weekly. The parent meeting had a good format and flow. B. Warfield will email A. Anderson and Mr. Barker with the latest outstanding payments list. E. Richeson will email A. Anderson when the shirt sale closes so she can finalize the order. The budget meeting is upcoming. Sponsorship details are finalized and an email will go out to the cast and crew. Sponsorship levels will be between \$100 and \$3000+. Booster is a 501 3(c) organization. Ad upgrades are available on the website for parents to increase the included ad size. Committee formation is in its final stages and each committee head will have a sign-in QR code for participants to record hours. P. Van Maaren will be in charge of monitoring hours. Window clings and magnets have been approved and the order will be turned in. Info cards for passing out at tree lighting and parade are being finalized by D. Anderson. Car Wash is on Nov 19th at Hometown Bank 8:30 am-2:30 pm. Sign Making Party for the Car Wash is on the 16th. A shopping day with Razzle Dazzle (dance company available to order tights and shoes) has been added on Nov 11th. Mrs. Hopper will be adding that info to Teams and sending an email with instructions. Tree lighting is Dec 2nd and the parade is Dec 3rd. Musical committee has secured a 20-foot trailer and a generator for the float. There was discussion that Kantorei will also have a float in the parade but E. Bunyard had already made the committee aware (multiple student overlap between Kantorei and musical) and the Teams app only has one week's worth of dates. There is a request that more of the schedule be added.

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

Senior Recognition: No report was given by M. Mejia.

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

Fan Grams: L. Harrington states that they are ready to begin work but more donations are needed.

Scholarships: L. Harrington continues to prepare for this spring event but has no update at this time.

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

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

Banquet: No report was given as this is an open position.

Volunteers: No report was given as this is an open position.

New Business

None at this time.

Old Business- T. Richeson

None at this time.

Voting

None at this time.

Open Forum

None at this time.

Adjournment

A. Jackson adjourned the meeting at 7:20pm.

 Recoverable Signature

X Tracie Richeson

Tracie Richeson

Secretary

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