

# MEETING MINUTES

## Pearland HS Theatre Booster

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Date | time 2/07/2023 6:30 | Meeting called to order by Arwen Jackson

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### In Attendance

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PISD staff: Mr. Barker (Director), Mrs. Hopper (Assistant Director)

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

Absent Directors & Board Members: Amanda McCartney (Merchandise & Hospitality), Suzette Ramos (Concessions Co-chair), Natalie McCauley (Community Service), T.J. Keim (Social Events), Rachael Holden (Musical Co-chair), Laura Harrington (Fan Grams), WenDee DeLano (Costuming)

Student Thespian Officers: Evie Richeson

Others: Kathryn Alamia

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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 G. Cline. Unanimously passed.

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### President's Report – A. Jackson

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Collab Event: This Saturday from 5-8 pm. Setup at 4 pm. The theme is Valentine's in Bullard Cafeteria. She would like a few parents to be present. Current volunteers include A. Kingston, R. Nichols, A. Jackson, K. Alamia, and A. Frederick. Mrs. Hopper is available to start and finish the event but may leave in middle. She also requests someone to pick up pizzas and R. Nichols volunteers for this.

Banquet: A. Jackson reports that she and S. Jones, who currently make up the banquet committee would like to recommend using the Gardens Houston (at Beamer & Hughes) this year after meeting with the coordinator for the venue this week. This venue has both a large room and a smaller room. We would be using the smaller room. Mr. Barker states he does not want the booster to put down any money, even a deposit until he is made aware of what event is booked in the other room at the same time. This stems from issues in the past with our student event being booked at the same venue as a large, primarily adult party. He does not feel comfortable sharing the space, public areas, and parking lot with that type of event. Mrs. Hopper will put out a form to obtain an attendance estimate. Parents will be allowed to go.

Talent Show/DSA: On Friday, April 14<sup>th</sup>. Each theatre class will perform. Auditions for other coffeehouse-style performances will be on March 27<sup>th</sup> after school. A. Jackson reports that her committee will meet soon and an information email will go out soon. Mrs. Hopper requests a schedule for this so she can plan accordingly.

Lock In: This event's scheduled date was changed to the Talent show/DSA. If thespian officers still want to try to have a lock-in, a date in May might be a possibility. This discussion was postponed to a later time.

Host UIL: The event is both March 22<sup>nd</sup> and 23<sup>rd</sup> but we are only hosting on the 23<sup>rd</sup> per Mr. Barker. Ticket sales and concessions are requested. The contest will likely start at 3 pm. All these details need to be finalized by Mr. Barker through district administration since it is a school day. He will get a finalized timeline for the booster at a later date. The contest will go all day from 9 am to perhaps 11 pm. Concessions may not block vending machines during the school day as we do for typical shows. A. Jackson suggests doing as much setup as possible ahead of time but this may not be possible due to the school day restrictions. Discussion included the sale of pizza by the slice, hot dogs, nachos, and ramen. Show tickets will be \$7 a person regardless of arrival time and one general admission ticket is good for all shows. Ticket sales will have to be cash/card and will be staffed by the booster, not Hometown ticketing. Ticket takers and ushers will also be needed. A. Jackson suggests borrowing the popcorn machine from the choir.

Hallway Trophy Cases: A. Jackson is looking for volunteers to pull old stuff down and put up more current displays.

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### Thespian Officer's Report - Evie Richeson

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Collab Event: See also President's report above. Pizza is requested from the booster as well as decorations. Snacks and eating supplies and drinks have been divided up by grade level. The sign-up link has been sent out and as of today, 40 students including officers have already signed up. They anticipate more by the weekend. A. Jackson requests a head count for pizza by Friday night. However, she states it's easy to update if needed as late as Saturday morning. The event will be hosted here at PHS and the space has been reserved by Mr. Barker. There are a few organized games but mostly designed to be a hangout. The officers from both schools are meeting tomorrow with Dawson attending via zoom. At that time specific responsibilities will be assigned. The plan is to have officers assigned to each game, as well as greeters, the craft table, and the board games table. A. Jackson has purchased a new giant connect 4 which can also be used for this event.

Banquet Ideas: A. Jackson contacted the officers today regarding themes. Evie Richeson will poll the officers and they will decide on 3 themes to submit.

UIL: Recruitment board officers will be in charge of gifts for the other schools attending our UIL event. This is already being discussed between the officers and Mrs. Hopper.

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### Director's Report by Mrs. Hopper

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NYC Trip: Next meeting is Feb 21st at 6:30 pm in the auditorium. He plans to communicate soon regarding the hotel and plane assignments.

UIL: Request that booster feed students on multiple event dates including clinic days, long rehearsal days, and competition days. B. Warfield states there is one line item in the budget for UIL support. Mrs. Hopper would like to request a snack be provided now that they are rehearsing every Saturday for several hours. The current estimate for all snacks and meals is 32 people. Students can pay online for their show fee of \$75. Students will get a patch this year in addition to the shirt. The public show performance is scheduled for March 2<sup>nd</sup> at 7 pm. Mr. Barker says this event will not have concessions. Fliers are in process of being created.

Field Trips: The next event is on March 24<sup>th</sup> for a performance of STOMP. There is a limit of 40 tickets and they will be made available at the beginning of March. The final scheduled field trip is to the Alley in April.

Thes Fest Virtual Entry: Neva Cline has been submitted for judging and we are waiting on a response.

Theatre Scholar: All applications have been submitted.

UIL State: The submission date for technicians is coming up.

Thes Fest Nationals: June 19<sup>th</sup>-23<sup>rd</sup> in Bloomington, Indiana. There are dorms available on campus for students traveling with sponsors. If traveling with guardians, there are hotels near campus. Mr. Barker states he is unable to utilize district funds to travel with students for this event. This has been an area of some tension with the school district as other UIL teachers/sponsors are supported with district funds. The current estimate for nationally qualified students is currently 7. Typically, graduating seniors have not shown an interest in attending but the significant increase in numbers may help if a discussion with admin for funding is pursued. A. Jackson would like to propose that the booster pay for student registration and for a director to attend. No decision was made at this time.

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## Committee & Officer Reports

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Treasurer: B. Warfield reports that there is only one \$3000 line item for UIL support. This is not specific to meals and is the total amount including meals and all other needs. Mr. Barker and Mrs. Hopper anticipate that more may be needed.

**MOTION:** A. Anderson moves to add an additional line item to the current budget of \$3000 specifically to cover UIL meals \$3000, 2<sup>nd</sup> P. Van Maaren. Unanimously Passed.

B. Warfield reports that multiple unanticipated high dollar-amount transactions have been coming through during the year. This is specifically in regard to debit card and committee spending. Although the transactions can be covered within the budget, she would propose that the board put some guidelines in place to provide more transparency and encourage discussion prior to purchases rather than after the fact.

Currently, she is being put in a position where she is essentially the only other executive committee member seeing these purchases and by the time she can sit down to deal with them, they are beyond a thoughtful discussion. Her main goal with this proposal is to provide a moment of pause and to protect and optimize our funds to be sure they are moving toward the booster's goals as a whole.

Her suggestion is to consider anything over \$250 a large purchase and that a pause is put in place to require discussion and specific approval of the amount before the purchase is made or the purchaser risks not being reimbursed. This would be regardless of the line-item amount or if the money is 'in the budget'. This precedent is already in the bylaws via a requirement that any checks over \$500 require two signatures.

Budget Update:

Beginning balance: \$47,668.20

Ending balance: \$43,541.37

Income to date: \$60,734.92

Expenses to date: \$43,875.11

Net Income (Loss) to date: \$16,859.91

Musical income: \$49,286.08

Musical expense: \$32,066.80

Net profit: \$17,219.28

Community Service: M. Washington reports that the Musical Tea Party community service event came in under budget and was considered a success. She noted we had a lot of shares and buzz on social media which likely helped sell out shows. She has not scheduled anything for February but looking toward the next event, teacher appreciation day, she would like to possibly purchase a button maker for an activity she has planned for that. It could also be used for crafts at events in the future.

Website: E. Richeson has no report.

Costuming: No report was given as W. DeLano was not present.

Membership: P. Van Maaren has no report.

Senior Recognition: A. Frederick and M. Mejia report that the t-shirts and cookies given to seniors at the musical were very well received by students. They are planning something next for both UIL and Banquet.

Spirit Nights: R. Nichols reports that today is the Gringo's event and next month's event is already scheduled.

Concessions: G. Cline reports concessions went well. They did need to restock as almost all inventory sold out the first few shows. She will check inventory before making any purchases for the UIL event.

Musical: A. Anderson reports that the musical committee had their post-show meeting and that they have already begun planning for next year! The main feedback they received was to start earlier. The link for feedback remains open and responses are still coming in. Several ideas are already in place for improvements for next year based on experience and feedback.

Fan Grams: R. Nichols reports their profit was \$2500 with about \$150 in expenses!

Scholarships: A. Frederick reports they are planning to put the application out earlier this year and possibly decrease the number of letters of recommendation to only one. Mr. Barker requests the application specifically say that these recommendations cannot be from the theatre directors. He would also like to look over the application before it goes out.

Merchandise: A. Kingston reports that lessons were learned but the feeling was that adding merchandise to the musical was overall a success. More detail is contained in the post-meeting minutes.

Sponsorships: A. Jackson reports it is her intention to recruit sponsorships for the Talent Show/DSA event.

Mentor Program: M. Mejia reports that she has encouraged the students to send something for Valentine's Day.

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

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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### Additional 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 8:31 pm.

 Recoverable Signature

X Tracie Richeson

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Tracie Richeson

Secretary

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