

BOOSTER MEETING MINUTES

Pearland HS Theatre Booster

4.4.2023 | Meeting called to order at 6:34 by P. Van Maaren

In Attendance

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

Executive Board Members: Pam Van Maaren (President), Becky Warfield (Treasurer), Tracie Richeson (Secretary)

Board Members: Eric Richeson (Web), Melissa Washington (Community Service), Ginger Cline (Concessions), Audra Anderson (Musical Co-chair), Dustin Anderson (Musical Co-chair), Anitra Frederick (Senior Recognition), WenDee DeLano (Costuming), Laura Harrington (Fan Grams)

Absent Board Members: Monica Mejia (Mentorship, Senior Recognition), Renee Nichols (Spirit Nights/Fan Grams), 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)

Student Thespian Officers: Evie Richeson (President)

Others: Sara Jones, Kathryn Alamia, Sylvia Woods

Approval of Minutes

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: B. Warfield moved to accept the 3/3/23 minutes as written, 2nd by G. Cline. Motion passes.

President's Report – Pam Van Maaren

New Bins/Ant Issue: P. Van Maaren proposes the purchase of new bins due to the continuing ant issue in our concession/storage closet. She is wondering if there is budget money for this. She has found bins that are clean and have latches that seal which would solve not only the ant issue but also the difficulty with easily visualizing our supplies. The number needed has not been finalized. B. Warfield confirms that there is budget money that can be used for this without a vote.

Student Officer's Report – Evie Richeson

Evie asks what is needed from student officers regarding the remaining events.

Banquet: She confirms that the historian is responsible for the slideshows and will typically put together two slideshows, one for the whole year and one for the seniors. The officers will also create awards for each student attending once the list is confirmed. A. Frederick will need a list of seniors for senior recognition and S. Jones confirms that the theme is Broadway.

Thespian Induction: Nothing is needed from the officers.

Director's Report – David Barker

Coffee House: April 13th 7 pm. D. Barker requests coffee be served (included with the ticket price) and minimal concessions. A. Anderson will set up a Sign-Up Genius and prepare the coffee urns that night. Mr. Barker requests the concessions/coffee area be ready by 6 pm.

Tommy Tunes: April 7th is the announcement date for the next level which is finalists.

Thespian Induction: M. Washington is planning a refreshment table with punch, cookies, and water. Mr. Barker states Mrs. Long intends to provide the cookies. However, M. Washington has not been able to confirm with her as of today. Estimating 15 inductees plus any officers who are elected but have already been inducted. Mrs. Hopper will create the program. The officer application process is being handled by the directors and next year's officers will be announced at the ceremony. For decorations on stage, Mrs. Hopper will pull any induction-specific items we have. Mr. Barker requests that things be set up by 5:30. The colors are blue and yellow. P. Van Maaren and A. Anderson confirm that we have décor which can be used in storage.

SOAPS: Mr. Barker requests minimal concessions and to sell low to get clear out anything that will expire over the summer. The plan is for all 9 shows on both nights.

Class Shows: These have been canceled by the directors.

Committee & Officer Reports

Treasurer: B. Warfield would like to note that checks #1223 (banquet deposit) for \$1000, #1228 (Chick-Fil-A) for \$9200, and #1229 (Virginia Cline, concessions reimbursement) did not get the second signature required by the by-laws due to the urgency of the payments.

Bank Beginning Balance: \$39,118.19

Bank End Balance: \$39,062.78

Current Income to Date: \$73,648.66

Current Expenses to Date: \$56,929.80

Net Income (Loss) to Date: \$16,754.86

Chick-Fil-A Fundraiser

Income: \$12,558.51

Expenses: \$10,406.38

Net Profit: \$2,152.13

UIL Hosting/Chick-Fil-A Fundraiser: This was a profitable event and it is felt that the booster could do this event again and be even more successful. Discussion about the timing (immediately after Spring Break), a few large groups/teams were off campus that day, and advertising wasn't able to be done as planned during announcements due to testing. The new Square devices worked well and we had enough change at all the sales locations. Some of the unused items purchased for the Wednesday meal

were successfully returned and with the unsold sandwiches, we were able to donate to police officers, fire stations, and a women's shelter.

Banquet: S. Jones reports that the venue has been booked and the deposit paid. L. Harrington and Evie Richeson will plan to accompany S. Jones to look at the space, decide on table placement, and choose décor. In addition to seating, we need a table for senior recognition and Mike Fox who will be present for photos per Mr. Barker. The colors will be red, black, and gold along with the overall Broadway theme. Color-coordinated drapes from the ceiling and centerpieces are provided by the venue. S. Jones is planning to add some theatre programs and possibly other additional décor items. The food venue has been finalized and reserved. Drinks can either be through the caterers or the venue but the venue would keep them refilled through the night. S. Jones states remaining balances due include \$1300 for the venue and \$1200 for food but requests a budget update before making any additional decisions. B. Warfield reports that we have budgeted \$5600 for venue costs and \$900 for banquet décor. Mike Fox will be there with a backdrop and take photos per Mr. Barker. Two DJ bids have been requested. Tickets will go on sale about 1 month before (April 24th) the event for \$40 and then a price increase to \$45 after about 3 weeks later. Discussion regarding the purchase of a few backdrop stands that could fold up into a bag rather than continuing to borrow from different departments. It is noted there has been a need for this at multiple events this year. B. Warfield states this could come from the general fund. D. Anderson will design a banquet poster, Mrs. Hopper will add a QR code when it is ready, and E. Richeson will post it on the website. E. Richeson will also sell tickets from the website. Mr. Barker notes that due to conflicts with UIL, the 2024 banquet will be on May 18th because UIL state is a different schedule.

Big/Little Program: A. Frederick requests specific feedback on the Big/Little program in order to decide if this program should be continued. Evie Richeson reports the sign-up and pairing process went well but many didn't participate even as a little. For example, she wrote notes and put candy in and it sat in the mailbox untouched for 3 months. Discussion to keep this program for next year, start earlier, coordinate with the welcome party, and make the program voluntary rather than signing everyone up automatically.

Market Days: The board would like the shirt designed and purchased ahead of Market Days if possible. Officers typically design shirts and that could be done by new officers in April/May after induction.

Sponsorship Letter: A. Anderson and Mr. Barker have the letter ready. However, some potential sponsors are asking for the name of the musical which is not official yet. Pearland Pediatrics has committed as a sponsor. There are also two possibilities for the main sponsor of the musical.

Spirit Nights: R. Nichols is not present. L. Harrington reports that the next event is Jason's Deli on April 11th. Discussion to consider Wednesdays or Thursdays going forward as Tuesdays have been a high-conflict day of the week and plan to bring back the student social hour meet-ups at these events.

Scholarships: Four applications were received and there are currently three scholarships available. Grades and involvement criteria have all been verified. A. Frederick and L. Harrington will be the two board members and they will be contacting two community members not affiliated with the school to be the other half of the committee. Theatre major higher education is required for the \$500 scholarship while the \$250 scholarship may go to any major. B. Warfield confirms that we have the budget for an additional scholarship to make 4 total. A vote was taken to approve this change. L. Harrington will let the board know how they would like to proceed in assigning the additional amount once the candidates have been fully finalized.

Motion: A. Anderson moved to increase the scholarship budget to \$1500, 2nd by S. Jones. Unanimously passed.

Community Service: M. Washington reports that Big Art Day was our most recent event and four students attended. This month's event is the Davis Days Crawfish Boil on April 15th. Students will set up & serve food. It is a longer event so there will be two shifts. Next year she plans to focus on fewer events overall as she and the directors feel a monthly event is not necessarily needed. Currently, no event is planned for May.

Senior Recognition: A. Frederick reports that all seniors involved in UIL received a recognition gift and the committee has plans for both SOAPS and Banquet.

Audit Committee: Our yearly audit with the treasurer is approaching. This year's committee will be A. Frederick, James Frederick, and D. Anderson along with Treasurer B. Warfield.

New Business

Nomination Committee: A. Frederick presents the slate for the 2023-2024 Board and requests any nominations from the floor. Voting will take place at the May 9th meeting.

Executive Positions	Nominee
President	Dustin Anderson, 832-348-0709
VP	Pam Van Maaren
Secretary	Anitra Frederick, 832-722-0290
Treasurer	Becky Warfield

The following committee chairpersons are also noted:

Committees	Chairperson
Community Outreach Events	Melissa Washington, 409-665-6806
Costuming, Sewing, Procurement	WenDee DeLano, 832- 236-4744
Fan Grams	Renee Nichols, 281-723-6809
Musical	Audra Anderson & Pam Van Maaren
Senior Recognition	Monica Mejia, 281- 686-8251
Spirit Nights	Renee Nichols, 281-723-6809
Theatre Banquet	Sara Jones, 713-598-9567
Webmaster / Communications	James Frederick, 832-722-8527

Discussion that Audie Johnson has let A. Anderson know that he would like to be the Fundraising Sponsorship Chair and K. Alamia would be interested in membership and possibly volunteer coordinator.

Old Business

None at this time.

Additional Voting

None at this time.

Open Forum

None at this time

Adjournment

P. Van Maaren adjourned the meeting at 8:03 pm.

 Recoverable Signature

X Tracie Richeson

Tracie Richeson

Secretary

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