

BOOSTER MEETING MINUTES

Pearland HS Theatre Booster

5.9.2023 | Meeting called to order at 6:33 by P. Van Maaren

In Attendance

PISD staff: Mr. Barker (Director)

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

Board Members: Eric Richeson (Web), Melissa Washington (Community Service), Audra Anderson (Musical Co-chair), Dustin Anderson (Musical Co-chair), Anitra Frederick (Senior Recognition), Laura Harrington (Fan Grams) Monica Mejia (Mentorship, Senior Recognition), Renee Nichols (Spirit Nights/Fan Grams)

Absent Staff and Board Members: Mrs. Hopper (Assistant Director), Amanda McCartney (Merchandise & Hospitality), Suzette Ramos (Concessions Co-chair), Natalie McCauley (Community Service), T.J. Keim (Social Events), Rachael Holden (Musical Co-chair), Ginger Cline (Concessions), WenDee DeLano (Costuming)

Student Thespian Officers: Evie Richeson (President), Julia Frederick (President-elect), Adrian Mejia (Communications)

Others: Sara Jones, Kathryn Alamia, James Frederick

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: E. Richeson moved to accept the 4/4/23 minutes as written, 2nd by P. Van Maaren. Motion passes.

Student Officer's Report – Evie Richeson

Banquet: May 19th. Evie Richeson reports the officers are planning an overall itinerary including a welcome speech, a year in review, two slide shows, awards, senior recognition, general awards, the voted awards, and scholarships. She states they can provide the itinerary to M. Washington (for table décor) and the directors and board when it is finalized. S. Jones confirms that if the officers should arrive at 5:45/6 pm and that she needs the playlist by Tuesday. The committee plans to do most of the decorating between 10 am and 2 pm the day of the banquet. Final décor will take place around 6pm.

Market Days: Julia Frederick reports that incoming officers are already submitting designs for shirts (both troupe & officers) and will submit them to A. Anderson and Mr. Barker by end of month.

Director's Report – David Barker

SOAPS: Next Tuesday and Wednesday. A. Anderson would like to set up merchandise (shirts). B. Warfield will make sure it is on square and Eric Richeson will pull the shirts off the site so there is no confusion

with inventory. Mr. Barker requests concessions be liquidated to get rid of anything that will expire over the summer. All 9 shows will run on both nights.

Fall Show: Mr. Barker states the officers/production will have input on show selection for Fall Show and UIL.

Committee & Officer Reports

Treasurer: B. Warfield reports that most of the current transactions involve banquet. Mr. Barker asks about the annual max to carry over to next year and B. Warfield reports we are under \$40,000 so we will not convert to taxable. Mr. Barker also requests reimbursement for set pieces he has rented for next year's musical. The company that is being hired costs \$8000 and he is already under contract with them. B. Warfield reports that she does not anticipate this amount being an issue. However, she cautions that the new board has not created or voted on a budget for next year. Mr. Barker understands that this will be something that will have to be considered again at that time. Discussion of anticipated spending over the summer to reorganize the storage closets. Mr. Barker request the board plan to cover costs for officer retreat/teambuilding and if that would be appropriate. B. Warfield and P. Van Maaren report that they don't see an issue but again it will need to be voted on after the new budget if it is not in the original adopted budget.

Bank Beginning Balance: \$39,062.78

Bank Ending Balance: \$33,346.3

Current Income To Date: \$76,327.82

Current Expenses To Date: \$65,284.22

Net Income (Loss) To Date: \$11,043.60

Sponsorship: A. Anderson reports that we have already secured two 2023-24 season sponsor. They are Pearland Pediatrics and Dorothy Long. A. Anderson has created a shared document with Mr. Johnson so they can keep track of each sponsor, their commitment level, and who has/has not been contacted as a potential sponsor. A. Anderson has been working with HEB corporate/online (contact is Brandon) for them to be a season sponsor. Anna Bryant is a contact that M. Washington says in involved locally in that department so A. Anderson will be sure to connect with her to try to get this approved. Discussion that the board will need to make sure all the included sponsor perks are being completed (ex: social media and playbill mentions).

SOAPS: Mr. Barker requests an estimated run time and set change time from each director. For concessions he suggests setting up just one table.

Banquet: S. Jones reports that the decision was made to add in flatware and plates to the venue contract and that the venue confirmed they will keep water glasses refilled throughout the event as requested. The venue will also provide the screen, projector, and all table decorations. The committee still plans to add some PHS theatre specific details. S. Jones has not yet been given a date for final payment. However, the final head count is needed as soon as ticket sales end on the 12th. E. Richeson reports the current sold tickets total approximately 90. Comped tickets that need to be included in the count are Mr. Barker, Mrs. Hopper, Mike Fox, their 3 spouses and the DJ. Colors are white, black, and red. Venue will provide all additional tables discussed tonight (ex: senior recognition). A computer and HDMI cable are all that need to be provided to use the projector set up for slide shows. The committee meeting is scheduled to prep decorations tomorrow at 6pm. The DJ is under contract and will be paid by check the day of the event with a check. The final catering order is 2/3 of the plates will be chicken fettuccini, 1/3 of the plates will be veggie lasagna, and Antonio's has offered to include a gluten free meal. S. Jones

will confirm when and how to get everything returned to Antonio's. D. and A. Anderson are picking up the desserts and decorating them is part of the set up plan the day of the event. Current plan is to place desserts with the place settings.

Spirit Nights: R. Nichols reports the board is waiting on checks from Texas and one other venue. The next event is Menchies on May 16th from 2-9pm. When R. Nichols has finalized next year's dates, A. Anderson states they can be added to the 2023-24 master schedule handout.

Market Days: The master schedule handout is being updated will be handed out on Market Days. There will be only one market day date and it will be finalized in July by the district.

Scholarships: L. Harrington reports the board received 4 total applications. As of the last meeting a total of \$1500 is set aside for scholarships. After discussion it was decided to make the theatre major award \$600 and the non-theatre majors awards \$300 each. L. Harrington will get the names to B. Warfield who will bring the checks to banquet.

Community Service: M. Washington reports that it was a successful year and she will plan some changes based on feedback including fewer events overall as well as modifying communication to try to include parents. Currently, no event is planned for May.

Big/Little: M. Mejia has no report. A. Mejia requests a year end party. And L. Harrington suggests coordinating this with the already scheduled Menchie's Spirit Night. Discussion that going forward involvement should be voluntary and should be started earlier in the year.

Senior Recognition: A. Frederick reports that for SOAPS they anticipate giving out 12 bags and for Banquet she would appreciate guidance as to who should be included. Decision after discussion is to provide senior gift bags to all seniors enrolled in the theatre program (even if they are not attending banquet) and all seniors involved in Descendants (but only if they are attending banquet). Currently this is an estimated 25 total. B. Warfield reports the remaining budget is \$583 which the committee feels will cover their planned expenses.

Audit Committee: This will be scheduled after the banquet and end of year activities have concluded. 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 as approved at the last meeting.

Executive Positions	Nominee
President	Dustin Anderson
VP	Pam Van Maaren
Secretary	Anitra Frederick
Treasurer	Becky Warfield
Committees	Chairperson(s)
Community Outreach Events	Melissa Washington
Costuming, Sewing, Procurement	WenDee DeLano
Fan Grams	Renee Nichols
Fundraising/Sponsorships	Audie Johnson
Membership	Kathryn Alamia

Musical	Audra Anderson & Pam Van Maaren
Senior Recognition	Monica Mejia
Spirit Nights	Renee Nichols
Theatre Banquet	Sara Jones
Webmaster / Communications	James Frederick
Open	Chairperson(s)
Concessions	
Hospitality/Social Committee	
Merchandise	
Theatre Volunteers (new)	
Scholarships	
Student Mentor Program (Big/Lil Buddies)	Monica Mejia

MOTION: M. Washington motions to approve the slate as submitted, 2nd by S. Jones. Unanimously approved.

Old Business

B. Warfield motions to add \$7000 to the budget for the musical rights to next year's musical, 2nd by D. Anderson. Via GroupMe app 13 of 22 yea votes were recorded. No nay votes were recorded. 9 members abstained. Motion passes.

Additional Voting

None at this time.

Open Forum

None at this time

Adjournment

P. Van Maaren adjourned the meeting at 7:56 pm.

 Recoverable Signature

X Tracie Richeson

Tracie Richeson

Secretary

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