

MEETING MINUTES

Pearland HS Theatre Booster Board Informal Summer Meeting to set up Market Days

Date | time 7/13/2022 7:05 | Meeting called to order by Arwen Jackson

In Attendance

PISD staff: none present

Board Members: Arwen Jackson (President), Tracie Richeson (Secretary), Audra Anderson (Musical Chair), Laura Harrington (Fan Grams), Eric Richeson (Web), Pam Van Maaren (VP)

Student Officers: none present

Approval of Minutes

Deferred due to lack of quorum.

A. Jackson requests that the last set of minutes be resent to board. T. Richeson will resend.

A. Jackson requests a directory of board members be created and distributed by T. Richeson. She will forward a partially completed document and T. Richeson will finish it and send it out.

Budget Report

Deferred due to treasurer position remaining open.

Mr. Barker informed E. Richeson of his plans to utilize the Booster website in a much greater capacity going forward. Due to this, E. Richeson officially informed President A. Jackson and resigned the position of treasurer to focus exclusively on Web as of May 19, 2022.

Audit: The yearly audit was completed by R. Garrett, M. Garrett, L. Harrington, E. Richeson and T. Richeson on Tuesday July 12th. All affairs were noted to be in order. One check remains outstanding (check #1128 to Mr. Mike Fox in the amount of \$50).

Opening budget for year: \$10,621.61

All money received: \$56,002.07

All expenses: \$44,590.50

Ending balance \$22,033.18 (but as noted above, current bank balance shows \$22,083.18).

Market Days 2022: Tuesday August 26th 8am-1pm & Wednesday 27th 1pm-6pm

Setup: A. Jackson would like to set up the table the night before and will try to get permission to do that. If so, P. Van Maaren is available to help. They will plan to meet at 5pm on the 25th.

Merchandise: We do not have a board position for this but A. Jackson would like to make this a board position. We have some items to sell somewhere but she is not sure what. A. Jackson reports she will look into it.

Focus: A. Jackson reports that she views this event as primarily recruitment for board members, answering student and parent questions, providing fall events information.

Handout/One Sheet: A. Jackson would like to have a one sheet with information. She will create this.

Poster: A. Jackson reports that she will have a freshman floats poster and include that info on the one sheet.

Memberships: We do not currently have a board position for this but A. Jackson would like to make this a board position. P. Van Maaren says she will handle this for now.

Forms: We did have a digital form last year but that all went through Hopper and Cognito.

Volunteers: P. Van Maaren and A. Jackson will work Tuesday, T. Richeson and L. Harrington will work Wednesday. A. Jackson will reach out to thespian officers and add the volunteer opportunity to the general booster GroupMe.

Payments: E. Richeson reports that the website can process the payment but since we have no treasurer, we currently have no square or PayPal, which is required to complete the transaction.

Executive Board Opening- Treasurer

Arwen reports the people she has asked so far cannot do it.

P. Van Maaren reports that Becky Warfield says that she accepts the position via text. A. Jackson immediately appoints B. Warfield as treasurer (per the bylaws she may appoint). Booster board will need to vote and this will be added to the agenda for the next scheduled meeting.

Becky Warfield (via Pam) will take on the position.

Next Meeting

Arwen will set up the dates for meetings after looking at the calendar and talking to the directors. L. Harrington reports that choir booster meetings are already scheduled on Mondays this year.

Calendar Update

E. Richeson reports that Mr. Barker stated at end of last year that theatre would not be using charms calendar any more. Theatre does have a calendar on the website (official school PISD site). E. Richeson can link to it from the website but not much has been added. Another idea is to create our own. Decision was tabled at this time.

Summer Events

Several informal meetups have been proposed by A. Jackson however as of this meeting they are not official booster or school events. They are open to any students and parents who would like to attend. She plans to be present at each event. This information has been sent out to booster and theatre students via GroupMe.

T. Richeson proposed a new theatre/board sponsored event for all theatre students -a Summer Wrap Up where students could report/present theatre activities they were involved in over the summer (International ThesFest, theatre camps etc.) followed by a hangout/social. So far at least 2 students are willing to participate, with probably 4-5 total in the end. One idea is to offer ice cream or other snacks and hold at black box or Independence Park following market days. T. Richeson will present the idea to student board and directors for approval before bringing it back to the board for funding.

Fall Events

L. Harrington reports that the student board is already working on Welcome Party.

A. Jackson reports there is a date for Freshman Floats and she will send that out to booster.

Meeting adjourned at 7:58pm

 Recoverable Signature

X Tracie Richeson

Tracie Richeson

Secretary

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