

# MEETING MINUTES

## Pearland HS Theatre Booster Board

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Date | time 7/26/2022 6:33 | Meeting called to order by Arwen Jackson

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### In Attendance

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

Board Members: Arwen Jackson (President), Pam Van Maaren (VP), Tracie Richeson (Secretary), Audra Anderson (Musical Co-chair), Renee Nichols (Spirit Nights/Fan Grams), Eric Richeson (Web), Melissa Washington (Community), Natalie McCauley (Community), Monica Mejia (Senior Recognition)

Absent Board Members: Rachael Holden (Musical Co-chair), Dustin Anderson (Musical Co-chair), Suzette Ramos (Concessions), Laura Harrington (Fan Grams), Anitra Frederick (Senior Recognition)

Student Thespian Officers: Evie Richeson (President)

Others: Becky Warfield (appointed/acting treasurer pending board approval), Sara Jones, Kelly Ellis, Meghan Garrett, Ryan Garrett, Amy Kingston, Amanda McCartney

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### Approval of Minutes

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The minutes were previously distributed via email to board members and added to the public website [pearlandtheatre.com](http://pearlandtheatre.com), the booster website. Reading aloud of the minutes was declined at this time.

MOTION: P. Van Maaren moved to accept the minutes as presented, 2nd by A. Jackson. Unanimously passed.

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### President's Report – A. Jackson

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Open board positions: Volunteers needed for Merchandise, Sponsorship, and Fundraising which currently remain open.

GroupMe app groups: This app will be the primary communication method for the board. A. Jackson has set up several divisions including a group with and a group without the directors as well as a group for all theatre parents (these are just some examples). Suggestion requesting A. Jackson put THEATRE into the title and maybe a theatre photo for the icon to help those who are in multiple groups (football, choir etc.).

Beach day: Saturday, July 30th. This event is parent sponsored, not a booster or theatre event. No official chaperones will be there, though all students and parents are welcome. Students planning to attend should coordinate ahead of time so that an adult is responsible for them. Student officer Richeson requests time and meeting place for Instagram publicity. A. Jackson, the coordinator of the event does not have a place or time set yet. A. Jackson will get her that info to the student officers for publicity purposes.

Vertical Fundraiser: August 26th kick off date. This will be a theatre department event, not be a booster event so that students can raise and be individually credited their donations. Theatre directors will be handling documenting and recording each student's balance. A. Jackson is the current coordinator and contact for this event since Fundraising is still an open board position.

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## Thespian Officer's Report by Evie Richeson

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Inside Scoop: August 15th 6:30-8:30pm. This is the renamed Fish Floats from last year. A flyer was created and was available at Market days. It will also be posted on Instagram. Student officers are requesting 4 gallons of ice cream, chocolate and caramel sauce x2 each, sprinkles, bowls and spoons. Mr. Barker confirms that the spaces needed have been reserved. Plan is to start with everyone in the black box and after the welcome/basic info the freshman will leave with the officers to take a tour of designated areas of the school. Student officers will also be stationed at the ice cream serving tables and as greeters from the parking lot. Parents will be released to the ice cream table and their students will meet back up with them there after the tour. Officers request tables and chairs be set up with tablecloths and decorations. Setup can be at 6:30pm since they will have the entire parent meeting to do complete setup. Theatre department has tablecloths and A. McCartney states she may have some themed décor.

Welcoming Party: 3-6pm Sept 12th will be Harry Potter themed. President and VP officers will be general hosts and other officers will be broken up into 5 teams of magical creatures. Request teaching theatre and commons. Officers have not yet settled on specific snacks and décor but will share those plans by the next booster meeting. No shirt will be provided at this event. Meet the teacher is the same night but begins after this event, at 6:30pm.

T-Shirts: Design ideas have been submitted. Voting on final design is scheduled for July 30th as A. Jackson has requested the final design be submitted by August 1st. Non-officers are welcome to submit designs as well.

Officer Meet-up: August 10th officers will have a meet-up at Pearland Skate and officer t-shirt distribution will take place. These shirts have already been designed and ordered by the officers.

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## Director's Report by Mr. Barker and Mrs. Hopper

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New York Student Spring Break Trip: Basic information has been posted on social media as of today. An information meeting is scheduled for August 23rd. 48 seats are available, first come first served. If over 50 students are interested, it can possibly be accommodated but it will change several things including the price. At this time, due to Covid, a Broadway workshop will not be included. Mr. Barker is the coordinator of this event and is working with the company on the itinerary. Current plan includes the Downtown Sheraton, early flight on Sunday, then a full first day, early return on Thursday, One World tower, 911 memorial, 3 Broadway shows. At this time neither vaccines nor masks are required. Mr. Barker has not invited choir to join the trip at this time.

Texas ThesFest: November 13th- 16th. Cost is \$400. Mr. Barker is attempting to get permission to travel on the 12th. Mr. Barker had the choice between San Antonio and Dallas and chose San Antonio due to cost. All students attending will be required to compete (except freshman tech students) but not necessarily required to compete in an international qualifying event (some events don't move forward from state ex: dance). There are various categories and options and Mr. Barker and Mrs. Hopper feel everyone should be able to find one they are comfortable with. This past year we were proud to have Julia Frederick move forward and compete at International ThesFest. Suggestion by A. Jackson that a ThesFest Q&A be created for new parents/students interested in the trip.

Fall Show/Puffs: Audition materials will be coming out soon. Watch for news on the PISD official theatre website. At this time, it will be an open audition, not an underclassman priority show.

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## Committee & Officer Reports

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Treasurer: B. Warfield was only recently appointed. She states she has not yet prepared a budget but can confirm the current account balance of \$22,042.82.

Membership: Discussion regarding changing the New York trip meeting to an all-parent meeting where the New York Trip information and The Fest Q&A are agenda items.

Community Service: M. Washington reports that the sock drive recipients from last year were very appreciative but it was not a good time for the event within the theatre department. Going forward, the committee has discussed smaller group events with a focus on volunteer hours. These events could reach more venues and involve more students. Plan is to offer something every month or every other month. Example would be Pearland farmer's market. Signups could be via QR codes connected to a Cognito form and be from 1-6 months out depending on the venue/need. This would allow for planning and space for more students to participate. M. Washington requests any input or suggestions of places that would like to host volunteers. Mr. Barker would like any form or flyer to be sure to state that students would receive hours.

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## New Business

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Cognito account: (See Old business below) Booster will pay and booster and directors will have access. It's user friendly. And students can't access Google docs at school.

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## Old Business- T. Richeson

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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).

VOTE: This event took place between meetings via the GroupMe app.

On 7/21/2022 with a quorum, M. Washington moved to purchase an annual subscription for Cognito forms not to exceed \$400, 2nd by R. Nichols. Yea votes= 10 (P. Van Maaren, E. Richeson, B. Warfield, S. Ramos, A. Frederick, R. Holden, T. Richeson, M. Washington, R. Nichols, L. Harrington). No nay votes were recorded. Abstainers were: A. Jackson, D. Anderson, A. Anderson, M. Mejia, N. McCauley). Motion passed.

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## Voting

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Treasurer: President A. Jackson previously appointed Becky Warfield as Treasurer. However, this item requires board approval.

MOTION: M. Washington moved to approve Becky Warfield as treasurer for the 2022-23 school year. M. Mejia 2nd. Unanimously passed.

Miscellaneous expenses: Due to the treasurer being so newly appointed and approved, no budget has yet been presented. It is suggested that the board approve an amount for incidental expenses until such a time as a budget can be created and approved. Discussion of \$200.

MOTION: A. Jackson moved to approve an amount not to exceed \$200 for incidental expenses prior to the establishment of a yearly budget. 2nd P. Van Maaren. Unanimously passed.

The Inside Scoop: It is suggested that the Ice Cream social may need supplies prior to a the establishment of a yearly budget.

MOTION: P. Van Maaren moved to approve an amount not to exceed \$150 for the expenses and supplies associated with the ice cream social. 2nd N McCauley. Unanimously passed.

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## Open Forum

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No issues were brought forward at this time.

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## Adjournment

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A. Jackson adjourned the meeting at 7:42pm.

 Recoverable Signature

X Tracie Richeson

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Tracie Richeson

Secretary

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