

# MEETING MINUTES

## Pearland HS Theatre Booster

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Date | time 8/9/2022 6:32 | 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), Tracie Richeson (Secretary), Becky Warfield (Treasurer), Audra Anderson (Musical Co-chair), Dustin Anderson (Musical Co-chair), Renee Nichols (Spirit Nights/Fan Grams), Eric Richeson (Web), Melissa Washington (Community Service), Monica Mejia (Senior Recognition), Pam Van Maaren (VP), Monica Mejia (Senior Recognition/Mentorship), Anitra Frederick (Senior Recognition), Amy Kingston (Fundraising/Merchandise), Laura Harrington (Fan Grams)

Absent Board Members: Rachael Holden (Musical Co-chair), Suzette Ramos (Concessions), Natalie McCauley (Community Service)

Student Thespian Officers: Evie Richeson (President), Neva Cline (VP)

Others: Yunlin Tran, Amy Rodriguez, Amanda McCartney (appointed as merchandise Co-chair, pending board approval), Ginger Cline (appointed concessions Co-chair, pending board approval)

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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) (booster website). Reading aloud of the minutes was declined at this time.

MOTION: A. Anderson moved to accept the minutes as presented, 2nd by M. Mejia. Unanimously passed.

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### President's Report – A. Jackson

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Open board positions: Volunteers needed for a Fundraising Co-chair & Sponsorships which currently remains open.

Meeting Attendance: A. Jackson would like to request that all board members make their best effort to attend meetings and any 'all hands-on deck' activities.

Committees: A. Jackson would like to encourage board members to include freshman/sophomore parents as committee members as well as any parents who currently feel they can't make the increased commitment of taking on a leadership role. She would encourage chairs to create committees particularly for the following: Concessions, Mentor Program, Fundraising, Talent Show, Senior Recognition, Merchandise, Fan Grams.

Kickoff Meeting: August 23<sup>rd</sup> 6pm A. Jackson has sent out a first draft of the agenda to certain board members for feedback. This event will involve hospitality (planning to serve cookies), merchandise (lanyard, yard signs, stickers, shirts). This meeting will act as our main membership drive. She considers this to be an 'all hands on-deck' event.

Nametags: A. Jackson would like to purchase board member nametags to be worn when working an event. B. Warfield states this cost is provided for under administrative costs line item and does not need to be added at this time.

Dinner and Silent Auction: This is a new event A. Jackson has added to the calendar. She anticipates it could be a successful generator of funds which could be used to add or increase scholarships. Discussion regarding concerns that this event is too similar to Coffee House in style as well as the date being during UIL and close after musical (two stressful and involved events). However, A. Jackson and directors state this is more of a fine arts event, open to all students and organizations, including teachers and that it would have a completely different vibe from Coffee House.

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### Thespian Officer's Report by Evie Richeson

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Inside Scoop: August 15th 6:30-8:30pm. E. Richeson reports the officers have already begun publicizing on social media. The plan is to have officers stationed outside as greeters, in the room during the welcome remarks, ready to go as tour guides, and as ice cream area attendants. A. Jackson has offered to set up, decorate, purchase and provide ice cream, bowls, spoons, and scoops.

Welcoming Party: Sept 12th 3-6pm This will be Harry Potter themed. The officers have already made many decisions regarding games/teams/schedule and will continue to refine their plans leading up to the event. So far, their plans include dinner/Kahoot time (Harry Potter mixed with theatre/officer trivia), rotating stations for games, and ending the night with a capture the horcruxes finale. An officer meet-up is tentatively planned for the night before to make DIY butterbeer and chocolate pretzel wands. The student board is requesting to increase the number of pizzas provided by the booster board from 25 to 30. This is based on last year's order, the leftover pizzas from that, and their anticipated numbers this year.

ThesFest: Officers have begun recording a video to publicize the event. E. Richeson will also speak about this at the mandatory parent meeting.

Officer Meetup/Officer T-shirt distribution: August 10<sup>th</sup>. Officers will have a meet-up at Pearland Skate. These shirts have already been designed and ordered by the officers. L. Harrington and T. Richeson will be present in shifts as chaperones.

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

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Vertical Fundraiser: Begins August 26<sup>th</sup> kick-off. Mr. Barker reports that theatre department general fund will collect 25% of the proceeds & student's individual accounts will receive 75% of the proceeds (donated in their name). This is based on what is left after the 10% management fee + the cost of any incentives (remains undecided at this time). This is not money that students can cash out; it becomes part of the theatre department. Each student goal is 20 contacts. Students will also get thespian points/hours.

Fall Show/Puffs: September 30<sup>th</sup>/October 1<sup>st</sup>. Mrs. Hopper reports that auditions are scheduled for August 23<sup>rd</sup>-25<sup>th</sup> and materials are available on the website (material should be memorized). It will be a school-wide open audition, not an underclassman priority show. She requests a costuming committee be formed. She anticipates this will involve mostly pulling (there is crew students to help), making lists, and going to Goodwill etc. She will send out a Cognito form to request volunteers.

Calendar: Charms calendar is not being used this year. New calendar is located on Theatre PISD website. It is populated until December, everything except specific show information which, as usual, will be in the show-specific Teams App.

Phones: Mrs. Hopper would like to remind parents to have students to put away phones during classes and instruction time.

Fan Grams: L. Harrington is preparing for the fall show Fan Gram designs. She requests some clarification regarding colors and themes due to the Puffs title. Mr. Barker and Mrs. Hopper confirm that all houses are represented in the storyline so it does not need to focus on a certain house theme or color.

Treasurer: B. Warfield has submitted the budget, which is presented as a part of the agenda for this meeting. The following topics and points were discussed: Name tags is within administrative costs. Web is within marketing. Rights for shows seems low at \$500, but directors state that this is not intended to cover the total cost, it's just the booster helping out. Community service has a line item now and this is if there should be an opportunity where students would need to be fed or a poor turnout resulted in the desire to supplement the donation. Senior Recognition wonders if there line item amount will be sufficient and agree it is after hearing the estimated number of seniors. Concessions is not a separate line item, it is within each individual show's line items (this also applies to FanGrams). Mr. Barker would like to add Story Blocks program at approximately \$360 a year. Mr. Barker also wants to be sure that musical has its own budget so it matches how the district disburses money to the theatre program. B. Warfield states that the musical line item is a placeholder and she will be running a separate spreadsheet specifically for musical. Mr. Barker also would like to add to UIL because of the need to rent U-Hauls for transport. This is already within the UIL show support and/or director's discretionary. B. Warfield reports that in committee the following line items had their budgets increased: lock in, banquet, display case, website, administrate, events/shows, Cognito license.

Since last meeting:

Beginning balance: \$22033.18

Income: \$106.44 (memberships)

Expenses: \$50 (petty cash for Oiler Market)

Current balance: \$22,089.62

Scholarships: L. Harrington reports that after serving last year, it is her plan to propose revamping both the timing and the publicizing of this. More info to follow.

Community Service: M. Washington reports the first opportunities of the year are on September 10<sup>th</sup> and 17<sup>th</sup> in the morning with Pearland Farmer's Market at Independence Park. Students will report for duty and assist the administrative and management team of the event as needed. A future opportunity is also at at the farmer's market, but because the partnership would be with Bakfish Brewery, Mr. Barker will need to check for approval on this. Julie at the Pearland Farmer's Market would allow us to have a free table to promote our program. Finally, M. Washington would like to begin work on teacher appreciation using non-perishables to have ready at end of year. Directors will look at offering hours/points for participation in these new events.

Website: E. Richeson reports that the site is up to date. Currently, the online store only has donations and memberships active. He is set up to handle merchandise and can easily add it once we have it. The website takes almost every form of payment. There is a link to the new calendar.

Membership: P. Van Maaren requests a more streamlined notification with treasurer and web regarding when new memberships are added. E. Richeson and B. Warfield will continue to work on this while trying not to compromise any personal data. P. Van Maaren would also like to remind members they need to officially join to be active voting board members.

Merchandise: Report declined during this meeting due to newness of the appointed chair. A. Jackson will be meeting with A. McCartney to transition responsibilities.

Mentor Program: Mrs. Hopper has been interested in a mentorship program for some time. M. Mejia will chair this and it will be called Dramatic Duo. Mr. Barker will provide numbers so she can make more specific plans. An upperclassman will be paired with a first-year student. This upperclassman will be required to sign-up to ensure interest, so there may be more than one student paired with them. There is a line-item budget already added to provide or supplement anything (treats/small gifts/notecards) not obtained by donations. Plan is to publicize at Inside Scoop, Welcome Party, and Parent Meeting.

Spirit Nights: R. Nichols reports she has a list and her plan is to begin calling and setting up specific dates. Discussion included possibly adding higher-cost venues but it was ultimately decided for now to focus on a price point and locations where the student could do a meet-up along with the spirit night. Past years have focused on Tuesdays and Thursdays but plan to remain open to possibly Wednesday if it is all that is available.

Musical: A. Anderson reports that she will set up meetings once she connects with R. Holden. This will require multiple committees and meetings.

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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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### Voting

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New Budget: B. Warfield has presented a budget to the board after meeting in committee.

MOTION: P. Van Maaren moved to approve the 2022-23 budget as presented. 2<sup>nd</sup> by M. Mejia.  
Unanimously passed.

Story blocks: (estimated cost \$360) vote tabled until we finalize the amount.

New Members: Ginger Cline and Amanda McCartney

MOTION: A. Anderson moved to elect Ginger Cline to the board position of Concessions Co-chair and Amanda McCartney to the board position of Merchandising Co-chair. 2<sup>nd</sup> by P. Van Maaren.  
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 8pm.

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Tracie Richeson  
Secretary