

MEETING MINUTES

Pearland HS Theatre Booster

Date | time 9/13/2022 6:32 | Meeting called to order by Arwen Jackson

In Attendance

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

Board Members: Arwen Jackson (President), Pam Van Maaren (VP & Membership), Tracie Richeson (Secretary), Becky Warfield (Treasurer), Eric Richeson (Web), Melissa Washington (Community Service), Monica Mejia (Senior Recognition/Mentorship), Anita Frederick (Senior Recognition), Amy Kingston (Fundraising/Merchandise), Laura Harrington (Fan Grams), Rachael Holden (Musical Co-chair), Ginger Cline (Concessions Co-chair), Suzette Ramos (Concessions Co-chair), T.J. Keim (Social Events), WenDee DeLano (Costuming), Natalie McCauley (Community Service), Amy Kingston (Fundraising, Sponsorship)

Absent Board Members: Audra Anderson (Musical Co-chair), Dustin Anderson (Musical Co-chair), Renee Nichols (Spirit Nights/Fan Grams), Amanda McCartney (Merchandise, Hospitality), Monica Mejia (Mentorship, Senior Recognition)

Student Thespian Officers: Evie Richeson (President)

Others: Jared Mellen, Crystal Esquibel, Amy Rodriguez, Sharon Gonzales, Jessica Comeaux, Carmen Gomez, Sara Jones, Kristin McKeown, Priscila Chambles, Kristina MacInnes, Michele Rodriguez

Approval of Minutes

The minutes were previously added to the public booster website pearlandtheatre.com and reading aloud of the minutes was declined at this time.

MOTION: M. Washington moved to accept the minutes once amended to reflect L. Harrington as present, 2nd by L. Harrington. Unanimously passed.

President's Report – A. Jackson

Committees: A. Jackson would like to continue to encourage chairs to create committees particularly for the following: Concessions, Mentor Program, Fundraising, Talent Show, Senior Recognition, Merchandise, Fan Grams.

Storage Cleanup: This event went well and the closet is more organized now. She would like to thank all those who helped.

Kickoff Meeting: This event went well. A. Jackson will locate and get the volunteer sign-up sheets from the evening to the committee chairs.

Thespian Officer's Report by Evie Richeson

Welcoming Party: Evie Richeson reports that the event went smoothly and on behalf of herself and all the officers would like to thank the booster for contributing and providing chaperones for such a successful

event. At least 115 students were in attendance for the 3-hour event. She would also like to thank Mrs. Hopper for being present and helping with technical issues.

Halloween Party: Thursday Oct 27th in the black box. She will present more definite details at the next booster meeting but the current plan is to have: Halloween contest (costume?), mini games, and a movie playing. This will be just a fun time and much smaller than welcoming party event.

Thespian meetings: First meeting is next Wednesday 3pm. Info will be pertinent even for those not in a current show. These are held monthly and each month is topical in content and theme. This month's topic is points and how to get to higher levels- up to even international.

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

Fall Show/Puffs: September 30th/October 1st: Mr. Barker reports that something new this year is the addition of a Media Night on Thursday 29th. This is not a ticketed event. Instead, all the junior high schools have been invited for a free show. Concessions set-up is needed for that night in addition to the regular performances which are Friday 7pm, Saturday 2pm & Saturday 7pm. He would like someone to reach out to student and adult/elderly groups. He requests that we feed the students between the two shows on Saturday. As far as the show, he reports that some sets are already on the stage and both directors report that things are moving along very well with rehearsals.

ThesFest: November 13th-16th. This is an overnight trip to San Antonio. Deposit is due by the 23rd and fundraiser earnings can be used. Mr. Barker sent out emails on Sept 2nd and again today with info regarding this event.

Vertical Fundraiser: Began August 26th and is open until this Friday. Mr. Barker will be sending out result emails once it closes. Approximately 36 shirts have been earned as well as some hoodies (these were incentives).

NYC trip: Spring Break 2023. Emails with payment reminders have gone out but those were mostly from a 3rd party. Simply pay it or contact Mr. Barker if that isn't the plan you want to be on so he can make a note. L. Harrington reports that individual transaction fees can be avoided by mailing a check. 86 people are signed up, the trip is considered to be full at this point and the department is no longer actively advertising the event (60 students & 26 adults).

Trophy Cases: A. Jackson and A. McCartney are meeting tomorrow to update the first of two display cases.

Committee & Officer Reports

Musical: R. Holden reports that the first pre-musical committee meeting is being held tomorrow at 3pm. Musical auditions are October 18th-20th. The committee and directors are planning to hold a parent meeting BEFORE auditions (early October) this year. Other topics to be discussed are: the Pearland Christmas Parade and Tree Lighting Ceremony, and possible dates for the Community Event. There is a GroupMe for the musical committee if anyone is interested. Auditions are open to anyone including first year tech students according to Mr. Barker.

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

Treasurer: B. Warfield reports we have had a lot of transactions and purchases this month

Since last meeting:

Beginning balance: \$22083.18

Income: \$6061.37

Expenses: \$6183.77

Current balance: \$21,960.78

Community Service: M. Washington reports the first service opportunity was on September 10th at Grace Episcopal and it went very well. The Episcopal staff was very happy and grateful. The next opportunity is the 17th of this month with Pearland Farmer's Market at Independence Park. She created a report so students can get their theatre hours. Mrs. Hopper will add the service events we have to the calendar. M. Washington will post that they are happening on Facebook but encourage students to continue to sign up via the QR code as that worked well. The directors would like to request that in future these events be limited to one per month to avoid burnout since right now, there is something involving theatre on multiple weekends. Reminder for students to bring NHS forms to these events as those can also be signed. Posting of photos has been approved and should be fine to post at/during the events going forward.

Website: E. Richeson reports that the site is up to date and working including the store.

Costuming: Report declined at this time. W. DeLano is currently waiting on more info from Mrs. Hopper regarding needs for Puffs.

Membership: P. Van Maaren reports we have about 60 people signed up. We will have a list on display for Puffs performances. Mr. Barker will need that list in the next week to get it into the program.

Hospitality: A. McCartney is not present but A. Jackson reports that a teacher appreciation event is planned.

Merchandise: A. Kingston reports that the sales of t-shirts have been going well after it was extended until the end of this week. Once closed, items will be ordered and passed out. After this sale ends, only the extras inventory will be sold, no further orders are planned.

Sponsorships: Report declined as A. Kingston has only recently taken on this role.

Senior Recognition: A. Frederick reports a small item was presented to seniors at Welcome Party. Current plan is to recognize seniors at shows: Puffs & Musical (coordinating with choir booster committee on musical).

Mentor Program: M. Mejia is not present. A. Jackson reports that committee is in the process of making the student buddy matches, building a mailbox, and collecting donations (small gifts and stationery).

Spirit Nights: R. Nichols is not present. However, L. Harrington reports that the Raising Canes event brought in \$100. All future events are on the calendar. Next event is October 4th. R. Nichols will get a flyer to directors and webmaster for that event.

Fan Grams: L. Harrington requests donations of fun size candy for the Puffs show.

Concessions: G. Cline reports she and S. Ramos have been communicating with directors about asking for donations. Having just been made aware of the added the media night for Puffs, they will add that request to their inventory needs. B. Warfield confirms she will be bringing the petty cash box for the concession nights discussed. G. Cline would like to confirm that we are charging flat \$1 for everything and after discussion, this was agreed upon.

Social Events: T.J. Keim reports his next event is the Lock-in in April.

Hospitality/Trophy Case/Display: see above

Talent Show and Dinner & Silent Auction: Feb 10th A. Jackson reports this is an open chair position. The event will possibly be taking place in Searcy.

Banquet: No report or update was discussed.

Scholarships: L. Harrington reports she needs a few more people on her committee and will continue to update the criteria and requirements as noted in previous minutes.

New Business

None at this time.

Old Business- T. Richeson

Two tax-free days should be designated each year. The following vote was taken August 23rd via the GroupMe app.

MOTION: M. Washington moves to designate 8/23/22 and 2/10/23 as tax free days. 2nd by M. Mejia. Passed with a quorum and majority. (Yea votes by: M. Mejia, A. McCartney, A. Kingston, L. Harrington, E. Richeson, B. Warfield, P. Van Maaren, R. Holden, G. Cline, A. Frederick, M. Washington. All others abstained)

Voting

None at this time.

Open Forum

Questions from the floor:

- 1) What are the required Puffs show theater costs and fees for? Mr. Barker this includes a shirt, props, sets, costumes, royalties etc.
- 2) Are the Field Trips still on? Mr. Barker reports yes and that the next field trip is to the Alley theatre to see Lend me a Soprano October 5th \$25. This is open to 40 students and he will need 2 chaperones L. Harrington volunteers as one. Payment may be made on Revtrack. The next one after that is the Friday before Thanksgiving to Pleasure Pier.
- 3) Is there another fundraiser planned for ThesFest and NYC trip? Not at this time, but it's not off the table.

Adjournment

A. Jackson adjourned the meeting at 7:52pm.

 Recoverable Signature

X Tracie Richeson

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