

BOOSTER MEETING MINUTES

Pearland HS Theatre Booster

Date | time 3/3/2023 | Meeting called to order by P. Van Maaren

In Attendance

PISD staff: Mr. Barker (Director)

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

Board Members: Eric Richeson (Web), Melissa Washington (Community Service), Ginger Cline (Concessions), Audra Anderson (Musical Co-chair), Dustin Anderson (Musical Co-chair), Anitra Frederick (Senior Recognition), WenDee DeLano (Costuming)

Absent Directors & Board Members: Mrs. Hopper (Assistant Director), Monica Mejia (Mentorship, Senior Recognition), Renee Nichols (Spirit Nights/Fan Grams), Amanda McCartney (Merchandise & Hospitality), Suzette Ramos (Concessions Co-chair), Natalie McCauley (Community Service), T.J. Keim (Social Events), Rachael Holden (Musical Co-chair), Laura Harrington (Fan Grams)

Student Thespian Officers: none

Others: Sara Jones, Matt Cline

Secretary's Report – T. Richeson

The executive board and theatre directors were notified of Arwen Jackson's resignation from her role as theatre booster club president on 3/1/23. This was via both email and GroupMe. Per A. Jackson, her resignation was effective immediately. The executive board has accepted A. Jackson's resignation and this meeting is taking place in response to that announcement.

The minutes from 2/7/23 were presented for acceptance. However, it was noted that a vote and approval already took place on 2/28/23. Unfortunately, this was not recorded in the minutes. As a result, it will simply be recorded here as a passed motion.

The minutes from 2/28/23 (submitted by Amy Kingston due to my absence) were presented for acceptance. However, the discussion revealed several concerns with approving the minutes as written. As a result, the following corrections are noted regarding the 2/28/23 meeting minutes: 1) T.J. Keim was absent. 2) Laura Harrington, WenDee Delano, and Jared Mellen were present. 3) Three scholarships are available this year to graduating seniors. 4) The 2/7/23 minutes were voted on and approved as written. 5) The Talent Show DSA report (specifically the first sentence until the word "donation") was not felt to be an accurate description of the report given that night. 6) The Talent Show DSA motion made by S. Jones did not carry, as all present except S. Jones and A. Kingston abstained. 7) The statement attributed to Audra and Dustin Anderson regarding their concerns was not a statement that was made during the meeting. 8) A suggestion was made but not recorded to hold off the DSA vote until the budget for DSA was approved later in the meeting 9) The statement attributed to TJ Keim was actually made by Jared Mellen. 10) There was no mention of the \$9700 amount during the meeting. 11) It has not been established as precedent for the secretary or recorder of the minutes to add emphasis by changing the font color. 12) The Chick-Fil-A fundraiser presented by Mr. Barker is only for funds that will be

earmarked for next year's musical show rights. This is per the district and as a condition of the waiver. 13) A merchandise report was not discussed at the meeting. 14) A. Frederick gave a report stating that the senior recognition committee plans to present the UIL seniors with gifts. 15) The nominating committee was formed after a review of the by-laws. The members of that committee are A. Frederick, S. Jones, and L. Harrington. The committee plans to present its slate at the April meeting with a vote scheduled for the May meeting.

MOTION: D. Anderson moved to accept the 2/28/23 minutes with the above corrections noted, 2nd by W. DeLano. M. Washington, T. Richeson, E. Richeson, G. Cline, and M. Cline abstain due to not attending the 2/28/23 meeting. Motion passes.

Executive Board Report – P. Van Maaren, B. Warfield, T. Richeson

Open Position: The executive board has accepted the resignation of Arwen Jackson and the position of Theatre Booster Board President is currently open. B. Warfield states that A. Jackson has been removed from the bank account but that no other changes are needed because P. Van Maaren and herself are already owners of the account.

Because A. Jackson held an executive board position, several logistical and administrative changes have already occurred. A. Jackson has transferred ownership of the Booster Board GroupMe and Theatre Facebook accounts to P. Van Maaren and has left those groups. The Cognito membership log-in has been reset, and B. Warfield has confirmed the debit card was turned in to the bank on 3/2/23.

Upon the recommendation of the remaining executive board P. Van Maaren was offered and accepts her appointment as President for the remainder of the year. It is also decided that the position of vice president shall remain vacant for the remainder of the year.

Director's Report – David Barker

UIL Meals: B. Warfield confirms there is a \$3000 line item in the budget for UIL meals. A. Anderson will contact any individual who used the original Sign-up Genius to let them know the new plan and direct them to a new Sign-Up Genius she will create. The special meals needed each time that we know of is only for one student with celiac.

Tuesday, March 7th at Kerr High School. The performance is at 5:42pm. Since it's a theatre spirit night at Dixie Farm Chick-Fil-A, P. Van Maaren will pick it up from that location and deliver it to Kerr High School.

March 22nd at PHS. We are hosting (students from other schools who will be here from approximately 10:30 am to 1:30 pm but we will not sell concessions since they will arrive, rehearse, and leave). Lunch is needed for the approximately 20 volunteers if we don't advance, and 55 volunteers, cast, and crew if we do advance. A. Anderson plans to supplement the leftover frozen sandwich meat and cheese from musical meals in addition to whatever special dietary meals are required. Mr. Barker requests salads and pizza for the evening (around 4:30 pm).

March 23rd at PHS. We are hosting the performances here for UIL. This will be from approximately 7:30 am to 10 or 11 pm. This is the Chick-Fil-A waiver day followed by full concessions after the 2:35 pm bell. A. Anderson has a sub so she can be available. D. Anderson, M. Cline, Mr. Barker, and Mrs. Hopper can be available as well. We may begin selling at 11:15 am. Chick-Fil-A will bring their first delivery at 10:30 am. M. Cline will bring walkie-talkies for the adults in the 3 locations to communicate. UIL

students will also be available depending on if we advance. So, definitely up to 6 alternates plus possibly the 20 cast and crew. B. Warfield would like adults only to handle credit cards. Students may handle cash. We have about 5 coolers for the theatre. Combined with personal and possibly choir coolers we should have enough. We will sell either sandwiches alone, or a combo (sandwich, chips, and a drink) Concessions will go out of the ticket booth, not our usual spot. Chick-Fil-A orders can be replenished all day. Our deal is no tax and .25 cents off plus they will deliver. We are limited to selling exactly what the waiver states without substitution. The plan is to sell at both cafeterias and ticket booth. There will be posters up (we can put them up Monday), and the event will be on social media and the PHS Instagram and Facebook pages. We will accept cash and credit cards. NHS students will also bring donations to contribute to service hours for their organization. This a reminder that all PHS volunteers must sign in through the front office during the school day. Contestants and Spectators will not go through the front office, but rather through pre-designated doors. Hospitality for judges will be in the Bullard library. Students that are wearing a show shirt do not need a show ticket. Tickets for all others are \$7 and are on the square. The first show is 3 pm.

Dinner for the 23rd is spaghetti and Melissa is making spaghetti for 50. We will have concessions open if they are still hungry. Possibly 21st will need a meal if we advance.

Theatre DSA: This event is canceled per Mr. Barker. E. Richeson will remove the announcement from the Theatre's Facebook page. P. Van Maaren attempted to delete the Theatre DSA GroupMe but it appears A. Jackson is still the owner of that one. Eric is still a member of that Group Me and will try to communicate that this event is canceled in the app to the remaining members. There was a discussion of using any gathered donations from the canceled DSA event for another event. However, Mr. Barker says when A. Jackson spoke to him, she was planning on returning any donations she had collected on behalf of DSA. He and S. Jones are not aware of any other collected donations. Mr. Barker states we are tentatively planning a Coffee House instead but he is waiting on communication with the Prancers to determine the location and date since some reservations may need to be shuffled to accommodate everyone. The first choice is Thursday, April 13th but it could also be done on Tuesday, April 11th. This decision will not be dependent on if UIL advances. We will include coffee and hot chocolate for free with the ticket price and sell concessions if we have any remaining. However, we won't plan to buy specifically for this event as it is so close to the end of the year and concessions have historically not done very well.

Thespan Induction: Now on May 1st This was moved due to the choir Pop Show (may 4th) and the Tommy Tunes Awards. Mr. Barker requests punch and cookies and M. Washington will handle that. She has access to punch bowls etc.

Tommy Tunes: Scheduled for May 4th. Mr. Barker states we have not received communication about our nominations and possible finalists at this time.

SOAPS: Scheduled for May 17th and 18th. One night, the 18th may be sufficient depending on the number of seniors participating. The district handles tickets for this event. Possibly we will do concessions if we have anything left over to sell.

Class Shows: Scheduled for May 16th and 17th. No concessions. No tickets.

Committee & Officer Reports

Banquet: S. Jones reports this is scheduled for May 19th. The venues she has quotes from are the Doubletree and The Gardens. The Gardens Ballroom is still available and is where the numbers are leaning toward. Even with paying an outside caterer, it is cheaper. She presents two quotes \$4400 with catering and

\$2300 without. Both include tables and all decorations. You may either choose from their large collection of decorations or bring in your own, or both. The catering quote from Antonio's is \$8 a head with two entrees, bread and salad, disposable plates, and plastic ware included. The discussion involved if that includes servers (4 service personnel are included at the venue even if not using their caterer but we aren't sure if they will serve food or simply be clearing plates, and cleaning up). Antonio's offers an add-on of tea and other beverages for \$1 per person which includes delivery but not servers. The deposit at the Gardens is \$1000 and the space is available as of this week but we need to commit soon. The Gardens has 4 rooms total that could have events on the same night. Historically we have been charging \$40 for the first ticket window and then \$45 after that date. None of the quotes include dessert but it is discussed that we can easily do Costco or Sam's cupcakes or another similar simple dessert. S. Jones will contact The Gardens because Mr. Barker would still like to know what else is booked. It is decided that if Mr. Barker feels comfortable with the answer, P. Van Maaren will put the deposit down for The Gardens.

Sponsorship: A. Anderson and Mr. Barker have reworked the sponsorship one page handout to include in-kind donations. They have also reworked the levels and titles. The target sponsorship goal is \$30,000 and the overall goal is to shift sponsorship to the theatre season rather than only musical.

Musical: A. Anderson and D. Anderson report that they already have a comprehensive calendar for the 2023-24 musical including meetings, auditions, car washes, parent meeting, tree lighting, parade, dance camp event, and community event. This is based on the overall feedback that planning should begin much earlier going forward.

Spring Fundraiser: There is currently no spring event planned. Mr. Barker would like to focus on the Chick-Fil-A event and sponsorship. Discussion includes ideas like a summer camp, a bingo night, karaoke nights, and hosting a Jr. High One Act Play event for another district. Mr. Barker and M. Washington have also discussed plans for a possible murder mystery event for fall 2023.

Thes Fest Nationals: Mr. Barker states we have approximately 8 people who qualify and about 5 or 6 that he knows of are making serious plans to attend. Mr. Barker will connect with some of the other school districts and Dawson who may be planning to send students. The cost is \$1000 to attend without transportation. Mr. Barker would be willing to be the sponsor if the booster pays his costs.

New Business

None at this time.

Old Business

None at this time.

Additional Voting

None at this time.

Open Forum

None at this time

Adjournment

P. Van Maaren adjourned the meeting at 9:27 pm.

 Recoverable Signature

X Tracie Richeson

Tracie Richeson

Secretary

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

MEETING MINUTES

Pearland HS Theatre Booster

Date | time 2/028/2023 6:32 | Meeting called to order by Arwen Jackson

Secretary's Addendum -T. Richeson on 3/5/23

The following minutes were submitted to me by Amy Kingston on 3/3/23. As I was unable to attend the 2/28/23 meeting, she offered to take the minutes. However, when I presented them for approval on 3/3/23, those who had been in attendance at the 2/28/23 meeting expressed multiple concerns regarding inaccuracies and were unwilling to approve them as written. Some of the corrections are in regard to:

- 1) simple typographical errors
- 2) statements attributed to people not in attendance
- 3) inaccurate reflections on the proceedings.

For this reason, I have added this addendum. I encourage all members to read the corrections in the minutes above dated 3/3/23 prior to reviewing these minutes. What follows are the original minutes as submitted to me.

In Attendance

PISD staff: Mr. Barker (Director),

Board Members: Arwen Jackson (President), Pam Van Maaren (VP & Membership), Renee Nichols (Spirit Nights/Fan Grams), Amy Kingston (Fundraising/Merchandise), Audra Anderson (Musical Co-chair), Dustin Anderson (Musical Co-chair), Anitra Frederick (Senior Recognition), Becky Warfield (Treasurer), T.J. Keim (Social Events), Laura Herrington, WenDee Delano,

Absent Directors & Board Members: Mrs. Hopper (Assistant Director), Ginger Cline (Concessions), Tracie Richeson (Secretary), Eric Richeson (Web), Melissa Washington (Community Service), Monica Mejia (Mentorship, Senior Recognition), Amanda McCartney (Merchandise & Hospitality), Suzette Ramos (Concessions Co-chair), Natalie McCauley (Community Service), T.J. Keim (Social Events), Rachael Holden (Musical Co-chair), Laura Harrington (Fan Grams), WenDee DeLano (Costuming)

Student Thespian Officers: None

Others: Sara Jones

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: We did not vote on the minutes.

President's Report – A. Jackson

Collab Event: The Dawson. PHS Valentine's party was a huge success. Arwen suggested that when Dawson host that we offer to pay half of the pizza cost. It was agreed that Paper Goods were needed in greater quantity and perhaps Seniors are not good for this task as not many were in attendance.

Banquet: Sara is talking to a caterer about food costs. More to come later

Talent Show/DSA: On Friday, April 14th. Each theatre class will perform. Auditions for other coffeehouse-style performances will be on March 27th after school. Donations are coming in and there is a plan to go to more businesses in order to secure more donations. We have \$581 so far. Arwen reiterates that it is a great opportunity for students that are not in the Fall Play or Musical to perform. Arwen suggests we get pricing for 400 people for dinner. Searcy holds 600. Arwen asks for a budget of \$4,000 but Becky says there is only \$3,000. This is just to cover catering and we will probably not use all of it.

Vote – Sara makes the motion, Amy 2nds and Pam, Audra, Dustin WenDee and Anitra abstain. Vote doesn't pass

Opposition is voiced about the Dinner and Silent Auction:

Pam's concern is that we will sell thicketts and that is how we get the money. That \$3,000 is too much for a budget.

Audra and Dustin are concerned that Arwen will not spend the money efficiently. That she will use the full budget if she is given it.

Becky's Concern is that we have \$500 in donations but that doesn't guarantee that the auction will make that much. That people will not bid on the baskets and that the event won't be successful because Choir's event wasn't successful. She is also worried that we are asking too much of volunteers when we ask for "All Hands on Deck" for UIL and then turn around and ask for "ALL Hands On Deck" for DSA.

Anitra and Renee agree that is will put too big of a burden on volunteers.

Barker says with specific numbers that vote might pass.

TJ Keim voices his concern that Arwen is the only person in the room that is in support of the DSA and that maybe she should reevaluate her motives.

Amy and Sara provide more supportive information about DSA and agree with Arwen that we can handle the work load and that is will be successful.

We agree to table to vote to the next meeting.

Host UIL: The event is both March 22nd and 23rd but we are only hosting on the 23rd per Mr. Barker. Ticket sales and concessions are requested. The contest will likely start at 3 pm.

Audra has taken the lead after finding out from Barker that we can sell food to the general public during lunch on the 23rd. It was decided on the GroupMe that we could sell Chil Fil A sandwiches. We could sell just the sandwich or a combo with chips and a drink. The waiver we received that

allows us to sell food if very specific as to what we can do. We must list everything we are planning to sell so we are going to keep it simple. Canned Soda, Sandwich, Chips. We will not sell candy until after the bell rings at 2:35.

Becky says we have the squares but need good WiFi for them to work. It is discussed that we should get a Guest WiFi set up or use Teacher WiFi and Barker would like us to try it before the event. Another option is to buy the tap squares that run on Bluetooth and that might speed the process of check out. Becky would like to make sure that only adults are using the squares.

MOTION: A vote is taken to approve the cost and purchase of 3 tap squares Max \$250

Audra proposes and Pam Seconds=Passes

The plan is to contact Chic Fil A on Dixie Farm in order to get a donation of the sandwiches and or to purchase sandwiches. A plan is made to purchase 2,000 sandwiches at first. The price discussed was \$4.85 a piece for a catering order. The warming bags hold 250 each and can keep the sandwiches warm for 4 hours.

THERE IS NO VOTE NOR IS A VOTE TALKED ABOUT FOR THE PURCHASE OF 2,000 SANDWICHES NOR WAS A BUDGET SET. $2,000 \times 4.85 = \$9,700$

It is suggested that we get the walkie talkies from Choir and Laura Harrington volunteers for that.

3 Stations will be set up. and will need volunteers 11:15 to 12:47 Requesting that UIL kids help if they are not busy. Barker agrees that could work.

Posters for selling the Chic Fil A should go up March 20th.

It is suggested that this money could reduce the fees for the kids in musical next year and Barker responds saying that the fees will not change.

The money that is raised by selling the sandwiches is for Musical and Musical only that is how Barker got the waiver in the first place.

MOTION: There is a Vote just to have it on record that these funds are to be used only for Musical. Pam makes the motion and Dustin 2nds. =Passes.

Pricing is discussed for the sandwiches \$7.00 per sandwich and \$10.00 for a combo in order to make a profit.

It is suggested that we ask Polombo if we can use the ticket booth to set up to sell sandwiches.

Hallway Trophy Cases: A. Jackson is looking for volunteers to pull old stuff down and put up more current displays. Arwen asks again for someone to take over this project. No one volunteers at the meeting. She says she has a bunch of picture she can have printed if someone will arrange the case. Anitra says she can provide pictures from State.

Thespian Officer's Report - Evie Richeson

No Report at this meeting.

Director's Report by Mrs. Hopper

No Report at this meeting

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Field Trips: The next event is on March 24th for a performance of STOMP. There is a limit of 40 tickets and they will be made available at the beginning of March. The final scheduled field trip is to the Alley in April.

Committee & Officer Reports

Treasurer: B. Warfield

Becky suggested that we increase the budget for Administrative Expenses. It is suggested that we change the name to Operating Expenses to make things more clear. Squares for payment would fall under this category.

Becky said we can move the Jr High Festival money of \$2,000 to the Admin Expenses.

MOTION: Renee 2nd by Dustin Unanimously passes.

Becky also suggests we create a budget line item for DSA (see DSA notes for that information)

.Budget Update:

Beginning balance:

\$43,541.37 Ending balance:

\$39,118.19 Income to date:

\$60,734.92

Expenses to date: \$44155.87

Net Income (Loss) to date: \$16m579.05

Musical income: \$49,286.08

Musical expense: \$32,066.80

Net profit: \$17,219.28

Community Service: PISD Art Day and Bill's Davis Days need volunteers

Website: E. Richeson has no report.

Costuming: No report was given as W. DeLano was not present.

Membership: P. Van Maaren has no report.

Senior Recognition:

Spirit Nights: R. Nichols reports that Texas will host a spirit night and give proceeds from the sale of food and alcohol..

Concessions:.

Musical:.

Fan Grams:!

Scholarships: 14 Theatre Scholarships-Laura H says the change in the forms and requirements was very helpful and moving the date up a month made a huge difference. Committee meets in April and announcements will b e done at Banquet.

Merchandise: A. Kingston reports that lessons were learned but the feeling was that adding merchandise to the musical was overall a success. More detail is contained in the post-meeting minutes.

Sponsorships: A. Jackson reports it is her intention to recruit sponsorships for the Talent Show/DSA event.

Mentor Program: M. Mejia was absent so no report

Day.

Social Events: No report was given.

Hospitality/Trophy Case Display: No report was given as A. McCartney is not present. Volunteers: No report was given as this is an open position.

New Business

None at this time.

Old Business- T. Richeson

None at this time.

Additional Voting

None at this time.

Open Forum

None at this time

Adjournment

A. Jackson adjourned the meeting at 8:24 pm.