



# BOARD MEETING MINUTES

## LHS Theatre Booster Board 2023 - 2024

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August 8, 2023 | Meeting called to order at 7:00pm by Sean McIntyre - President

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### Board Members

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- Present:
  - President: Sean McIntyre
  - Vice President: Laurie Davis
  - Secretary: Shannon Williams
  - Treasurer: Matt Turner
  - Publicity/Communications: Amelia Palmer
  - Concessions/Hospitality Chair: Terri Domenech and Beverly Young
  - Volunteer Coordinator: Darci Allen
- Absent:
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- Non - Board Members Present:
  - Ms. Holt (Director)
  - Mr. Kenna (Tech Director)
  - Jennifer Turner

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### Secretary Report/Outstanding Items – Shannon Williams

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- Nothing to report at this time

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### Treasurer's Report – Matt Turner

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- Due to Jennifer Turner being an LISD employee there is a conflict of interest. Therefore she is able to hold a Board Position with the Theatre Booster Program (Club).
- Darci Allen motion Matt Turner to become the new Treasurer and Amelia Palmer second the motion. The Theatre Board approved the motion with no vetoes. Effective immediately Matt Turner is the Treasurer.
- Matt Turner will be added to the Chase bank account and Jennifer Turner will be removed.

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### Communication Report –Amelia Palmer

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## New Business

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- President's Report – Sean McIntyre
  - Info Season Takeaway
    - Documents and updates required
      - Sean has reached out to Ariana
      - Booster Program (Club) Checklist
      - Approval for Fundraising has to be completed at least 2-weeks before the event
      - Government Accounting Certificate
    - <https://www.lisd.net/Page/356>
  - Request for Committees to help the Coordinators
    - Tackle open/action items
    - Ideally have one person coordinate and multiple people support where necessary
      - Laurie Davis has volunteered to help Membership
        - Sean will help Laurie
      - Sean is taking the lead for fundraising
- Opening Ceremony / Ice Cream Social
  - Date: Wednesday August 16, 2023 from 6:30pm – 7:30 pm
  - A previous agenda was shown and Laurie Davis made some revisions and she will make an organize schedule and a flow chart
    - Responsibilities for set-up
      - Arrive at 5:00 pm
      - wear name tags
      - decorations
        - beach balls – donated by Laurie Davis
        - Amazon purchase for additional items: leis,etc
        - Amelia Palmer can make laminated signs
    - 4 tables – need to be set up near the doors where cane capture the attention of those attending
  - Open to public as a whole
    - plan for 100 people
  - Budget – Booster Program (Club)
    - Supplies (Terri)
      - Ice cream – individually wrapped
      - Popsicles
      - Napkins
      - Trash Cans
      - Freezer – located in the Theatre Department
      - Ice Chest – there are 4 in the departments
  - Slide Show in the Lobby
    - Ms. Holt will check to see if we access to the TV to play the slide show
    - Amelia Palmer can put together a picture show
  - Agenda for the event
    - A little time to ear before the presentation
    - Ms. Holt will do the presentations

- Introduce the Board
  - Board needs to send in a picture
- Fundraising activities
- FAQ
- Membership / Sponsorship Information
  - Family Sponsorship
  - Community Sponsorship
  - Corporate Sponsorship
- Announce the Shows for the season
- Time to eat and socialize after the presentation
- Have forms and information available for the event
  - Sponsorship Forms
  - Order forms for products we will sale (google form / Qrcode)
    - Season Shirt
    - Memory Books
- Mission Statement for the Theatre Booster Program
  - LHS Theatre Booster Program sparks creativity, innovation and connection supporting a diverse population of students and audience members to promote a positive theatre experience in our community.
    - Voted and approved by the Board as our new mission statement

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## Director's Report

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- Booster Club Membership
  - Memberships are no longer required. We need sponsorships!
  - Theatre Booster Club has been renamed to Theatre Booster Program
    - Every can step into the light and volunteer with the Theatre Booster Program
    - Allows for volunteering opportunities
    - Additional Monetary Support and Benefit
      - Different Tiers for Contributions
      - Ms. Holt has to have proof what is being evidence and proof of what is being charged
    - Requires to announce every meeting (Booster and General) to the public  
Detail information (location and time) must be given
  - Mission Statement for the Theatre Department – Grant Writing
    - LHS Theatre sparks creativity, innovation and connection supporting a diverse population of students and audience members to promote a positive theatre experience in our community.

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## Fundraising Report

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## Adjournment

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Meeting was adjourned at 8:30pm