



BOARD MEETING MINUTES

LHS Theatre Booster Board 2023 - 2024

July 24, 2023 | Meeting called to order at 6:03pm by Sean McIntyre - President

Board Members

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

Secretary Report/Outstanding Items

- Nothing to report at this time

Treasurer's Report

- Starting Balance as of 06/30/2023 - \$5689.94
 - Pending Lowe's July Payment \$800.00
 - Who has the Lowe's CC? - Lambert?
Request new card and removing Lambert off the account
- Money Minder Software - new software that will be used for the budget
 - Donated by Matt and Jennifer Turner
 - Hopes this program will allow us to do our taxes as well
- Budget Proposal Overview
 - Goal is to spend School Budget before using the Booster Club's budget
 - Structure must be in place - in the past the budget was confusing
 - Shannon will send a sample of a budget report to help provide guidelines

- Fundraising is a MUST
 - 2022/23 Fundraisers
 - North Texas Giving Day - \$365.00 (est)
 - Texas Roadhouse Dinner Rolls - \$565.00 (est)
 - Socks - \$400.00 (est)
- Financial Transparency
 - Reimbursement Request Forms will be used this year
 - Amazon Account - does anyone know the username and password?
- Annual Audit
 - Audits will start this year
 - Shannon will send a sample of an audit report

Communication Report

- Smores Newsletter - email reporting system
 - We need better access to stakeholders
 - Currently we only have access through Social Media and booster membership database
 - Old members will be archived
 - New Database will be established this year for current and new members
- Social Media Platforms
 - Will create an account with Tik Tok
 - Ms. Holt would like to share two stories a week

New Business

- Volunteer Coordinator Report
 - Volunteer list to be established and gathered for the year - shared among all the board members through a google drive document.
- Keep Monthly Socials - TBD
- Keep Monthly Meetings - TBD
 - Shooting for the 4th Monday of each Month
- Meet with Directors to plan out year
- Membership Form – modifications, discuss plan to recruit new members
 - Offering different levels of membership
 - Ms. Holt was reaching out to her previous school to get some of this information
 - Different Levels include \$25.00, \$75.00, \$150.00, \$250.00, and \$500.00.
- Ensure previous board members successfully handed off to new board members
 - Secretary and Treasurer Positions - completed
- First/Recurring Booster meeting dates/times (formerly ice cream social)
 - Stations needed
 - Membership
 - Volunteers
 - Hospitality

- Prepare for Western Days
 - On Hold for the moment - not sure if it will happen. Ms. Holt needs to talk with the Thespian Board
- Bylaws (sent) to new board members
 - Agreement form must be completed by 08/31/2023
- Hey! Day
 - Not being held this year
- Coverage for Orientation/Open Houses at Main, Killough and Harmon
- Other items:
 - complete background checks & understand duties by 8/31
 - Determine if season tickets will be sold
 - Lock for booster cabinet
- Key events outside of shows:
 - First Booster Meeting/Ice Cream social?
 - Homecoming
 - Farmers Got Talent?
 - LHS Halloween Carnival

Director's Report

- Updating merchandise to become more profitable and having merchandise in stock for sale at shows
- Big/Little programming for retention
 - Thespian officers working with students in different classes
 - Mentor Programming
 - Events (Bite Nights, CommunityRush Program)
- A possible Theatre trip for our students (EX: Disney World, Chicago, Texas trip)
 - To be held every other year
 - First Trip maybe in Texas (Austin, Houston, Zac Club)
- Opening Ceremony and Season Announcement
- Drama Club - held once a month on Wednesday
- Fundraising
 - Haunted House
 - Silent Auction
 - Parents night out Master classes

Fundraising Report

- NEED A FUNDRAISER CHAIR
- T-Shirts (need a merchandise chair) - Amelia and Ms. Holt currently
 - Need new design and more generic than offering just show shirts
 - Tech Shirts, Booster Shirts, Volunteer Shirts, Lewisville Theatre Shirts
- Theatre Yearbook
 - Vendor?
- North Texas Giving Day - 09/21/2023
- Silent Auction
 - Will be held at LHS - Main

- Will be held in conjunction with Comedic theatre event - spring 2024
- Breakfast with Musical Characters

Adjournment

Meeting was adjourned at 8:35pm