



BOARD MEETING MINUTES

LHS Theatre Booster Board 2023 - 2024

October 2, 2023 | Meeting called to order at 6:00pm by Sean McIntyre - President

Board Members

- 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:
 -
- Non - Board Members Present:
 - Ms. Holt (Director)
 - Mr. Kenna (Tech Director)

Secretary Report/Outstanding Items – Shannon Williams

- September's minutes were revised to state the Theatre Department will be participating in the Homecoming parade
- September Board Minutes were approved by the Board

Treasurer's Report – Matt Turner

- September 30, 2023 Financial Report
 - Beginning Balance: \$9,123.36
 - Income: \$2,066.00
 - Expenses: \$285.47
 - Ending Balance as of 09/30/2023: \$10,905.79
- IRS - 990N filed and completed for last year
- Supplemental Income:
 - Tom Thumb dropped our partnership due to inactivity
- Budget Approval was motion with the following changes

- Laser Tag event - from the calendar fundraiser
- Six Flags \$10.00 scholarship
- Betty Buckley
- Parent Booster USA - \$400.00
 - Helps us with maintaining our 5013c status

BUDGET WAS APPROVED

New Business - Sean McIntyre

- President's Report – Sean McIntyre
 - Can we get a calendar for events (either a paper version or electronic)
 - Holt will work on a calendar (google calendar)
 - Bylaws Acknowledgement must be completed ASAP
 - Committee is beginning to form
 - Matt and Sean so far
 - Bylaws must be review and updated, if needed - yearly
 - Audit Committee
 - Will meet in July to review the books
 - Audit Members (at least 3 members)
 - Darcie Allen
 - James Palmer
 - ?
 - Theatre Booster Night Out
 - 3rd Thursday of each month - for October we will not be in Old Town due to the Haunted House Event. Instead we are going to see about having a Spirit Night at Raising Cane's and families can come eat in the lobby of the auditorium before the show.
 - We will need to set up tables around 4:00 pm
 - Homecoming
 - Final details for the trailer are still being worked out - Laurie is handling this
 - Marketing
 - How are we advertising to our own students and to the school
 - Holt will ask Ms. Stamey about Media Blasts regarding upcoming shows
 - Skyward?
 - Signs and flags for advertisements?

Director's Report - Ms. Holt

- Homecoming Parade is October 11, 2023
 - Float will advertise Puffs
- TexasThespian Festival
 - 33 kids are going
 - Price for the event is \$275.00r
- Haunted Manor Event
 - 52 kids participating in the production

- Rehearsals: 10/10, 10/12, 10/15, 10/16, 10/17, 10/18
- Performance Night: 10/19, 10/21, 10/22 (setup will be at 4:00 pm; performance will be 6:00pm-9:00pm)
- Looking at having Haunted House stickers made
- Six Flags Trip
 - This coming Saturday
 - Will leave the school at 12:00 pm and return at 10:30 pm
 - A bus will be provided
 - The cost of the event is \$55.00 but the Booster will be providing a \$10.00 scholarship for those all attending. Therefore, the cost is \$45.00 for the student/parents
- Betty Buckley
 - Sending Judges to critique the Puffs performance
 - Performance Opportunity
- International Thespian Society
 - No update
 - No login information

Show Report

- Monster Mansion
 - Tickets will go on sale this week. Tickets can be purchased through the Square or at the door.
- Photos:
 - Ms. Holt is working on getting professional stage pictures
 - Amelia will still work on getting pictures from all the shows
- A Journey Through Time and Space Showcase
 - Advertisement is being handled with Ms. Rojas and Amelia
 - All Freshman will be showcase
 - Will be held at the Harmon Stage
 - Event is November 10, 2023 at 7:00 pm
 - Tickets will be \$5.00
 - Concessions will be offered

Fundraising Report

- North Texas Giving Day
 - Raised about \$1.130.00
 - This included a sponsorship which will be advertise
- Spirit Nights
 - Chik-Fil-A raised \$90.00
 - Marco's Pizza - October 12, 2023 11am-11pm
 - Panda Express - November
 - Fuzzy's - December
- Texas Roadhouse Rolls (Ms. Holt and Logan)
- Holiday Stroll - December 2, 2023 - will pay \$500.00 for a performance

- T-Shirt Order Update
 - The year long and tech shirts should be ready by 10/09/2023
 - We need to look at another vendor due to the pricing - will most likely will be over budget for these shirts
 - Amelia will pick up the shirts and drop them off at the school

Communications Report - Amelia Palmer

- Emails
 - Will be dropping the Smore account and going with Email Octopus
 - The Smore account is increasing their cost to \$99.00 a year. Email Octopus will be free and offer more features.
- Website Is constantly being updated
- Following Companies have been recognize for their support to the Theatre Department
 - Andy's
 - Prairie House
 - Chic-Fil-A

Hospitality Report - Terri and Beverly

- Puffs - Concessions will be available
- A Journey Through Time and Space Showcase - Concessions will be available

Volunteer Report - Darcie Allen

- Working on Spirit Night Events
- Spirit Nights
 - Chik-Fil-A raised \$90.00
 - Marco's Pizza - October 12, 2023 11am-11pm
 - Panda Express - November
 - Fuzzy's - December

Adjournment

Meeting was adjourned at 7:44pm

Next Board Meeting: November 7, 2023 at 6:00 pm