



# BOARD MEETING MINUTES

## LHS Theatre Booster Board 2023 - 2024

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September 5, 2023 | Meeting called to order at 6:04pm 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)

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### Secretary Report/Outstanding Items – Shannon Williams

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- August Board Minutes were approved by the Board

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### Treasurer's Report – Matt Turner

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- August 31, 2023 Financial Report
  - Beginning Balance: \$5,085.24
  - Income: \$4,794.95
  - Expenses: \$1,256.93
  - Ending Balance as of 08/31/2023: \$8623.26
- Opening Ceremony
  - Overall Success
  - 15 people did Booster Contributions
- Scholarships
  - Recipients have 15 months to claim their funds (too long).
  - Consider changing the time frame to claim your scholarship

- Consider a form each students has to submit with their request
- Merchandise
  - Cut off for purchasing merchandise will be 09/08/2023
  - Consider opening up the merchandise store near the holidays
- Budget Committee
  - Sean, Ms. Holt, and Matt for sure. Does anyone else want to join?
  - Time and Date to be Determined
  - Needs to get done as quick as possible
- Sales Tax Permit
  - Do we need one?
  - Matt would need help with filling out the forms if we decided to proceed with getting a sales tax permit
  - We do have a Tax ID number
- Fundraiser: Sponsor aThespian
  - Raised over \$5,000.00
  - If possible, the directors would like to pay \$100.00 towards the students who are attending the Thespian Festival in November. Total cost for each participant would go from \$350.00 to \$250.00
    - Pending approval from the Board after a budget has been determined.
    - If students are not able to pay for their share to the festival then Ms. Holt would consider having them apply for a Texas Thespian Scholarship through Texas Thespian.

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## Communication Report –Amelia Palmer

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- Andy's is an official Sponsor
- North Texas Giving Day (09/21/2023)
  - Yard signs were picked up and everyone needs to take one home.
  - NTX Giving Day webpage was created and is active.
- Emails
  - Creating one location for all member's emails and those who want to volunteer.
  - Start on a sheet that can be accessed by everyone and can be updated by everyone.
- Website Is constantly being updated

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## New Business

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- President's Report – Sean McIntyre
  - Training and Background Checks need to be completed ASAP
  - Bylaws Acknowledgement must be completed ASAP
    - Committee Must be Developed
      - 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
  - ?
- Treasurer Information and new procedures that will take into effect immediately
  - 2 signatures on every check
  - 2 people counting money
- Theatre Booster Night Out
  - 3rd Thursday of each month
  - Rotate between different businesses in Old Town
  - Allowing students and children to come
- Opening Ceremony Takeaways
  - Pay Book was created and saved for future events
  - Need more ice cream
  - What will future Opening Ceremonies look like
- \$100.00 was approved by Sean and Matt for the Texas Honor Trooupes

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## Director's Report

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- Sponsor a Thespian was a success
  - Goal was to get Laser Tag opportunity and goal was met
  - 2 students filled their calendar
- Goal is to Fundraise for All Events
- October 25, 2023 is the school Halloween Carnival (Time:5:30pm-8:00pm)
  - Will host a booth that will offer a karaoke booth and selfie booth
  - Looking for Ring Lights
- Haunted Manor Event
  - 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)
- Homecoming Float - NO
- Huffines Middle School is looking for assistance and reached out to Ms Holt for assistance. She does not have a Theatre Booster Program, and Huffins will be competing in the UIL Competition on November 15, 2023. The Huffins Theater would like to borrow the funds to compete and then pay back the loan. She would like to borrow \$224.89.
  - This was presented to the Board and was voted by the Board.
  - Motion was made to approve these funds with the intention of being paid back after the UIL competition. Laurie Davis made the motion and second by Darcie Allen.
    - **APPROVED BY THE BOARD**
- Field Trip to Fright Fest at Six Flags
  - Going in October to get ideas for the Haunted Manor
  - Would like to take payment via the square account and charge those the 4% surcharge
- End of the Year Fun Trip
  - Universal Studios
  - Looking at flying - cheaper than a bus
  - Performance Opportunity

- Show fees are still being discussed
  - No Show fees for Puffs

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## **Fundraising Report**

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- Spirit Nights
- Texas Roadhouse Rolls
- No Western Days
- Holiday Stroll - December 2, 2023 - will pay \$500.00 for a performance
- North Texas Giving Days

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## **Hospitality Report**

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- Biggest profit is popcorn
- Chocolateis getting expensive
- Look into using sign-up Genesis to get supplies and donations

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## **Volunteer Report**

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- Nothing to report at this time
- Will use Sign-up Genesis to get volunteers

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## **Adjournment**

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Meeting was adjourned at 8:00pm

Next Board Meeting: October 3, 2023 at 6:00 pm