



BOARD MEETING MINUTES

LHS Theatre Booster Board 2024 - 2025

August 13, 2024 | Meeting called to order at 6:12 pm by Sean McIntyre - President

Board Members

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

Secretary Report/Outstanding Items – Shannon Williams

- Need to approve the August 2024 minutes
- July 2024 Minutes - motion was made to approve the minutes and the minutes were approved
- Audit Committee met and completed audit on Saturday 07/13/2024 at the Lewisville Library
 - Audit Committee are the following members
 - Carl Flusche
 - Mr. Palmer (Amelia's Husband)
 - Shannon Williams

Treasurer's Report – Matt Turner

- July 2024 Financial Report
 - Beginning Balance: \$16,431.66

- Income: \$53.15
- Expenses: \$1,373.84
- Ending Balance as of 07/31/2024: \$15,110.97
- Adjustments were made to the budget and was motion for approval by Amelia Palmer and second by Carl Flusche
- Budget Meeting needs to be schedule to update due to receiving the Grant from The City of Lewisville
- IRS has been filed

President Report - Sean McIntyre

- Old Business
 - City of Lewisville Art Grant - will be announced soon. Unofficial announcement it looks like LHS Theatre Department will be awarded \$10 thousand dollars
 - A report will need to be submitted indicating where the money will be spent
 - Marketing must be completed
 - 2024/25 Event Calendar as of 07/11/2024
 - Opening Ceremony - 08/23/2024 (5-9pm)
 - Beach Theme
 - Andy's Donation of ice cream (150 cups)
 - Homecoming Parade - 10/02/2024
 - May two floats advertising the Haunted House Event in October and the musical, Beauty and the Beast
 - Planning Day and Float Build will be 09/29/2024
 - The City of Lewisville has asked for us to participate (improv event) in the
 - Halloween Stroll
 - Holiday Stroll
 - Scholarships
 - 2024/25 School Year -
 - Planning should start in December-January
 - Applications ready and distributed in Jan-Feb
 - Deadline is due in March
 - Committee meets in April to pick the winners
 - Announce the winners at all award ceremonies at LHS in May
 - Bylaws
 - Sean to send bylaws/responsibilities out to board
 - Updating merchandise, having merchandise in stock for sale at shows
 - Want item - Theatre Hoodie
 - Communications improvements/plan for this year
 - New App and Website
 - Both Apple and the Play Store are pending approval
 - How to drive more Booster program membership

- Re-branding membership and volunteers in hope to get more people involved. Look at Theatre Community
 - No Membership Dues Required
 - Big/Little programming for retention
 - 9th grade advanced class will be partnered with a varsity student
 - Parents night out Master classes
 - Theatre trip this year - Details to come later
 - Ideas
 - Camping
 - Austin
- New Business
 - Upcoming Events
 - North Texas Giving Day is coming up
 - Homecoming: October 2, 2024
 - Still have positions available and looking to fill those positions
 - Vice-President
 - Fundraising - Has been filled by Jennifer Whitaker
 - Membership
 - Thespian Festival
 - Fundraiser idea:
 - Raise 365 - can we do since the football team is already doing it
 - Parent Participation
 - What can we expect from each grade level
 - More people interested and/or volunteering to be on the Board
 - Need to express has a suggestion and not mandatory
 - General Booster Meeting - Twice a Year
 - Parent Night (parent Engagement)
 - Jennifer Turner
 - Beverly Young
 - Merchandise Ideas
 - Hoodies
 - Sale Tax - ?

Musical Report - Laurie Davis

- Laurie's Thoughts
 - Musical Brunch - Location in the Lobby
 - Classy Look
 - Back Drop
 - Character Meet and Greet
 - Laurie is asking for a budget of \$150.00 and Holt is suggesting a budget of \$300-\$400. Here are some thoughts on how the money will be spent
 - Backdrop
 - Fan Notes
 - Red Roses
 - Stickers

- Columns
 - Table decorations
 - Mini enchanted roses
 - Light-up roses
- Price Point for the Brunch
 - \$10.00/kid
 - \$15.00/adult
 - \$20.00/kid and adult package
- Create a Committee to help with the following areas:
 - Tech Meals for Tech Week
 - Food for the Lobby
 - Decoration
 - Help for the Brunch Event
 - Social media post will be created to get volunteers
- Fundraising - Silent Auction event, candy bars, calendar, sponsors, business gala

Communications Report - Amelia Palmer

- LHS Theatre App - pending approval from both Apple and the Google Play Store
- LHS Theatre Calander has been updated and most dates are on the calendar for the entire year.
- Amelia has questions for Holt and will schedule time to meet with her

Fundraising Report

- Need to fill this position

Hospitality Report - Terri and Beverly

- Ice Cream for the Opening Ceremony will be donated by Andy's
- Cotton Candy machine - offering cotton candy at each show - Grape Flavor cotton candy will be an option

Volunteer Report - Carl Flusche

- Nothing to report at this time

Director's Report - Ms. Holt

- Dates for Upcoming Events -
 - 08/07/2024 - LISD Theatre Get Together - DID NOT HAPPEN
 - 08/21/2024-08/23/2024 - Musical Prep - POSTPONED
 - 08/23/2024 - Opening Ceremony / All Parent Meeting - Will have a powerslide presentation
 - The week of 09/02/2024 - Musical auditions - was moved from 08/26/2024
- Fundraiser - Calendar

Show Report

- An Evening of One Act (3 shows) - 09/28/2024 at 3:00 pm
 - 9th Grade Advanced Theatre Class - The Book of Everything
 - Junior Varsity - The Yellow Boat
 - Varsity - The Insanity of Mary Girard
- Dino Park - Haunted House - October 2024
- Beauty and Beast Musical - November 2024
 - BRUNCH
 - Need to rent a Belle and Beast costume for the Character Brunch
- Dracula - February 2025
- UIL One Act - March 2025
- Miss Nelson is Missing - May 2025

Adjournment

Meeting was adjourned at 7:20 pm

September Board Meeting: September 3, 2024 at 7:00 pm