



Meeting Minutes  
Round Rock High School Theatre Booster Club  
Date: January 19, 2021

**CALL TO ORDER:** President Laura Davis called the meeting to order at 7:00pm.

**ATTENDEES:** Laura Davis, Denise Ferguson, Jill Farris, Jeanne Good, Stephanie Nisbett, Johanna Whitmore, Audrey Hatch, Alyssa Hurtado, Michelle Hurtado, Michelle Swain, Gerry Gallegos and Kelly Condon via Zoom

**1. APPROVAL OF MINUTES: December 15, 2020**

A motion was made by Denise Ferguson and a second by Jeanne Good to approve the minutes as presented. The minutes were unanimously approved.

**2. TROUPE REPORT:**

Alyssa Hurtado discussed the following:

- Requested reimbursement for Christmas goodie bags for troupe meeting
  - ✓ Booster Club approved reimbursement for \$25.53- Provide receipt for reimbursement
- Looking into Valentines goodie bags, will let Booster Club know if funds are needed

**3. TREASURER REPORT:**

Ms. Ferguson presented the treasurer's report to the members present:

**Open House**

Open House Income: \$2,289.58

- \$1,160 Membership
- \$762.50 Spirit wear – T-shirt Sales
- \$350 Friends and Family Sponsorships
- \$17.08 Direct Donations and Amazon Smile

Open House Expenses: \$545.33

- \$480 T-Shirt purchase from Tammy Kay's Boutique
- \$65.33 Square & PayPal Fees

**Open House Net Income: \$1,744.25**

**Other Expenses:**

- \$438.53 Administrative Expenses (website)
- \$32.22 Community Outreach (Homecoming Decorations)
- \$1,500 2019-2020 Scholarships

**Income Less Expenses: <\$226.50> YTD**

#### 4. DIRECTOR REPORT:

Ms. Whitmore discussed the following with the members present:

- Musical:
  - ✓ Rental paperwork for Baca center/ Centennial Park submitted for district approval
  - ✓ (1) Wheelchair accessible porta potty will be provided, need to rent (2) additional for 4/7/21-4/10/21
  - ✓ Will need (1) storage pod: 16ft.
  - ✓ \*Storage Pod is needed for the 2 weeks of musical, starting tech week 3/29/21 - 4/11/21
  - ✓ Temperature regulated closet for electronics
  - ✓ Wagon for a portable booth (borrow)
  - ✓ Looking into doing pre-sale for tickets and creating audience pods
  - ✓ Capacity for musical is 250, looking at live streaming option
  - ✓ Ticket sales in groups/pods
  - ✓ Concessions
- UIL:
  - ✓ RRISD is participating in UIL and the show has been cast for RRHS
  - ✓ Can discuss UIL needs from Booster Club at Feb mtg.

#### Follow-up:

- Booster club can assist with costs for rental of storage pod and/or work out in kind donation options
- Look into Live Streaming option
- Ms. Whitmore to find out storage pod vendor name
- Rental of porta potty (2)

#### 5. OPEN BUSINESS:

- **REMINDER:** Amazon Smile Update (smile.amazon.com)
  - ✓ **Round Rock Theatre Booster Club**
- T-shirt Remaining (1-S, 3-M, 2-L, 2-XL) \$18
- Scholarship Committee: Jeanne Good, Chair
  - ✓ Volunteers for committee:
    - Kelly Condon
    - Jill Farris
    - Stephanie Nisbett
  - ✓ meet to discuss application process, applications due Friday 3/26
  - ✓ Look into revising the application formatting

**Adjourn 7:37pm**

#### UPCOMING DATES/ EVENTS:

- 1/25 HAYA Video Submission Deadline
- 1/26 Presidents Council Booster Meeting
- 2/16 RRHS Theatre Booster Meeting 7pm
- 3/9 & 3/10 OAP Zone (Events to be hosted by RRHS)
- 3/12 OAP District

- 3/23 & 3/24 OAP Bi-District
- 3/23 RRHS Theatre Booster Meeting
- 4/3 Bright Star Technical Rehearsal \*\*
- 4/7-4/10 Bright Star @ Round Rock Centennial Amphitheater-7pm
- 4/14 HAYA\*\*
- 5/8 RRHS Theatre Banquet (1100 Cafeteria)
- 5/18 Final Booster Club Meeting of the School Year

Minutes prepared by: Secretary Stephanie Nisbett