



Meeting Minutes  
Round Rock High School Theatre Booster Club  
Date: February 16, 2021

**CALL TO ORDER:** President Laura Davis called the meeting to order at 7:05pm.

**ATTENDEES:** Laura Davis, Denise Ferguson, Jeanne Good, Stephanie Nisbett, Audrey Hatch via Zoom

**1. APPROVAL OF MINUTES: January 19, 2021**

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. TREASURER REPORT:**

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

Paid \$54.09 for 2020 sales tax.

True up Budget:

Since the Thespian Festival was cancelled, I propose we true our budget and move \$500 from Thespian Festival line and \$250 from Thespian Festival Meals line to Miscellaneous Expenses.

Move \$1000 from Winter Production – Tech Meals (musical) to Miscellaneous Expenses.

A motion was made by Stephanie Nisbett and a second by Jeanne Good to approve true up budget recommendations.

**3. SCHOLARSHIP COMMITTEE UPDATES:**

The Scholarship Committee members are as follows:

- Jeanne Good, Chair
- Kelly Condon
- Jill Farris
- Stephanie Nisbett

The committee will meet to discuss application process, applications due Friday 3/26.

- Major categories point value, rubric (Audrey to send to rubric to Jeanne)
  - ✓ 75% of application must be objective
  - ✓ 25% subjective
- Email to directors to send out to seniors, post on Facebook page and website
- Member in good standing of booster club

#### 4. UPCOMING EVENTS FOR DISCUSSION:

The following items were discussed:

- UIL Needs March 9<sup>th</sup> & 10<sup>th</sup>
  - i. Laura to follow-up with Ms. Whitmore to inquire about UIL needs. May have special called meeting if necessary to discuss needs.
- Musical Needs
  - i. Storage-
    - Max amount may be \$350 possibility of waiving cost of storage bldg., but pay for transportation drop off/pick-up. Laura to follow-up on storage pod.
  - ii. Port a potties-
    - Jill currently working on this, initial quotes have been \$1200
  - iii. Liaison for ad purchase, working with printer, formatting or working with formatter (we need to set a timeline for this) Posters?
    - Laura to contact print shop about formatting program for Musical and lead times for printing
  - iv. T-shirt Liaison-
    - Jill to assist on T-shirts. Add Sponsors on back of shirts and website: Condon family acknowledgement and Jack Allen's kitchen
    - Decide logo using publicity pack for Musical
    - Decide number of T-shirts
  - v. Sign-up genius for concession \$\$ influx and volunteers to work booth
    - More information to come
  - vi. Decorations/ set-up/ Field Trip to venue/ Seating
    - Need to plan field trip to venue to plan decorations
  - vii. Cast bio board with pictures
    - More information to come
  - viii. Sharpshooters- Directors question

#### 5. DIRECTOR REPORT:- NONE

#### 6. 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

**Adjourn 7:37pm**

#### UPCOMING DATES/ EVENTS:

- 2/21 Heller Awards 7:00/7:30pm Nominations
- 3/9 & 3/10 OAP Zone (Events to be hosted by RRHS)
- 3/23 & 3/24 OAP Bi-District
- 3/23 RRHS Theatre Booster Meeting 7pm
- 3/26 Scholarship Application Due
- 4/3 Bright Star Technical Rehearsal (Meal provided by JAK)
- 4/7-4/10 Bright Star @ Round Rock Centennial Amphitheatre-7pm
- 4/14 HAYA Awards (Tentatively)
- 5/8 RRHS Theatre Banquet (1100 Cafeteria)
- 5/18 Final Booster Club Meeting of the School Year