



Meeting Minutes
Round Rock High School Theatre Booster Club
Date: March 23, 2021

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

ATTENDEES: Laura Davis, Denise Ferguson, Jeanne Good, Stephanie Nisbett, Michelle Swain, Naomi Yost, Kelly Condon, Gerry Gallegos, Johanna Whitmore, Sam Davis and Christine Cooper via Zoom

1. APPROVAL OF MINUTES: February 16, 2021

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

2. SCHOLARSHIP REMIND- Due Friday March 26th

Applications are due Friday 3/26. Recommendation to drop off application at Jeanne's house as she has only received (1) so far.

3. TREASURER REPORT:

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

FUNDRAISING BRIGHT STAR UPDATE

Tech Rehearsal on April 3rd will be our second tax free day

Income & Expenses

- Direct Donations - \$ 250
- Fundraising Program Ads - \$1345
- Fundraising Expenses (PayPal and Square Fees) - \$51.11

Additional upcoming expenses:

- Brightstar T-Shirts – Tammy Kay's quoted \$9.50 per shirt (+\$1.50 for 2X and 3X)
- P&B Printing for Playbills – cost is \$1528.33 (24 pg. full color, 1000 Playbills and 25 Posters)
- Storage unit rental – quote of \$347 including transportation (tax free)

In Kind Donations:

- Jack Allen's Kitchen is providing the Tech Meal on 4/3
- P & B Printing \$400 in kind donation

UIL One Act Play - Reimbursement for meals - \$91.70

**BUDGET ADJUSTMENTS - TRUE-UPS to adjust Budget to YTD actuals:
INCOME:**

- Increase Membership by \$160
- Decrease Spirit Merchandise by \$517.50
- Increase Fundraising – Program Ads by \$445
- Increase Direct Donations by \$548.37

EXPENSE:

- Decrease Spirit Merchandise Expenses by \$320
- Decrease UIL One Act Play by \$908.30

This leaves an additional \$1864.17 to be allocated. We could increase Miscellaneous Expenses by the \$1864.17

A motion was made by Michelle Swain and a second by Gerry Gallegos to approve true up budget recommendations.

4. THESPIAN REPORT: Nothing to report

5. DIRECTOR REPORT:

Ms. Whitmore reported the following:

- Finalizing port-a-potty reservation
- Storage pod contract- provide copy to Denise (treasurer) that shows the amount so she can pay the invoice
- No other needs at this time

6. MUSICAL INFORMATION/ OPEN BUSINESS:

The following items were discussed:

- Sign-Up Genius for Concession Donation/ Concession \$2 for all- send our sign-up genius this week. Webpage with have buttons for concession donations \$10/\$20/\$50

A motion was made by Jeanne Good and a second by Denise Ferguson to approve concession prices as mentioned above.

- Tshirts: S-XL will be \$18 each, 2XL \$19.50, and 3XL \$20 Any parent interested in a show shirt MUST let us know as we will not be ordering many beyond what will be requested by participants. Shirts to be sold at tech rehearsal on 4/3 (tax free day)
- Posters: \$5 each at tech rehearsal (We are ordering 25 and these will be on a first come first serve basis)
- Tech Rehearsal Meal for participants will be on 4/3 at 4pm (provided by Jack Allen's)
- Decorations- Michelle & Kelly to work on (lights/stars). Laura to ask Jill to provide mannequin to display shirt as a decoration.
- Ice for Coolers will be provided by Bush's Chicken
- Seating- bring your own seating

- Ticket prices. Through the district- \$10 seniors/students & \$15 general admission. More information to come
- Show times @7pm
- Sharpshooters will be there on Friday night show
- No live streaming

7. OPEN BUSINESS:

The following additional items were discussed:

- Slate for officers for 2021-2022- be thinking about open positions for Booster Club
- Reserve Banquet date for 2022
 - May 14, 2022 at 1100 cafeteria (3pm-9pm with 4pm start time)
 - Laura to send Ms. Whitmore email to send facilities request for this date
 - Recommendation to have last year's thespian inductees a part of this years ceremony

Adjourn 8:15pm

UPCOMING DATES/ EVENTS:

- 3/24 OAP Bi-District (RRHS is a hosting school)
- 3/26 RRHS Theatre Booster Club Scholarship Due
- 4/3 Bright Star Technical Rehearsal (Meal @4 provided by JAK)
- 4/7-4/10 Bright Star@ Round Rock Centennial Amphitheatre 7pm
- 5/8 RRHS Theatre Banquet (reserved 3pm-9pm) **Pending District Approval**
- 5/18 FINAL Booster Club Meeting of the 2020-2021 School Year
- 5/23 HAYA Award Ceremony

Minutes prepared by: Secretary Stephanie Nisbett