



Meeting Minutes
Round Rock High School Theatre Booster Club
Date: April 20, 2021

CALL TO ORDER: President Laura Davis called the meeting to order at 7:13pm.

ATTENDEES: Laura Davis, Denise Ferguson, Jeanne Good, Stephanie Nisbett, Jill Farris, Naomi Yost, Johanna Whitmore and Alyssa Hurtado

1. APPROVAL OF MINUTES: March 23, 2021

A motion was made by Jill Farris 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:

FUNDRAISING BRIGHT STAR UPDATE

Tech Rehearsal on April 3rd was our second tax free day

Bright Star Income & Expenses

Total Income \$4,666.75

- Cast Shirts and Posters - \$1,624.50
- Concession - \$1,386.50
- Fundraising Program Ads - \$1345
- Direct Donations - \$ 310.75

Total Expenses \$2,912.24

- Pod Rental - \$361.99
- Fundraising Expenses (PayPal and Square Fees) - \$95.76
- Playbills - \$1,528.33
- Cast Shirt purchase - \$916.50
- Tech Rehearsal Meal - \$9.66

Concession Donations \$460

Concession Purchases \$325 (an additional \$25.25 purchased with coupons)
\$135 – available for future concession purchases

Sales Tax of \$41.80 moved to Savings Account.

In Kind Donations:

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

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

INCOME:

- Increase Cast Shirts and Posters by \$84.50
- Decrease Fundraising - Concession Sales by 613.50
- Decrease Fundraising – Other by \$100
- Decrease Concession Donations by \$140
- Increase Direct Donations by \$60.75
- Increase Escrow Sales Tax transfer to savings by \$23.20

EXPENSE:

- Decrease Administrative Expenses by \$111.47
- Decrease Concession Purchases by \$275
- Increase Director's Budget by \$61.99
- Decrease Fundraising by \$38.91
- Decrease Hospitality – Productions by \$250
- Increase Programs (Playbills) by \$1278.33
- Decrease Winter Production – Cast Shirts by \$283.50
- Decrease Winter Production – Decorations by \$300
- Increase Winter Production – Tech Meals by \$9.66

Income Adjustment is Decrease of \$685.05

Expense Adjustment is Increase of \$91.10

This is a total of \$776.15 to be allocated. We could decrease Miscellaneous Expenses by the \$776.15.

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

3. SCHOLARSHIP CHAIR UPDATE/ REQUESTS

Ms. Good discussed the scholarship submissions that were submitted for review. Recommendation was made for all (4) applicants to receive scholarship.

A motion was made by Stephanie Nisbett and a second by Denise Ferguson to approve decreasing miscellaneous budget item by \$500 and increasing scholarship budget item by \$500 and for all (4) applicants to receive scholarship.

The recipients are as follows and will be awarded at the Theatre Banquet:

- Abigail Bensman
- Sam Davis
- Sidney Swain
- Connor Yesh

A motion was made by Jill Farris and a second by Jeanne Good to approve presenting each recipient with a check at the Banquet and write in memo line for college funds.

4. **THESPIAN REPORT:**

Alyssa Hurtado discussed the following:

- Preparing for Banquet on May 8th
- Using smart screen to project slide show
- Slide how for inductees and Senior video (inductees from last year will be included)
- Trophy table for awards
- Bring your own food
- Photo booth and photo props
- Decorations: streamers/ balloons
- Booster club will provide drinks/ black back-drop

5. **DIRECTOR REPORT:**

Ms. Whitmore reported the following:

- In person State Festival will be held November 18-20 (possible mask rule and limited students)
- Bright Star- received great feedback
- Programs with bios were well received
- Working on getting some Theatre class happenings on YouTube
- Plan on regular theatre show seasons for next year, Fall Shows, Musical in Jan. etc
- Ms. Whitmore to follow-up with Sharp Shooters regarding video from Bright Star

6. **OPEN BUSINESS:**

The following items were discussed:

- Banquet Planning Saturday 5/8
 - RRHS 1100 bldg. Courtyard from 4pm-8pm
 - Parents are welcome to attend
 - Bring your own food
 - Booster Club will provide drinks, table cloths, some decorations
 - Bring black back drop, can use tables from school
 - Restrooms will be available in the bldg., but must wear mask if entering the bldg.
- Slate for officers for 2021-2022 for May Booster Meeting Vote
 - President- Stephanie Nisbett
 - Vice President- Jill Farris
 - Secretary- OPEN
 - Treasurer- Jeanne Good
 - Scholarship Chair- Naomi Yost
 - Webmaster- Kelly Condon
 - Spiritwear Coordinator- OPEN

- Bright Star Costume Return Information

All costumes are to be returned to A Cut Above Costumes by **MAY 7th**

A Cut Above Costumes

150 Texas Ave #105

Round Rock, TX 78664

Hours: Tues-Fri from 2pm-6pm

*All items are to be dry cleaned or laundered as indicated before being turned in.

Adjourn 8:15pm

UPCOMING DATES/ EVENTS:

- 5/7- Deadline to return costumes from Bright Star to A Cut Above Costumes
- 5/8- RRHS Theatre Banquet (4pm-8pm)
RRHS 1100 bldg, courtyard- Bring Your own food, chairs, blanket
- 5/18- FINAL Booster Club Meeting of the 2020-2021 School Year- Officers to be voted on
- 5/23- 8th Annual HAYA Award Ceremony 7:30
- 5/25- RRHS Graduation

Minutes prepared by: Secretary Stephanie Nisbett