



BOARD MEETING MINUTES

LHS Theatre Booster Board 2024 - 2025

July 11, 2024 | Meeting called to order at 6:06 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
 - Concessions/Hospitality Chair: Terri Domenech
 - Musical Committee: Laurie Davis
- Absent:
 -
- Non - Board Members Present:
 - Ms. Holt (Director)
 - Jennifer Turner

Secretary Report/Outstanding Items – Shannon Williams

- May 2024 Minutes - motion was made to approve the minutes and the minutes were approved
- Audit Committee was announced and will meet on Saturday 07/13/2024 at the Lewisville Library
 - Audit Committee are the following members
 - Carl Flusche
 - Mr. Palmer (Amelia's Husband)
 - Shannon Williams
- 2024/25 Event Calendar as of 07/11/2024
 - Board Meeting the first Tuesday of each month at 6:00 pm except for the 08/06/2024 meeting and we will meet at 7:00 pm
 - Opening Ceremony - 08/23/2024 (5-9pm)
 - Beach Theme
 - Andy's Donation of ice cream (150 cups)

- City of Lewisville Arts Grant - announcement expected in September 2024
- North Texas Giving Day - September 9, 2024
- 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
-

Treasurer's Report – Matt Turner

- June 2024 Financial Report
 - Beginning Balance: \$16985.66
 - Income: \$0.00
 - Expenses: \$554.00
 - Ending Balance as of 06/30/2024: \$16,431.66
- End of Year 23-24 Financial Report
 - Beginning Balance: \$5,689.94
 - Income: \$52,870.98
 - Expenses: \$42,129.26
 - Ending Balance as of 06/30/2024: \$16,431.66
- Reflections from 2023/24 Season
 - Checks were cleared in June for T-Shirts and Memory Books
 - Chocolate Fundraiser was a success for the first set of chocolates; the second order was not so successful. We loss money and product and then in some cases money was never turned in
 - Camping was not in the budget for the 2023/24 Season but was a success
 - Production expenses were lower than planned
 - IRS Tax Filing was completed
 - This month an unclaimed check was sent to us for \$51.00 From Tom Thumb
- Audit will be completed this coming Saturday. Thanks to everyone who stepped up

President Report - Sean McIntyre

- Old Business
 - End of the Year Banquet - successful and enjoyable
- New Business
 - Welcome Carl & welcome back everyone else!
 - Still have positions available and looking to fill those positions
 - Vice-President
 - Fundraising
 - Membership
- Scholarships
 - 2023/24 School Year - 6 scholarships were awarded
 - 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
- Arts Support Grant timeline - Announcement in September 2024
 - Need to have two budgets prepared in case we win the grant money and one for if we do not win the money
 - Need to have insurance
 - Shannon Will send information regarding the insurance company used for PTSA
- Updating merchandise, having merchandise in stock for sale at shows
 - Want item - Theatre Hoodie
- Communications improvements/plan for this year
 - New App and Website
- 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
- Show schedule

Communications Report - Amelia Palmer

- Amelia has been working hard this summer to try to find a better system for taking tickets, selling goods, and providing better communication amongst the parents, students, and community. She was looking at a system that would provide an app for our Theatre Department.
 - Current website as an app feature which would be synced together any time there was an update
 - Provides all services in multiple languages and for all the needs and wants we were looking for to run smoothly.
 - App feature
 - Communication availability for multiple groups, for example, parents, students, different shows, Sign-up Genesis, Concessions, seating arrangement, selling tickets
 - We would be the first school and first theatre department to offer a service in this manner

- Fees:
 - App fee: \$139.00/month
 - Apple Fee: \$99.00/year
 - Android: One time free of \$25.00
 - Card Reader: \$59.00 - one time fee
- Motion was made to try this service for the year without spending more than \$2500.00 for the year. The motion was second and the board approved for payment and trial of these services.

Fundraising Report

- Need to fill this position
- Fundraising - Silent Auction event, candy bars, calendar, sponsors, business gala

Hospitality Report - Terri and Beverly

- This year will try to ask for more donations. Now that we have dates for all shows we can ask for donations throughout the entire year
- Ms. Holt would like to ask all parents with children in the department to volunteer for at least 1-2 events throughout the year
- Cotton Candy machine - offering cotton candy at each show - Jennifer is still playing around with the machine

Volunteer Report - Carl Flusche

- Nothing to report at this time

Director's Report - Ms. Holt

- Dates for Upcoming Events -
 - Every Thursday until school starts - different events being held for the students
 - 08/07/2024 - LISD Theatre Get Together
 - Location at Harmon High School
 - All High School theatre departments within the district are invited
 - Bring your own food and offering concessions
 - Kona Ice
 - Guest Speaker
 - Playing games
 - 08/21/2024-08/23/2024 - Musical Prep
 - 08/23/2024 - Opening Ceremony / All Parent Meeting
 - Need Tables
 - Need Volunteer
 - The week of 08/26/2024 - Musical auditions
 - September 2024 - Western Days; Maybe having a table to prompt the Haunted House and the Musical
 - October 12, 2024 (1-11pm) - Six Flags Event (Fright Fest)
 - October 26, 2024 - Craft Show - maybe to get a table to advertise

- November 14, 2024 - In school production for Beauty and the Beast - invite the middle schools to see the show
- November 15-17, 2024 - Beauty and the Beast show dates

Show Report

- An Evening of One Act (9th grade production) - 09/28/2024 at 3:00 pm
- Dino Park - Haunted House - October 2024
- Beauty and Beast Musical - November 2024
- Dracula - February 2025
- UIL One Act - March 2025
- Miss Nelson is Missing - May 2025

Adjournment

Meeting was adjourned at 8:17 pm

March Board Meeting: August 6, 2024 at 7:00 pm