



BOARD MEETING MINUTES

LHS Theatre Booster Board 2024 - 2025

September 3, 2024 | Meeting called to order at 6:08 pm by Sean McIntyre - President

Board Members

- Present:
 - President: Sean McIntyre
 - Vice-President:
 - Secretary: Shannon Williams
 - Treasurer: Matt Turner
 - Publicity/Communications: Amelia Palmer
 - Fundraising - Jennifer Whitaker
- Absent:
 - Volunteer Coordinator: Carl Flusche
 - Concessions/Hospitality Chair: Terri Domenech
 - Concessions/Hospitality Chair: Beverly Young
 - Musical Committee: Laurie Davis
- Non - Board Members Present:
 - Ms. Holt (Director)

Secretary Report/Outstanding Items – Shannon Williams

- August 2024 Minutes - motion was made to approve the minutes and the minutes were approved. Motion was made by Amelia and 2nd by Matt
- Jennifer Whitaker has joined the Board and will be handling fundraising
- There are 2 more parents interested in joining the Board

Treasurer's Report – Matt Turner

- August 2024 Financial Report
 - Beginning Balance: \$15,110.97
 - Income: \$570.82
 - Expenses: \$3,467.28
 - Ending Balance as of 08/30/2024: \$12,214.51
- The budget needs to be amended to add an expense of \$435.00 a year for insurance through AIM insurance which is required by the City of Lewisville Grant Committee

- Motion was made to approve by Amelia and was 2nd by Shannon. Motion was approved.
- IRS has been filed - and we are in good standing
- Grant Marketing Must be Completed - Ms. Holt is handling
- Returned item are being requested from previous shows
 - Peter Pan is completed
 - Frog and Toad are being handled
 - 1 other show still needs to be done
- Some money has come in from selling T-shirts and stickers. Also from selling props
- Schooling funding is scheduled to arrive in October
- Tabling discussion to purchase TVs for the Lobby

President Report - Sean McIntyre

- Old Business
 - City of Lewisville Art Grant - will be announced soon. Unofficial announcement it looks like LHS Theatre Department will be awarded \$10 thousand dollars
 - Announcement is around 10/01/2024
 - Marketing still needs to be completed
 - Look at getting a reusable check for the presentation
 - Still have positions available and looking to fill those positions
 - Vice-President
 - Membership
 - 2024/25 Event Calendar
 - Opening Ceremony - 08/23/2024 (5-9pm) - SUCCESSFUL
 - Homecoming Parade - 10/02/2024
 - We have a float for the Haunted House
 - Looking for a truck and trailer for Beauty and the Beast
 - Jennifer is going to see if she can find any volunteers since she is part of the Jeep Club
 - Planning Day and Float Build will be 09/29/2024 - Need to create a Sign-up Genius
 - The City of Lewisville has asked for us to participate - PENDING
 - Western Days - maybe have a booth (\$170.00 for the booth) - maybe just have the students walk around in character and handout fliers.
 - Halloween Stroll
 - Holiday Stroll
 - Bylaws
 - Sean will send to Jennifer
- New Business
 - Beauty and the Beast
 - Need to have t-shirts made after the cast is announced and that will be on Friday (09/06/2024)
 - Amelia will send Sean the design
 - \$10.00 price point for the shirts

Musical Report - Laurie Davis

- Decorations for the Lobby - 7 different stations each with its own theme; The goal would be to get sponsors for each theme to help off set the cost
 - 1. Library - Books
 - 2. Enchanted Rose - backdrop with table and roses
 - 3. Bakery - Hopefully get Nothing Bundt Cakes
 - 4. Staircase with Columns with Ivy
 - 5. Be Our Guest
 - Items would include
 - Teapot / Cup
 - Feather Duster
 - Drapes
 - Clock
 - Candle holder
 - 6. Flower Shop
 - Have a cart a sell roses
 - 7. Once Upon a Time
 - Musical Brunch “High Tea with Belle” - Location in the Lobby
 - Some donations have been made
 - Plasticware
 - Flowers
 - Price Point - 30 participants max
 - \$10.00 - Brunch Only
 - \$15.00 - Brunch and Show ticket
 - Donations for the deserts and some food items have been secured

Communications Report - Amelia Palmer

- LHS Theatre App - The Apple app is active and still pending approval with Google Play Store
 - The students are loving the app
- LHS Theatre Calendar has been updated and most dates are on the calendar for the entire year.
 - Build Day was added to the calendar for 09/07/2024 and 09/14/2024
 - Time will be 10-12; 1-3
- North Texas Giving Day is coming but early donation starts today

Fundraising Report - Jennifer Whitaker

- The position has been filled by Jennifer Whitaker
- Sean had an idea to get a 1 page flier with different levels of donations - similar to what was created last year.

Hospitality Report - Terri and Beverly

- Was not in attendance
- Workon getting donations for the following shows before we purchase items for concessions
 - Sign-Up Genius for
 - Drinks
 - Candy
 - Chips

Volunteer Report - Carl Flusche

- Was not in attendance
- Sign-Up Genius for the following
 - Float Build Day
 - Western Days - Booth workers on Saturday and Sunday - ?
 - Event Workers (for each show)

Director's Report - Ms. Holt

- Marketing
 - Premier isa Marketing Company in Lewisville that we are looking at partnering with and offering discount tickets
 - Looking at having 2 sections in September
 - Haunted House
 - Beauty and the Beast
 - Looking at 1 section in October
 - Beauty and the Beast
 - The Motion was made by Amelia and 2nd by Matt. Motion was passed and Approved
- Fundraiser - Calendar for the month of September
 - Texas Thespian
 - Six Flags

Show Report

- An Evening of One Act (3 shows) - 09/28/2024 at 3:00 pm
 - 9th Grade Advanced Theatre Class - The Book of Everything
 - Junior Varsity - The Yellow Boat
 - Varsity - The Insanity of Mary Girard
- Dino Park - Haunted House - October 2024
- Beauty and Beast Musical - November 2024
 - Build Days have been added to the calendar
 - BRUNCH
 - Need to rent a Belle and Beast costume for the Character Brunch
- Dracula - February 2025
- UIL One Act - March 2025
- Miss Nelson is Missing - May 2025

Adjournment

Meeting was adjourned at 7:47 pm

September Board Meeting: October 1, 2024 at 6:00 pm