

Round Rock High School Theatre Booster Club

Date: July 23, 2024

(Planning Meeting)

Attendees: Paige Morgan, Kelly Condon, Paige Heer, Burke Crosby, Paula Ferrigno, Deanna Mateo-Mih, Shelley Nelson, Kayleen Sokol

Call to Order: President Shelley Nelson called the meeting to order at 6:42pm

Business:

- Kristen Wallace stepped down as Secretary. Paige Morgan made a motion to elect Kayleen Sokol as the new board Secretary, Second by Deanna Mateo-Mih. Board voted unanimously to approve.
- Introductions of new officers were made
- Note that transition meeting from previous board to current has taken place, financial reconciliation has been completed and Paige Morgan and Shelley Nelson have been made check signers, all prior to today's meeting. Paige Morgan will meet with the previous treasurer this Thursday (7/25/24) to transfer all treasurer information.
- Open House
 - Saturday, August 24th from 2pm to 4pm in the black box, 1100 bldg (the room is available from 1-5 for set up/clean up.) Shelly has emailed Mrs Whitmore to reserve the room for this date and she has not heard back yet.
 - Agenda for open house will include introduction of booster board members and what they do, have the thespian officers do introductions and talk about upcoming meetings/events, mention opportunities for sponsorships before the upcoming shows (watch for more info at later date), Scholarship chair will note that students must be paid member or a paid family member before December in order to be qualify for a scholarship, promote thespian troupe sites and social media as well as boosters, Trina Martin from Impact Arts would like to speak (Shelley is going to get more information about this and we will decide at the next meeting). Presentation to begin at 2:30.
 - Thespian Troupe Officers will make a flyer for distribution through social media and Dragon Blast (shared by thespians and boosters.) They will also share the winning image to be printed on the sweatshirts available later in the year.
 - Paige M is making updates to the membership/order forms in the packets to be handed out during the event. She is also going to make a QR code and google form if people would like to fill it out online at the event. Shelley will print packets.
 - Merch will be available at event (see below)

- Cashiers for event will be Paige M, Paige H, & Kelly
 - Paige M will preload all merch into the square app to better track sales
 - Thespian Troupe officers needed to help with running merch to the sales table as purchases are made.
- Refreshments to be served. Deanna and Paula will look into getting donations for drinks and cookies. Paige M can bring water coolers for water. Board can also bring snacks and water if donations can't be found. Expecting approx. 100 people at the event.

T-shirts, Totes, and Stickers

- Shelley contacting Tammy Kaye (vendor from previous years) at least 2 weeks prior to the Open House. Paige M is going to look for a previous invoice to figure out how many shirts were ordered in the past. All quantities for merch will be discussed at the next meeting.
 - Shirt cost will be approx. \$10-\$12 and will be sold for \$20
 - Tote bag cost will be approx. \$8-\$10 and will be sold for \$15
 - 2x2 sticker cost will be approx \$300 for 1000 and will be sold for \$3
 - All costs are subject to numbers ordered
 - We will also sell previous years' shirts (inventory TBD)

Membership Drive:

- Brainstorm new ways before next meeting to promote Boosters after the Open House.
- Membership dues remain the same - \$30 individual, \$50 family and \$10 alumni
- Paula and Deanna will work on sponsorship wording to be sent out in the fall

Fundraising:

- Deanna is looking up rules about booster club fundraising (link on RRHS website with guidelines.) Her and Paula will bring a proposal to the next meeting

Webpage - Burke:

- Add bylaws to website
- Post about Open House (add to calendar and flyer when ready)
- Add the new merch items to website after the Open House
- If anyone needs anything added to website please reach out

Treasurer Update:

- Paige M is going to meet with previous treasurer. She will have numbers and a budget before the next meeting.
- Suggestion to possibly increase scholarship budget. Tabled until closer to opening of applications.

Other:

- Organize cage and take inventory
- Get dates for upcoming auditions, shows and Thespian State

- Change meeting dates to 2nd Tuesday of every month at 7pm
 - Shelley will send dates and get Whitmore to reserve room
 - Meet once more before Open House (date TBD probably 1 week out) First regular meeting Sept 10
- Deanna is going to work on notes for a procedure manual for future boards to reference
- Shelley working on setting up a Google Drive to more easily share info amongst the Board
- Trailer for Homecoming. Talk to Kristen about use of their trailer, if not Paige H may have a trailer or Deanna offered to rent one. Paige H has a truck to pull it. Thespian Troupe decorates.
- Booster Holiday Party:
 - Paige Heer looking into renting clubhouse on a Thursday or Friday in December
 - Deanna, Paula and Kayleen are planning committee
 - White Elephant Gift Exchange and Pass the Pig game
 - Potluck and BYOB
 - Adult Booster members invited
- Mr Hobby is looking for 32 Bentwood Chairs for the musical (needs at least 16.) No formal request has been made

Upcoming Dates:

- Thespian Pool Party at the Nelson House - July 27th 2pm to 5pm
- NSO - July 29th and 30th
- First Day of School - August 13th
- Possible audition workshop led by thespian troupe officers - TBD (before Aug 19th hopefully)
- Open House - August 24th
- Booster meetings August date TBD and Sept 10
- TOTSKE - October 31st. Thespian Troupe hosts
- Halloween Party: TBD
- Thespian Holiday Party: TBD (hosted at the Nelson's)
- Booster Holiday Party: TBD

Meeting adjourned at 9:17pm

Minutes prepared by Kayleen Sokol