



Meeting Minutes
Round Rock High School Theatre Booster Club
Date: August 19, 2024
(Planning Meeting part 2)

Attendees: Shelley Nelson, Burke Crosby, Paula Ferrigno, Paige Heer, Monica Welch, Deanna Mateo-Mih, Paige Morgan, Kelly Condrón, Kayleen Sokol, and Anna Nelson

Call to Order: President Shelley Nelson called the meeting to order at 6:43pm

Approval of Minutes: Approval of minutes dated July 23, 2024. A motion was made by Kelly C. and a second by Paige H. to approve the minutes as presented. The minutes were unanimously approved.

Troupe Updates: - Anna Nelson

- Troupe had a successful summer with several events: Game night with the announcements of the fall show and musical, Thespian pool party, Troupe night @Legally Blonde
- Anna had several new people sign up with interest in Thespians at the NSO on July 29 & 30. Troupe has already sent out email with update
- Serena is working on finding out if Thespians can get a roundrockisd.org email for the troupe to send emails directly to students s# email accounts.
- Thespians hosted the first ever audition workshop to give new students tips on how to have a successful audition. 35 students in attendance.
- First Thespian meeting will be August 22nd.

Business:

- Open House Update - Shelley
 - Whitmore secured the Black Box for Open House. Shelley to double check that Whitmore will get tables and chairs for event.
 - Flyers were distributed via emails and schoology from Whitmore and Hobby, through Peachjar, & social media accounts run by Thespian Troupe and Boosters
 - Merch and membership to be sold as a tax free event at Open House.
 - Presentation for open house will be: Welcome, booster club role and intro of board, share social media, membership, introduce Thespian Troupe officers, introduce directors, upcoming shows/events, and intro of Trina Martin with Parents for Arts Educations (5mins). Trina will share about her organization and how kids can get volunteer hours at her future events.
 - Schedule is 2-2:30 arrival, sell merch and socialize, 2:30-3 presentation, 3-4 socialize, answer questions, sell merch and wrap up. Shelley will do



general presentation, Paige H presents on scholarship, & Deanna will share info about fundraising and Spirit Nights

- Shelley has Welcome forms, will print 150. Parent contact forms available (150 copies), Kayleen will also make this a google form available online and through a QR code. Paige made a form for membership and spiritwear (100 copies)
- Refreshments - Paula picking up tea, sweet tea, ice and cups from Bush's, Deanna picking up 2 large trays of cookies and napkins from Costco, Paige M bringing large water cooler to fill with water
- Spiritwear - Monica
 - Shirts -ordered 100 (\$20), Tote -ordered 100 (\$15), Stickers -ordered 400 (\$2), Vintage show and troupe shirts (\$5). Also offering sweatshirt pre-order (\$25). Additional orders can be placed if at least 12.
 - Evan Welch was the winner of the design contest and will receive a free sweatshirt. Sweatshirt will be crewneck in heather grey.
 - Sweatshirt pre-orders will be accepted until September 12, 2024. We will order a few extras and can reorder later if the order is at least 12.
 - Monica to reach out to Tammy Kaye to place order after deadline.
 - Monica made a dragon from previous shirt and Deanna is brainstorming other ideas to use old shirts in new ways
- Fundraising - Deanna and Paula
 - Spirit night ideas: Amy's ice cream, Bush's Chicken, Fajita Pete's, Dairy Queen, Chic-fil-a, Tammy Kaye Boutique (only on Sunday, possible November date), May Street (possible December date)
 - Amy's will likely be first Spirit night in September
 - Considering themed concessions for Fall Show
 - Considering RRHS Theatre logo ornaments, theatre logo signs for outside with kids' names, theater banners with sponsorship (Deanna looking into these and will report at next meeting *please add to next month's agenda)
 - Some discussion about making thicker playbills for musical with sale of more ad space.
- Webpage - Burke:
 - Add bylaws to website
 - Add dates for fall show and musical to website
 - Update Store - Add the new merch and pics to website after the Open House



- Kelly was billed for website, she will switch admin account to Burke. Kelly will remain on the account for billing purposes for now.
- Add pre-order forms for sweatshirts to website after Open House and remove the form on deadline of September 12. We can add form again later for additional sweatshirt orders.
- Add logo pack from Whitmore
- Treasurer Update - Paige M
 - Met with previous treasurer.
 - Beginning Balance (carryover from 23-24) is \$11,092.84
 - Discussion will need to be had about a proposed budget at the next meeting for the board to vote on. Several line items need to be adjusted to reflect more accurate income and expense. (*please add to next agenda)

Other:

- Still need a trailer for homecoming parade on October 9th. Shelley will ask previous board about the size of trailer so we can look into rental.
- Deanna passed out bylaws and booster guidelines. Please review before next meeting. Committee is needed to propose changes necessary to bylaws, committee will be appointed at next meeting (*please add to agenda)
- Shelley passed out financial controls checklist, please review before next meeting
- Shelley requested meeting room for all booster meetings through December

Upcoming Dates:

- Madwoman of Chaillot - auditions Aug 20 & 21, callbacks Aug 22 & 23
- Open House - August 24th
- Madwoman of Chaillot rehearsals begin Aug 27
- Something Rotten! Cold reading auditions Aug 26, callbacks Aug 28
- Booster meeting Sept 10 (2nd Tuesday of every month)
- Madwoman of Chaillot show dates - Oct 16 (MS preview), 17, 19, 24, 25, & 26 @ Ford's Theatre (increased the number of shows)
- TOTSKE - October 31st. Thespian Troupe hosts
- Halloween Party: TBD
- Thespian State - November 15th - 18th Corpus Christi American Bank Center
- Thespian Holiday Party: TBD (hosted at the Nelson's)
- Booster Holiday Party: TBD
- Something Rotten! Show dates Jan 22-25 @ Stony Point PAC



Meeting adjourned at 8:38pm

Minutes prepared by Kayleen Sokol