



Meeting Minutes
Round Rock High School Theatre Booster Club
Date: January 14, 2025

Attendees: Kayleen Sokol, Shelley Nelson, Paige Heer, Dipa Kodukula, Jennifer Green, Mike Condon, Johanna Whitmore, Monica Welch, Brent Nelson, Michelle Cantu, Paula Ferrigno, Paige Morgan, Andrea Garcia-Sierra, Shawn Utterbach

Call to Order: President Shelley Nelson called the meeting to order at 7:01pm

Approval of Minutes: Approval of minutes dated December 9, 2024. A motion was made by Paige H. and a second by Michelle C. to approve the minutes as presented. The minutes were unanimously approved.

President Report: - Shelly Nelson

- Tech Rehearsal Saturday January 18th
 - Can get into the PAC as early as 10am. Volunteer sign ups start at noon. Shelley will be there at 11am.
 - Whitmore is checking to see if we can leave our concessions there starting on Saturday the 18th and if the kitchen locks.
 - Jacob (works with the PAC) will be there to help us get 8 tables and trifolds ready for set-up.
 - Something Rotten! shirts and posters will be sold for \$20 and \$5. 130 shirts were ordered and there will be about 30 available.
 - We are going to get 5 posters signed by all the cast and crew, 4 for the silent auction and 1 for Mr Groff. Shelley will try to get all the kids to sign posters as they arrive at the PAC for rehearsals.
 - Tech Meal
 - Provided by Urban - served 4-5PM. Christian will pick up the food around 2:30 and bring to the PAC. Meal will be Caesar Salad, 2 pastas (one alfredo and another), there will be meat and vegetarian options, and bread sticks.
 - Provided by Bush's Chicken - Sweet tea, regular tea, cups, and ice - Brett will pick up at 2PM.
 - Provided by boosters - Water and Something Rotten! Cookies. Plates and cutlery. Paige M bringing serving utensils.
 - Snacks/Waters for Monday and Tuesday of musical week - boosters will provide in the lobby.
 - Comped tickets – Boosters will need 8 for Saturday (4 for Deanna and 4 for the cookie Baker, from sponsorships/donations)



- HAYA judges passes - 4 judges and each gets a plus 1. They can come any night and if they come on the same night they have to be seated in different areas of the theatre. Whitmore will let Shelley know when judges will be there and she will provide tickets for them. If we know when judges are there we cannot tell the kids in the show.
- Henry Huey will be at the PAC on Monday and Tuesday for pics of the dress rehearsals.
- Student ushers needed: 6 per night (2 to take tickets and 1 to hand out playbills at each set of doors). Whitmore and Hobby are reaching out to their classes for volunteers. Offering Dragon Force Hours to student volunteers
- "Trading cards" placed in the playbills - Anna will make cards for Kevin and Walker with their photos in costume and "stats." Paige M will print and cut them out. We will stuff them into playbills on Saturday the 18th.
- *****Mandatory RRISD volunteer application form (for adults) ***** Please fill out application ASAP <https://partners.roundrockisd.org/volunteer/>
- Performance calendar not showing Something Rotten! - Whitmore will reach out again.

Director Report: - Johanna Whitmore

- Musical updates and needs:
 - Sharp Shooters - opening night - Mike Condon will also take pictures and share with the group.
 - Costume pick up Jan 17 – parent help needed. Pick up at A Cut Above at 4:30 and then deliver to the PAC. Paige H and Kayleen S. Whitmore already has some troupe, 6 principals, and 6 omelet costumes.
- UIL updates and needs:
 - Cast announcements expected around the 15th.
 - Tobie Minor Feb 10 and 12. Booster payment needed on Feb 12. Paige gave Whitmore a check.

Musical Updates: - Shelley Nelson

- Playbill - 16 pages: ordered 1250 and Kelly or Mike will pick up Friday the 17th.
- Silent Auction (32 Auctions)
 - Will go live Jan 22 at 8am and will end Jan 25 at 11:45PM
 - We will have items available to view at the shows but all bidding will be done online.
 - Sending an email on January 20th so people can share the link and preview the auction before it opens.
 - There are currently 34 items to bid on.



- T-shirts (130) and Posters (35) - all are in hand, ready to go.
 - Both will be available for purchase on the 18th at tech rehearsal. This will be our second tax free day of the year and we encourage everyone to purchase this day. Cash, check or Square payments
- Decorations – Had planning meeting on January 7th
 - There will be 2 photo ops
 - Pillory with brick wall (10x8) Pillory made by Andrea's husband.
 - Village backdrop with photo props. Monica working on props with sayings. Jennifer got Feather fans and quills and ink
 - Balloon arch for above concessions. - Monica is making this and will use felt to make tomato stems and egg yolks to add to arch
 - Need a display/stand for the t shirt (front and back) - Paige will work on this
- Headshots: Michelle has one for everyone but 4 are small and is working on getting a new picture or increasing size/quality for those she has.
- Bios - as of this afternoon all bios have been turned in
- Themed desserts (egg pops 125, black death brownies 125 and Something Rotten! cookies 84) for concessions - \$5.00 each. The ingredients list needs to be displayed per PAC rules. Shelley is working on getting ingredient lists from bakers. Paige M is ordering a plexi holder to display cake pops. Small window display will be non-food items and large window display will be for food items
- 1 person will need to remain in the lobby for the entire show each night to watch the auction items. Wednesday - Deanna, Thursday - Paige M, Friday - Monica, still need someone for Saturday. Each night we will move auction items to the locked kitchen.

Treasurer Report - Paige Morgan

- Budget Adjustments - Lobby decorations for musical, tech meal, banquet, silent auction. (Production was \$1000: moved \$300 to banquet, \$100 to lobby decor, and \$500 to concessions purchases)
- Annual Sales Tax filed and paid (\$251.68)
- Silent Auction Website – Paypal link needs to be added for easy payment after auction. Paige is working on an issue with paypal email in order to get this up and running.
- Note to have future discussions to set aside some budget to purchase some supplies boosters can use year over year. Also, possibility of increasing scholarship budget.



Troupe Report: -

- Frankenstein auditions 1-5-25
- Troupe meeting 1-9-25
- Upcoming Events/Updates:
 - Tech Week January 14 - 17; Tech rehearsal all day January 18
 - Something Rotten! January 22 - 25, 7pm at Stony Point PAC
 - HAYA Watch Party – end of March (possibly at the Nelson's house)

Fundraising Report: - Deanna Mateo Mih & Paula Ferrigno

- Updates - concessions needed for Musical, Carnations for Musical
- Donation receipts have been sent to committee for silent auction donors
- Bush's will likely be the next Spirit Night in March

Scholarship: - Paige Heer

- Committee of non senior parents will be formed after next month's meeting

Website: - Burke Crosby (report given by Shelley Nelson)

- Clean up was done to website. Updates were made to ads/sponsors and now reflects the current board.
- Ask Burke to make changes to the donation option on the website. Change from saying "concession donation" to just "donation" so it can be used for any general donation purposes. Also see if we can leave the amount blank so people can fill in any amount they want to give instead of fixed amounts.

Upcoming Business: - Shelley Nelson

- Banquet planning for May 10 at 4pm - decoration and food committee needed. More discussion about this at our next meeting.

Upcoming Dates:

- Something Rotten! January 22nd, 23rd, 24th and 25th at Stony Point PAC
- Next Booster Meeting – February 11^h at 7pm.
- Public Preview for Frankenstein on March 8th at 7PM – Cedar Ridge PAC
- UIL Zone Competition March 12th at Vista Ridge
- UIL District Competition March 28th at Cedar Ridge
- UIL Bi-District Competition April 3rd at Cedar Ridge
- HAYAS April 16, 2025
- Thespian Banquet – May 10th at 4PM in RRHS Cafeteria

Meeting adjourned at 8:25pm

Minutes prepared by Kayleen Sokol