

CHS Theatre Boosters Board, October 4, 2023 7:49 PM

## Minutes

Those in attendance: 12 parents/board members, 1 student/drama club representative  
Boo M, Blake A, Sherilyn F, Jophy P, Guna M, Claire H, Alyssa M, Meg G, Katy W, Jen B, Robin, Julie V

## Virtual Meeting via Zoom

- Review of Agenda (Boo Messahel)
- Discussion of previous meeting's minutes (excellently provided by Elizabeth D), motion to approve by Sherilyn F, seconded by Jen B
- Tech Week for Harvey: underway and can be supported by Boosters in any way possible
- Communications Update (Boo M for Kendra D)
  - Newsletter and Parent Square being used very effectively to get the word out to everyone (Theatre has its own paid Smores account to assist with newsletter publication)
  - A separate newsletter has been created for CHS9, per request
  - Intention to use Parent Square for wide information distribution and for smaller groups as needed to minimize over-emailing
  - Communications may need more support going forward so no one person is overwhelmed
  - Social media being updated frequently, specifically Facebook and Twitter/X
    - Need member to share and spread the word, especially about shows
  - Plan for a weekly-ish Senior highlight for each Senior student over the year
- Treasurer report (Sherilyn and Blake)
  - All Harvey and Too Much Light expenses needed by October 31 so the treasurers can provide a report in November
  - Sales Tax Form and Reimbursement Form now under the Volunteers tab in Membership Toolkit
    - Boosters cannot reimburse sales tax paid
  - Income thus far: \$32,984, predominantly from program fees, plus some new sponsorships
    - Plan to add fee information to 2024-2025 course catalog
    - Fee payment lowest in Theatre/Tech 2-4 since this is new this year and student in these classes may be less invested than the competition students
    - May send targeted letters to those who have not paid, but not to force payment (soft approach, possible with FAQs)
    - Investigating providing an installment plan for fees
    - Note: members can see what they have paid to date in MTK
  - Expenses thus far: \$12,515 for workshops, headshots, award fees, advance payments
    - Need to determine how many more workshops we can provide this year
- Next workshop is November 11 (dance)

- Voice lessons have been delayed due to lack of location
  - May have a workshop in the meantime is possible
- Harvey Update
  - Hospitality
    - Plenty of volunteers
    - Will have judges Friday and Saturday, but currently do not have a location for their green room
  - Concessions
    - Buying supplies Thursday at Sam's Club
    - Plenty of volunteers
    - Sponsors from Alloy Fitness to help sell Friday or Saturday
    - 1 intermission (as verified by Sarah Myers), will sell during
    - No eating or drinking in the Black Box
  - Volunteers
    - Short 1 volunteer for ticketing on Sunday
  - Merchandise
    - New items to be on full display
      - Coppel Theatre line of clothing
    - Selling rabbit notes and roses for \$5, to be delivered backstage
    - Pictures ready for buttons
    - Yard signs available, can use sample from closet to show
      - Possibly have QR code
  - Photos allowed after the show but not during
    - Video recording on Friday and Saturday by KCBY
  - Ticketing
    - Friday sold out
    - Seating not currently set up so we only have an estimated number of seats (approximately 105, with 5 being our cushion for volunteers, etc.)
    - Only 20ish sold for Saturday until Facebook post went out, then the count doubled
  - Promotions (Robin)
    - Printed by Alpha Graphics, picking up Thursday
    - Harvey included in all principals' newsletters
    - Will probably have simple folded page program for Too Much Light (currently working with CHS (to streamline expenses i.e. programs, shirts)
  - Cast Party
    - Location not set
      - Asked Amy K, who is asking her household if that is OK with them
      - Alternate possibility: IHOP
- Homecoming Parade October 11
  - No mandatory safety meeting October 4 due to weather, but fee has been paid
  - Truck and trailer ready for our use, trailer to be delivered Sunday (we have it for 1 week)
  - Seniors first dibs to ride on the float

- Simple decor - fringe, banner, Dolly cutout
- Participants to wear western wear
- Met at Cottonwood Creek to decorate at 4:30, parade at 6
- To provide some snacks and drinks
- Need to check about having animals in the parade (so we can have Doggy Parton)
- Too Much Light Makes the Baby Go Blind
  - Volunteer information not yet sent out
  - Currently planned to be in the band hall (could change)
- Texas Thespians Festival
  - Need chaperones for 1 to 10 student ratio requirement
  - Does a chaperone need to be there the entire time or could there be a tag team approach (ask Directors)
  - Are there issues with chaperones sharing rooms to cut costs (i.e. COVID)
  - Julie V to find out answers from Directors
- TTF Showcase
  - 2 shows (CHS, then CHS9), with Drama Club Friendsgiving in between
  - Simple concessions only (minimal)
- Variety Show December 2
  - Will be in CHS Auditorium, breezeway, etc.
    - Need auction items (letter available for solicitation)
    - Need someone to head the cake auction
  - Next meeting November 8 at JC Burger in conjunction with Spirit Night (20%)
- Drama Club Update (Sarah M)
  - 5K Run to benefit Theatre (and others) October 28
  - Friendsgiving - students to bring sides potluck style, Boosters may provide something as well
    - Hospitality to contact Elise Howe to coordinate
- Meeting closed 9:46 PM