



LaVilla Theatre Boosters Inc. Meeting – Minutes

Date: July 31, 2025 at 7:00pm

Location: Virtual Meeting

Attendees:

Carrin Simmons, Co-President	X	Aaron DeCicco, Co-President	X
Michael Danhour, Treasurer Co-VP	X	Amber Jubinsky, Treasurer Co-VP	X
Latoya Scott, Secretary	X	Aubrie Tanner, Merchandise	X
Dominica Mount, Co-VP Communications		Lisa Maddox, Co-VP Communications	X
Faye Hedrick, Patrons Co-VP		Tiffany Hartley, Patrons Co-VP	X
Tamera Grove, Co-VP Fundraising	X	Vicky Lane, Co-VP Fundraising	
Miranda Slocumb, Show support Co-VP	X	Sheila Winkler, Show Support Co-VP	X
Mike Dillon, Concessions VP		Aaron Simmons, Concessions VP	X
Jason Collins, Teacher		Abbie Malkewitz, Teacher	
Amber Amerson, Teacher			

Open Meeting:

Meeting called to order at 7:06pm by Carrin Simmons, Co-President.

Board Discussion:

- **Refrigeration Donation-**

- Original confirmed donation for fridge is no longer available. Ms. M has a fridge she is donating for Theater use. Tiffany and Sheila will aid with moving the fridge. Sheila also mentioned she can help with fridge donation.
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- **Fall Musical / Show Dates: November 20 & 21**

- Matinee - TBD

- **Open House - September 2 from 6-8pm.**
 - Volunteers needed- assigned volunteers will rotate to meet teachers.
 - Need to arrive 30 mins before and 30 mins after
 - Remaining planners and merchandise will be sold.
 - Education contribution \$175.
 - QR code link will be provided to collect education contribution until Sept 2 then will go to \$200. Patron memberships and parent contact information.
- **Theatre Orientation August 14 6pm –**
 - Communications to update the Theatre PowerPoint and send it to Carrin/Aaron and teachers for review.
 - Need volunteers from 5:30- 8:30 to assist
 - Aaron DeCicco to present the PowerPoint to parents

Committee Reporting:

Secretary- LaToya Scott

- Approval of May meeting minutes
 - Motion to approve from Amber with attendance correction followed by Miranda.

Finance - Mike Danhour & Amber Jubinsky, Treasurer

- Financial Report
 - 2024-2025 audits completed
 - Highlights in yellow for conversations with teachers. Interest expressed in a traveling conference and possibly reallocate supply amount. Additional fundraising needed.
 - Specific department such as show prep, etch, etc...Identify revenue and expense budgets. Use previous year expenses to assist with budget decisions. Review plans and have conversations about expense budget. What's reasonable
 - Draft budget- view what we budgeted last year, here's what we did, here's what we are budgeting for future year. Previous budget will be provided via email. Recommend current committee members look at line items to determine if can be covered with revenue expense projection.
 - Projected cash increase \$7,000-10,000
 - Goal is to increase financial position over time, less dependent on fundraising
 - Artist in residence- Ms. A will handle with fundraising
 - Donations needed- 501C3 letters /tax exemptions forms are available for donations.
 - Budget will be reviewed next month.
 - Amber needs access to cut-time to start the education contribution request. - direct questions to Tiffany Knight for assistance with access.
 - If balance in previous years it will be carried over to the current year.
 - Patron memberships, purchase products. Will reflect product purchase. Tiffany will hold off on Patrons until Amber has gathered information from Tiffany knight on how to assist.
 - \$200 fee is important to get out prior to pushing patrons.

Communications - Dominica Mount & Lisa Maddox

- Orientation –
 - Theatre Orientation Aug 14 PowerPoint needs to be reviewed and approved by August 6.
 - Volunteers needed to help sell planners, merchandise, and collect parent information.
 - Status of matinee - schools interested and/or confirmed
 - Begin emailing elementary schools to push matinee. Focus should be on feeder schools Pine Forrest, Fishweir, Hendrix, and San Jose, if no response we need to reach out to other schools. First come first serve.
 - \$5 a ticket, chaperons are free.. Any student who has difficulty paying we offer a waiver. Follow up with school from prior year and the reach out to other schools. Lisa will reach out to schools.
 - Promote Fall Musical (beginning in Oct) on cut-time and social media
 - Fall Musical Cast and Crew party invite, t-shirt size and collect funds (Oct when plans and cast/crew completed)
 - Invite and invoice needs to be sent to cast and crew parents, get the details together by September and inform parents by October.

Patrons & Special Events: Faye Hedrick & Tiffany Hartley

- Patrons Status Update
 - Fall Musical
 - Connect with Communications to market & sell Patron memberships
 - Compile spreadsheet of Patrons members for tracking purpose
 - Amber will work on cuttime to produce doc to track who has paid membership for Patrons to assist Tiffany with tracking nightly participation, patron ads
 - Patrons donations needed for decor/food

Special parking accommodations for patrons will be available in the upper tier. Volunteers are required to provide monitoring services.

Tiffany will reach out to show support regarding advertisements to be included in program materials.

Show Support: Miranda Slocumb & Shelia Winkler

- Support Update – Fall Musical
- Cast and Crew Lunch – Matinee: Approximately 50 students.
 - Coordinate collection of donations for food and cutlery from a single location. The primary objective is to secure donated items; a small budget may be available if necessary. During tech week, consider requesting contributions from cast and crew parents via cut-time.
 - Program Design, Cast & Crew Names, Director Notes, etc. Collaborate with the director and Mr. Collins.
 - Mr. Collins will supply the program design. Information needed includes director notes, cast and crew lists, and advertisements
- Program – Ad submission deadline: TBD

- Posters: To be determined.
- Cast & Crew Photo – Date: TBD. Contact Carry regarding scheduling. Photos may be included in the silent auction. Take rehearsal photos for use on social media to promote the show.
 - Arrange a meeting with Carry Dunham before September to confirm final dates for flyers, programs, and related materials.
 - If parents request ad design for the flyer, an additional fee will apply.
 - Establish firm deadline dates for show materials, potentially November 5. Miranda will contact Carry to ask about potentially taking photos of the cast and crew.
 - Rehearsal images may be utilized to promote the production through social media.

Merchandise: Aubrie Tanner

- Merch Update
 - Inventory update & needs for Fall Musical - currently incomplete. Additional items found in closet.
 - Selling merchandise August 14(Theater Orientation) and September 2 (open house)
 - Returning student drop-in August 7, 1-5pm. Volunteer need for 1pm to assist with selling planners.
 - Cast & Crew Shirt - Need design, color, and Cast/Crew Names sizes (Finalized in Oct)
 - Need bulk order for shirts design on front, names of cast and crew on back. Sizes need for teacher shirts prior to finalizing bulk order.
 - Planners- if there is interest for more bulk purchase needed, however difficult to sale after the school year starts.
 - New Vendor Big Frog Custom T-Shirts and More
 - Big frog and website if purchase items that can be purchased online. Items can be picked up or delivered.
 - Online store link
 - Purchases made online where do funds go?
 - Purchases made through square and check in the mail for online orders either monthly or quarterly. Does not impact items currently in stock. Items are sent directly customers.
 - Wix vs Square-
 - Product features to cut-time. How do all systems to track properly?
 - Review with Mike. Wix? Possibly streamline payments to one/two places. Eliminate additional payment methods.
 - Additional cost for premium use of square to produce QR codes, approx \$10 per month. Aubrie will look further into cost for square.

Fundraising: - Vicky Lane & Tamera Grove

- Silent Auction - Fall Musical

- Need donated items to sell at the silent auction. Items can be donated from company. Please connect with Tamera or Vicky
- Assist Show Support with Cast/Crew Lunch for matinee. Will need to have items donated for matinee luncheon. Sheila and Miranda will work to get items donated. Small budget if needed. Cast of approx 50 students.

Concessions: Mike Dillon & Aaron Simmons

- Concessions Update
 - Fall Musical - Create an Amazon wish list and send to the Communications Team for posting on CutTime and social (late October).
 - All profits go to the theater department.
 - Items sold before, during, and after the show, scheduled for October/November.

Banquet Committee-

The banquet committee will organize a dinner at Hendricks Avenue Baptist Church. The date and theme will need to be decided. Volunteers needed for this event. Courtney Birch will lead with assistance from Faye.

- Location: Hendricks Avenue Baptist Church
- Date: TBD
- Cost: \$250 (includes clean-up)
- Theme: TBD
- Special Events

Faculty Update – No update at this time

Meeting concluded at 8:30pm

Minutes submitted by: Latoya Scott