



LaVilla Theatre Boosters Inc. Meeting – Minutes

Date: September 8, 2025 at 5:30pm

Location: Lavilla School of the Arts

Attendees:

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

Open Meeting:

Meeting called to order at 5:35pm by Carrin Simmons, Co-President. Mr. Collin's and Ms. M also joined the meeting as theater representatives.

Board Discussion:

Vote:

By-Laws

New board members added

Aaron DeCicco moved to approve the bylaws, seconded by Latoya Scott. The updated bylaws were adopted.

Vote in new Thespian's VP Tyler Taylor

Vicky Lane moved to approve Tyler; Mike Dillion seconded the motion. Tyler is now the Thespians VP.

DCPS Volunteer Status -Text messages were sent to volunteers whose status is expiring, requesting them to complete a background screening. The first tier permits parents to be present with a teacher. The second tier involves an extensive background check and fee and allows parents to chaperone without a teacher.

Theatre Membership Fees-Please have paid by 11/30. For anyone who may be having difficulty please see Mike or Carrin for accommodations.

Committee Reporting:

Secretary - LaToya Scott

- Minutes reviewed and approved by Aaron DeCicco and seconded by Miranda.
- Newsletter Update-
- Rename the newsletter to “Backstage” and add classroom pictures and photos of teachers. Include practical tips from teachers or feature a day-in-the-life segment. This will be posted on social media and quarterly. Motion to approve provided by Mike and seconded by Miranda.

Finance - Mike Danhour & Amber Jubinsky Treasurer

- Financial Report
 - Current cash position: \$109,683.02.11
 - Revenue: \$47,559.12. Large Donation, Patron & Membership Fees.
 - Expenses: \$4,483.46. Primarily Merchandise, Classroom/Department Expenses, travel.
 - Vote on Budget- motion to approve made by Vicky and seconded by Tiffany. Issues with reporting financials between cut-time and Wix. We need to ensure we are not double counting revenue
- Donor Committee needed – committee will handle donor recognition. Ideas to create a recognition bulletin board to recognize those who have donated beyond the required student contribution amount.
- High Yield Savings Account- Mike explained the benefits of a high yield savings account. The intent is to allow unused funds to continue to grow a profit.
 - Vote on High Yield Savings Account- motion to approve by Latoya and seconded by Aaron DeCicco.
- Theatre Membership is now \$200

Communications - Dominica Mount & Lisa Maddox

- School Matinee-
 - Matinee 11/19 Performance at 10:30 (Pine Forest at 100, Fishweir at 55) confirmed
 - Volunteers needed: 11/19, 10:00–1:30. Require at least 5 board members for matinee guest assistance, cast/crew lunch setup, serving, and cleanup.
 - 150 students participating. Total number seats available 300.
 - Recommendations to reach out to Chimney lakes, and San Jose to participate.
 - Cast/Crew Party: TBD location, activity, cost per person and invoice parents - to include show shirt cost.
 - Continue to promote Patrons, Theatre Membership, and Fall Show

Patrons & Special Events: Faye Hedrick & Tiffany Hartley

- Patrons Status / Fall Musical Nov 20 & 21
- Patron membership. 3 tiers proposed-
 - 300- 4 tickets, quarter page ad
 - 500- 6 tickets, ½ page ad
 - 1000-6 tickets, preferred parking, swag bag, reserved front row seats, full page ad.
- Motion made to approve tier categories made by Lisa and seconded by Mike.
- Number of patrons members – need to find memberships paid on website vs cut-time.

- Advertisements received will be tracked.
- Ongoing promotion of Patron membership
- Patron Reception - Hawaiian or Caribbean theme and food. Faye is currently working on ideas.

Show Support: Miranda Slocumb & Sheila Winkler

- Fall Musical
 - Need Program Design, Crew names, (Collins provided cast names) Director Notes, etc..
 - Cast & Crew photos - date?
 - Posters - Communicate with Keri for cost of posters. Will need by mid October and should include QR code for ticket purchases.
 - Program Ad due by October 24, 2025, design tickets
 - Cast & Crew Photo – Likely Nov. 19; confirm printer cost and post photo for silent auction. Photo due by Nov. 20.
 - Tickets will be sold using “On the Stage” platform
 - Mr. Collin’s will provide design and director notes for program.
 - Cast party- brainstorm ideas so we can invoice parents via cut-time.

Merchandise: Aubrie Tanner

- Fall Musical shirts- Price needed for shirts from Big Frog for the cast and crew shirt orders. Mr. Collin’s will provide cast list for names to go on back of shirts. Tech members will not be listed on the shirt. Design also needed.
- Inventory- No new bulk items need for purchase for Fall Musical. Items are on hand ready to be sold.
 - Mike mentioned inventory needed will be helpful for tax returns.

Fundraising: - Vicky Lane & Tamera Grove

- Silent Auction Update - Fall Musical
 - Donated Items needed for silent auction, please contact Vicky and Tamera

Concessions: Mike Dillon & Aaron Simmons

- Concessions Update
 - Fall Musical - Amazon wishlist will be published through CutTime and shared on social media during the first week of October.
 - Previous year inventory for concessions were not saved to avoid critters. Remaining items were given to teachers to share with students.

Thespians Chair: Tyler Taylor

- Theater festival held December 13
 - At least at 8 volunteers needed both level one and two to assist with workshop rooms, setup/clean up lunch, snacks, dismissal, etc...
 - Event time will be from 8am -3:30pm
 - Board members interested in volunteering please let Carrin know as soon as possible.
 - Tyler will get a quote from Publix for approx 50 students for food.
 - Will need parent donations for water and snacks.
 - Merchandise will be sold at this event

Open Jar:

Students will have the opportunity to audition for New York. November 17, for 8th grade students only.

Field trip

September 26 7th and 8th grade. Volunteers needed. Time 9:30 and return by 12:30

Special Events:

- Banquet Committee – will be led by Courtney Burch - committee members needed
 - Location - Hendricks Avenue Baptist Church
 - Date will be in May
 - Cost \$250 - includes clean-up assistance
 - Theme currently unknown, committee will brainstorm ideas.
 - Previous year budget was \$7k however, only \$3800 used for Food décor, slide show, awards,

Faculty Update

Ms. M reserved 35 FSCJ Beetlejuice tickets, each costing \$35. This is not a school field trip; parents must take interested students. Tickets will be promoted after the fall show, with payment due by April 10th.

Mr. Collin's will provide information to complete shirts, programs, director notes, and cast members names.

Meeting concluded at 6:59 pm

Minutes submitted by: Latoya Scott