



LaVilla Theatre Boosters Inc. Meeting – Minutes

Date: October 6, 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, Secretary Shadow	X
Latoya Scott, Secretary	X	Aubrie Tanner, Merchandise	
Dominica Mount, Co-VP Communications	X	Lisa Maddox, Co-VP Communications	X
Faye Hedrick, Patrons Co-VP	X	Tiffany Hartley, Patrons Co-VP	X
Tamera Grove, Co-VP Fundraising		Vicky Lane, Co-VP Fundraising	
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	X		

Open Meeting:

Meeting called to order at 5:34pm by Aaron DeCicco, Co-President

Board Discussion:

DCPS Volunteer Status updates- A few board members needs status updated to a volunteer level one. need more volunteers for the theater festival. We are currently covered for the matinee.

Theatre Membership- Reminder Reminder to all board members please have your memberships paid by November 30th.

Committee Reporting:

Secretary - LaToya Scott

- Approval of meeting minutes
- Motion to approve September meeting minutes by Mike followed by second from Carrin.
- Quarterly *BackStage at LaVilla* digital 'zine - Will be done quarterly and will feature a teacher starting with Ms. Malkewitz- technical theater, Mr. Collins- acting 1,2,3 theater, Ms. Amerson – acting 1,2,3 and directing, Ms. Lebkuecher- acting theater 1,3 and musical theater. Additional items to include -the silent auction donations, payment for patrons, sponsor ads, upcoming events, etcetera

Finance - Mike Danhour, Treasurer

- Financial Report
- Revenue: \$5,620.00 - Primarily Patrons & Membership Fees.
- Expenses: \$2,842.20 - Primarily Fal Show, Department & Classroom Supplies
- Ending Cash Position: \$113,518.08 (\$3,835.06 increase from prior period).
- Fall show spending revenue coming from patrons and membership fees
- Some items were double counted between Wix and cuttime are now fixed
- Aaron has been added to the account.
- Found someone to file taxes for a fee \$2500 a year. Name of business currently not available.
- *High Yield Account has been opened with 4% earned interest.*
- Need to recruit for a treasurer
- Donor Committee - Intended to recognize individuals who contribute or donate money to theater boosters. Volunteers needed to run this initiative with mobile ideas for opportunities to recognize those individual contributors.
 - Let Carrin and Aaron know if interested.

Communications - Dominica Mount & Lisa Maddox

- Communications Update
 - Matinee Update 11/19 (Pine Forest at 100, Fishweir at 55)
 - ***We have all volunteers needed and lunch for kids - thanks, Vicky!***
Lunch covered for 70 kids and will be delivered around noon.
 - Cast & Crew party ideas still pending. Ideas provided for potential locations such as the park, ice cream shop near the pier, beach pavilion, skating, Dave & Busters. Aaron will reach out to D&B for prices.
 - Price of venue, shirts , and food will be invoiced to parents.
 - Party will take place Saturday November 22.
 - Time- TBD
 - Continue to Promote: Patrons, Theatre Membership, Show

- Volunteer needs for the show will be done via cuttime
- Engagement on cuttime for program ads
- Final number of matinee over sold by 14 seats. Final number is 409. Ms. M has reserved 395 seats including chaperones. Additional schools include San Mateo and Nepal.

Patrons & Special Events: Faye Hedrick & Tiffany Hartley

- Patrons Status / Fall Musical Nov 20 & 21
 - Number of patrons members- Patron members currently 10 members. One potentially will be added, \$3700 total for paid memberships. Concern for how much to be spent vs. bought in. Revamping tiers was great. Need more regular members for each night. 6 swag bags for the \$1000. Desert
 - Email sent to determine participants per night to deter food.
 - Ads received deadline October 24th.
 - Continue to promote membership
 - Decor/Food ideas- Vision for the décor for Aloha bright colors. The sandwiches pinwheels and croissant sandwiches. Fruit platter, Under the Sea theme. Not too costly. Currently no price list. Set budget for the patrons.
 - Communications will target social and patrons. QR code will be sent to attach to fliers for ads.
 - Potential items to include in SWAG bag- Canvas Lavilla \$12 bag and the tumblers \$16, shirt, \$12. SpongeBob poster. Sag bag for initial donor and not all 6 participants.

Show Support: Miranda Slocumb & Sheila Winkler

- Show Support Update - Fall Musical
 - Program Design, Crew names, Director Notes, etc..
 - Cast & Crew photos - **11/18, thank you to Tiffany's brother! Dress rehearsal, photos will be taken around 4:15.**
 - Program - Ads due by October 24, 2025
 - Ads will continue to be pushed via social, Backstage by Lavilla, and cuttime.
 - Quote for posters:
 - 11x17 size poster \$1.64.
 - 24x36 size poster \$31.5
 - Approximately \$175 for 90-100 posters needed for participants, patrons, promotion, etc...
 - Participants-34 actors, 5 assistant directors, 10 tech students
 - Emails sent to Patrons asking for ads.

- Need photographer information for ad- Ad for photographer, possibly Quarter page. Miranda will let Tiffany know what size ad for assistance with photos for the cast.
- Printer cost for programs currently unknown.

Merchandise: Aubrie Tanner

- Merch Update
 - Inventory update & needs for Fall Musical -All merchandise available to sell for the show. No new bulk purchases.
 - Cast shirt - Working on names to send to Mr. Collins to verify names for back of shirt. Working on final mock up.
 - Bouquets for sale- Pre-sell bouquets to show appreciation for student on website. Individual roses will be sold as well. Sheila will assist with individual roses. Let communications know to price on cuttime.

Fundraising - Vicky Lane & Tamera Grove

- Silent Auction Update - Fall Musical - items donated about 12 items secured for the silent auction.
- Caterer will need ad for back of program,
- Deadline for silent auction items Nov. 10
- Banquet for Carrabas for the 8th grade banquet

Concessions: Mike Dillon & Aaron Simmons

- Concessions Update: Fall Musical - Amazon wish list - sent to Communications 9/16
- List proactively put together will be sent out end of October early November via cuttime.
- Items once delivered will be addressed to Mr. Collins
- Anything left over will be saved for the theater festival.

Thespians/Theatre Festival Chair: Tyler Taylor

- Various workshops offered for students. Led by Ms. Amerson. Currently working on solidifying instructors prior to opening up to students.
- Volunteers needed for each room with an instructor. Level 1 clearance needed. Chaperones will not be alone with students.
- Number of student participants unknown. Ms. Amerson will gage student interest.
- Workshops will be for students. Biggest concern is lunch, possibly for a fee.
- Workshop courses will likely include voice, dance, acting, improv, etc..
- Date for the event is December 13

Special Events

- Banquet Committee - led by Courtney Burch -

- Volunteers are still needed to complete various tasks. You do not have to be on the committee to volunteer.
- Responsibilities are being pushed to. Volunteers
- Possible dates provided by teachers are May 2nd or the 9th
- Event is mainly for 8th graders.
- Capacity is 250 participants. 8th graders can bring two parents. 7th and 6th can bring one parent.
- Theme: Starry Nights with a red-carpet experience

Faculty Update

No faculty updates at this time.

Meeting concluded at 6:57pm

Minutes submitted by: Latoya Scott