



Drama Booster Meeting - MINUTES

Date: August 12, 2024

Location: Virtual

Carrin Simmons, President	X	Keri Rogers, VP Show Support	
Michael Danhour, Treasurer	X	Sean Skinner, Co-VP Concessions	X
Indy Greer, Volunteer Coordinator	X	Amy Hessler, Co-VP Concessions	X
Amanda Ferrelle, Website Chair, Co-VP Communications		Emily Foltz-Holland, Secretary, Newsletter	X
Tiffany Knight, Co-VP Communications	X	Brooke Zaner, VP Merchandise	X
Gina Rogers, Social Media		Sara Lynch, Thespians Chair	
Amber Kissinger, VP, Patrons & Special Events	X	Vicky Lane, VP Fundraising	X

Open Meeting:

- Meeting called to order by Carrin Simmons at 7:00 pm by Carrie Simmons, President. Abbie Malkewitz also joined the meeting as the theater representative.
- Gratitude was given to board members who was able to help with the closet clean-up, which was noted to be a significant task.
- Theater Orientation Meeting- 8/19- additional help offered by Rachel from last year’s board.

Update:

-Change in verbiage needed regarding parent contributions: It was shared that the school administration stated that the enrichment fees need to go to the school rather than the board, which is a change from previous years. A communication was drafted to send out to the parents to change the language to the Theater Education Contribution and to share the importance. A discount is offered for those that pay before the noted date, as well as an incentive for a drawing to win mech.

Committee Reporting:

Secretary - Emily Foltz-Holland

-Deferred the minute review to next month.

Finance Treasurers: Michael Danhour

Financial Review- LaVilla Budget- The new budget has been drafted.

-Petty Cash- LaVilla Safe- There are two safe boxes and a more sophisticated and streamlined system is working to be created. Also discussed the amount of cash to keep in the boxes.

- Square- Discussed using Square to track cash transactions, which will allowed for better sales tracking, as well as provide a receipt to the customers.

-5013(c) Update - Name changed to LaVilla Theater Boosters Inc. Requested that board members review all existing materials to ensure naming is consistent. Everything is all set up for the 5013(c) submission and awaiting approve by the IRS.

-Impacted platforms that will need to be updated:

- Website
- Social
- Email

-Fraud Update- There were past fraudulent changes on a previous card, which were addressed and rectified.

-Review and approve fee increase for pre-made program ads- A vote to was motioned by



Amanda and seconded by Mike to approve a \$10 fee for pre-made program ads.

-Patrons for food/decor budget

-Patrons Fees- tiered pricing- Explored tiered pricing with different options of items, such as preferred parking and pre-made program ads. A vote as motioned by Mike and seconded by Emily in order to approve the tiered pricing for parking with patrons at \$300.

Communications: Amanda Ferrelle & Tiffany Knight

-Communications Update- Amanda is looking for a QR code generator that does not expire.

-Power Point presentation for Theater Orientation Meeting on 8/19- Amanda requested board support to update the power point for the upcoming meeting; Mike & Emily offered support. Ms. Malkewitz states she will provide the Xanadu visual materials.

-Update Sept. Booster meeting date on calendar

Patrons & Special Events: Amber Kissinger

-Amber was advised to connect with Faye to begin pre-planning.

Show Support - Keri Rogers

-Need designs for Xanadu - Ms. Malkewitz states she will provide the Xanadu visual materials.

-Program deadlines

-Director Program content due -10/21

-Ads Due - 10/25

-Final Edits due - 10/20

-Print - 11/1

Merchandise- Brooke Zaner

-The online store is active.

-Merch order for Theater Orientation Night- 8/9

-Show shirts- need design- holding off on designs for now.

Fundraising: Vicky Lane

-Silent Auction - Fall & Spring productions- Vicky mentioned using GalaBid, which is a free online silent auction platform.

-Cast and crew feedings- Discussed needs for matinee cast and crew feedings; an additional matinee date was noted.

Concessions: Sean Skinner & Amy Hessler

-No updates

Volunteer Coordinator: Indy Greer

Needs: 8/19 Theater Orientation Meeting - Board Members only- Discussed support to set up and clean up.

Thespian Chair: Sara Lynch

-No Updates

Faculty Update:

-Abbie Malkewitz shared that board members, as well as parent volunteers need to be sure to complete the background screening through DCSB.

-Made a recommendation to move forward with offering discounted ticket prices on Peter Pan musical. Next meeting scheduled for the second Monday in September.

Minutes Submitted by: Emily Foltz-Holland, Secretary