



## LaVilla Theatre Boosters Inc. Meeting – Minutes

**Date:** April 7, 2025

**Location:** Tech Room, LaVilla Theatre Boosters

### Attendees:

Carrin Simmons, President	X	Keri Rogers, VP Show Support	X
Michael Danhour, Treasurer	X	Sean Skinner, Co-VP Concessions	X
Indy Greer, Volunteer Coordinator	X	Amy Hessler, Co-VP Concessions	
Amanda Ferrelle, Website Chair, Co-VP Communications	X	Emily Foltz-Holland, Secretary, Newsletter	X
Tiffany Knight, Co-VP Communications	X	Sarah Lynch, Thespians Chair	
Gina Rogers, Social Media		Vicky Lane, VP Fundraising	X
Amber Kissinger, VP, Patrons & Special Events	X	Jeff Tong, Co-VP Merchandise	
LaToya Scott (shadowing)	X	Shazia Bashir, Co-VP Merchandise	X
Jason Collins, Teacher		Dominica Mount (shadowing)	X
Amber Amerson, Teacher	X	Abbie Malkewitz, Teacher	
Chassis Terry (shadowing)	X	Sheila Winkler (shadowing)	X
Jared Hill	X	Deloris R	X

### Open Meeting:

Meeting called to order at 5:35 pm by Carrin Simmons, president. Ms. Amerson attended as the teacher representative.

**Board Discussion:** \*Urgent needs stressed regarding finding board members for the SY 2025 - 2026.

**President - Shadow/Aaron DeCicco**

**Treasurer**

**Show Support - Shadow/Miranda Slocum**

**Merchandise**

**Silent Auction**

**Thespian**

**Social - Non-Board Members - aligned with the Communications Team**

### Immediate Needs:

## **Concessions Patrons**

### **Bonus: Communications**

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#### **Shadows:**

**Shadow Engagement:** Please ensure you are training your shadows and they are actively engaged in the day to day responsibilities of the role.

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#### **Spring Show - Agatha Rex**

Show Dates: April 16th & 17th at 7pm

Tickets on sale April 7

\*Sean agreed to pick up the flowers to sale for the shows. \*Amanda & Carrin will touch base off line to identify a cost-effective store for purchase.

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#### **Committee Reporting:**

##### **Secretary - Emily Foltz-Holland**

- Approval of meeting minutes March 2025. A motion was made by Michael and seconded by Amber to approve the minutes.

##### **Finance - Mike Danhour, Treasurer**

- **Financial Report-** Michael requested that the names and email addresses of new board members be shared with him so they can be added to the treasury information that gets sent out. Cash positives remain just over \$65K, with revenue being over 100% of the budget and expenses at 68% of the budget; the cash position is predicted to remain relatively stable or to slightly decline with the spring show and banquet spending. Michael shared an idea for creating some type of legacy program to create an on-going incentive for funders. Amanda agreed to research some specific options.

##### **Communications - Amanda Ferrelle & Tiffany Knight**

- **Communications Update:** In progress
  - Recruit board members
  - Promote spring show
  - Banquet Communication (will cover under Banquet section)
  - CutTime - Spring show cast and crew party invite, t-shirt size and collect funds
- Communication:
  - Continue to promote Spring Play & Issue Base Theatre
  - Remind need for volunteers / spring show still had several slots as of today 4/4

##### **Patrons & Special Events:**

###### **• Patrons Status Update**

- Spring Show
- Support needed - donations are secured for desserts but working on food. About 20 patrons have not yet responded on their day of choice for attendance; explored ways to handle. Will send a CutTime accouchement for students to come in make up.
  - Decorating
  - Set-up - need 4 volunteers for both set-up & clean-up
  - Monitoring during reception
  - Clean-up
  - Can we stay set up in black box the night of the 16th?

### **Show Support: Keri Rogers**

- **Show Support Update:** Spring Show
  - Programs sent to print - will be ready for pick up the week of April 7
  - Cast & Crew photos - April 15th is the only day Keri can accommodate. She will need around 30-60 minutes; Ms. A said this can happen on the 15th during dress rehearsal.
  - Posters - complete and delivered to the school
- Cast and Crew Party - Mellow Mushroom in Avondale directly after the April 17th show \*Time is TBD. Students who paid will get 2 slices of pizza and a drink.
  - Need cake- funds from the board

### **Merchandise: Shazia Bashir & John Tong**

- **Merch Update:**
  - Inventory update & needs for spring show.
  - Sell merchandise both nights
    - Need volunteers?
- **In Progress:**
  - Cast & Crew Shirt - Vendor - Silkscreams (904.241.1229)
    - The shirts are priced at \$16.95 (from vendor)
    - The last day to order the shirt is April 4th.
    - The order will be placed on April 5th or shortly thereafter.
    - Confirm we have shirts for teachers & staff as requested by Ms. A
- **Issue Base Theatre:**
  - Lavilla Parton will be covering the cost of the shirt, so no cost will be applied to students
    - 12 small, 12 medium, 6 large & 3 extra large
    - Merch will need the design & names
- **Upcoming:**
  - Planner Sales for 2025 - 2026 school year - Vendor - Pride Enterprises (813-890-6557)
  - John confirmed with Pride we will have the same pricing as last year.
    - Planners to be priced at \$10 - discussion was held pertaining to the cost
    - We need design for covers - remains pending
    - Communications Team is working on pre-sale order forms for the new student Meet and Greet on 4/21 at 6pm, discussed making some clarifications on the form.
      - Merch to handle pre-sale of planners
      - Discussed board volunteer availability for volunteers

### **Fundraising: - Vicky Lane**

- **Fundraising Update:**
  - Silent Auction - no updates

### **Concessions: Sean Skinner & Amy Hessler**

- **Concessions Update:**
  - Spring Show - Amazon wish list has been created and published on CutTime several times. Currently 32 of 59 gifts, with the main need being soda and water.
  - Do we need additional items?

### **Thespians Chair: Sarah Lynch**

- **Thespians:** No updates

### **Special Events**

- Banquet Committee - Status Update
  - Date 5/3 - dessert bar, 360 photo booth, and food is all set up.
  - Location Hendricks Avenue Baptist Church
  - Theme - Enchanted Forest
  - Tickets are currently open to 8th grade students (8th grade limited to 3 tickets)
  - Tickets will open to 7th graders on 4/11

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### **Faculty Update**

Ms. Amerson did not have any additional updates.

*Minutes submitted by: Emily Foltz-Holland*