



LaVilla Theatre Boosters Inc. Meeting – Minutes

Date: November 3, 2025 at 5:30pm

Location: Lavilla School of the Arts

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		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	
Mike Dillon, Concessions VP	X	Aaron Simmons, Concessions VP	X
Jason Collins, Teacher	X	Abbie Malkewitz, Teacher	X
Amber Amerson, Teacher	X	Michelle Lebkuecher	X

Open Meeting:

Meeting called to order at 5:35pm by Carrin, Co-President

Board Updates:

DCPS Status - if your volunteer status is expiring, please update ASAP. Carrin has reached out to individuals who need to have this updated.

Donor Committee: No volunteers yet. Mike and Aaron have expressed interest in joining. If you'd like to help, contact Carrin or Mike. The committee is considering a plaque for donor recognition; decisions on mobility are up to the group. Please reach out to committee members to see if they are interested in volunteering.

Close of SpongeBob show - Aaron to speak - push involvement in the theatre program, membership fee, spring Patrons Membership, Theatre Festival, Volunteer, etc...

Tech week snacks needed: Theatre parents are asked to donate healthy snacks and water (fruits, granola, chips). Please bring items by the 13th. Rehearsals on the 17th and 18th will run until 6:30pm. Donations can be given to a teacher.

Committee Reporting:

Secretary - LaToya Scott

- Approval of meeting minutes
- Motion to approve September meeting minutes by Amber followed by second from Miranda.
- Quarterly BackStage at LaVilla - next area will spotlight Mr. Collin's.

Finance - Mike Danhour, Treasurer

Financial Report

- Revenue: \$7,631.51.00 - Primarily Patrons, Membership Fees, & Ad Sales. Interest earned on reserve was \$90, FYI.
- Expenses: \$4,362.06 - Primarily Fall Show, General Operations (tax return), Travel & Yea End Banquet Deposit.
- Ending Cash Position: \$116,845.41 (\$3,327.33 increase from prior period). • High yield savings account is now earning interest. Long term goal is to build an endowment so expenses can be protected. Invest and earn money and allow the theater department to grow financially. Funds will grow to help future students.

Communications - Dominica Mount & Lisa Maddox

Matinee Update: Pine forest 77 kids and 10 chaperones – pay after show.

DePaul 140, Fishweir 45, San Mateo 75

Max seating is 395

Invoices needed for distribution. Mike aims to invoice schools this week.

Cast/Crew Lunch-11/19 at 12:00 - Vicki secured lunch donation. Thank you! Matinee/Lunch

- Volunteers: Vicky, Lisa, Amber, Latoya and Carrin
- Requesting water donations for 70 cast and crew members—two bottles each. Faye will check on potential donations.

Cast/Crew Party – located at Circuit - Cost \$26 includes: two tacos, drinks, cake and \$5 play card. Payments can be made via cuttime.

Cast/Crew Shirt - Vendor is Big Frog - \$16 (Invoice on Cuttime until 11/7) Non-theater students will receive a QR code to purchase shirts and are required to wear them during the week of the show. The deadline for purchasing has been extended to the 7th. If anyone needs to buy a shirt after the deadline, they may order through Big Frog. Amber will update the deadline as needed.

Please continue promote the following via cut time & Social media:

- Theatre Membership
- Upcoming show – ticket purchase
- Patrons for the spring show
 - Amazon Wish List for concessions
- Bouquets on sale on website will end 11/18

Additionally, please arrange advertising for "Beetle Juice" to start following the conclusion of the fall show.

Volunteer Needs - will be posted in cut-time. If a non-guardian relative would like to volunteer, please have them email their full name so Aaron and Carrin can have Admin verify DCPS status. Subject line will need to read "volunteer". Area of volunteer needs: ✓ Concessions

- ✓ Merch
- ✓ Silent Auction
- ✓ Patrons - Set up/Serve/Clean-Up
- ✓ Check in
- ✓ Parking Attendant
- ✓ Seat Monitor
- ✓ Door Monitor
- ✓ Patron Escort
- ✓ Usher

Patrons & Special Events: Faye Hedrick & Tiffany Hartley

Patrons Status / Fall Musical Nov 20 & 21

- 20 Patrons as of 10.31.25
- Faye - Food/Decor Beach SpongeBob theme.
- Tiffany - working on confirming head count for each night & verified ads • Additional Patron seats as add on up to 4 people at \$25 cost per person. • Reminder: Complete seat savers, wrist bands, and check-in sheets for each night. Verify and note that Ms. A mentioned special guests will be out of town, and the number of admin participants is currently unknown. Admin sizes are needed by the end of this week. Mr. Collins will confirm which night teachers/admin can attend to be recognized.
- Set up in Cafeteria – currently working janitorial staff to secure time for set up. • The current number of volunteers required is yet to be determined and will be communicated by the end of the week.
- Continue to promote and accept memberships for patrons.

Show Support: Miranda Slocumb & Sheila Winkler

Show Support Status:

Sold 16 $\frac{3}{4}$ pages - including Patron & Patron upgrade - 24 printed pages needed - goal is to have the program sent to print by the end of this week.

Cast & Crew photos - 11/18 at 4pm. Thank you to Tiffany's brother! (Provide an Ad for)

Vicky or Miranda can print photo so need digital
Miranda will work on ad for Tiffany brother & Lunch Donation Co.
Program will include - an Acknowledgement page for donations
Theater festival
Issued based show- TBD
Spring show March 12 & 13
Showcase March 26 & 27
Posters - Complete and delivered to school 10/29
Programs 400 printed programs and QR code provided for a digital copy of the program. 200 to be used per night.

Merchandise: Aubrie Tanner

Merch Update:

- Inventory for Fall Musical is good.
- Cast shirt - Invoice active in cut-time until 11/07/2025
 - Cast sizing received
 - Need crew sizing & number of Teacher/Admin shirts and sizes. Order will be placed 11/7.
- Sheila will handle Bouquets for sale - Currently active on our website and being pushed by Communications. The link will need to be closed the evening of 11/18. And a list of orders/names provided to Shelia as soon as possible. Single roses for sale \$2/3 bucks
- Merch/Concessions will pass out pre-paid bouquets (they will need a list of purchasers) and will sell single roses.
- Two volunteers needed per night.

Fundraising - Vicky Lane & Tamera Grove

Silent Auction Update:

Donation value as of 10/30 - \$2240
Vicky will begin to generate images and enter Galabid
QR codes will be provided for the table
Communications to post on cut-time and Social when auction is live - The week before show.

Concessions: Mike Dillon & Aaron Simmons

Concessions Update:

- Amazon wish list- created by Mike and provided to Communication - posted on cut-time and Social media - please continue to post every couple of days until all items are received.
- Mike/Aaron will begin checking the status of donations-placing items in bins and providing status to Communications and making updates/adjustments if needed. •
Need two volunteers per night.

Thespians/Theatre Festival Chair: Tyler Taylor

Volunteers Committed:

Dominica, Vicky, Aaron, Lisa, Miranda, Amber, Carrin, Aaron, Aubrie

- Students can pay for a Publix lunch for \$15 or Pizza. Or students can bring their own lunch.
- Ms. A needs 8 volunteers
- Recommend volunteers work in shifts.
- Mike mentioned Funds donated this specific program cannot be used for other areas of needs.

Faculty Update

Provided by Teachers

Ms. A asked that we review packet for information and updates for the Theater

Festival. Meeting concluded at 7:08pm

Minutes submitted by: Latoya Scott