

## **LaVilla Drama Boosters Board Meeting Notes**

Date: May 8, 2023

### **Key Points:**

- April meeting minutes were approved
- All incoming board members were unanimously approved (see chart below)

### **Incoming Board Members:**

- July 1, 2023 is official hand-off day for outgoing board members. Outgoing members to meet with their successors to hand-off materials, etc. prior to July 1
- Melanie passed out hardcopy of Handbook and bylaws to incoming members. Incoming members to read duty descriptions for reference

### **Board Positions Still Open/Seeking Volunteers:**

- Rebeka Hutto seeking someone interested in training to become VP, Merchandising for next school year
- Seeking second person to assist Keri Rogers with show support next school year

### **Purchases/Finances:**

- Purchased purple pop-up tent for group to use for setting up outdoor merchandise
- Need to purchase cooler with rollers, recycle bins and wagon
- Melanie to send out financial report to all board members as soon as she receives it
- Members to check this year's financial report to see if any numbers should be updated and let Melanie and Vania know of any changes
- Balance is paid for Drama Banquet

### **Clean-up:**

- Booster closet needs cleaning, Melanie to schedule a weekday evening in June

### **Communications Updates:**

- Only 10 people showed up to matinee for show last year. Emily has emailed nine elementary schools to increase attendance for next Fall show
- Melanie to get out an email with the names and email addresses of all board members

### **Upcoming Banquet Updates:**

- There will be 116 guests at the banquet
- Decorations are all ordered, food lined up, and give away bags will have candy – program is right on budget
- Kate uses company called Balloon Construction Company for decorations. In the future pass on Kate's name with company for optimal pricing
- Jackie working on slide show – mentioned using Canva
- Event parking – need signs to help people know where to park
- Event set-up from 12 pm to 3 pm on Saturday, May 13 in Fellowship Hall. Kate will be there all day – all are welcome to help

### **Merchandise Updates:**

- Need idea for artwork for planners. Need to get planners ordered by Memorial Day. Ordering 250
- Still have plenty of GodSpell t-shirts. Plan to offer t-shirts at discount to reduce inventory

- Douglas Anderson uses a website to sell merchandise. LaVilla should consider to reduce inventory

Title	First	Last	Phone	Email	8th grade graduation year	Child's Name
<b>Co-President</b>	Carrie	Simmons	904-894-3522	<a href="mailto:carrinsimmons70@gmail.com">carrinsimmons70@gmail.com</a>	2026	Evan
<b>Co-President</b>	Rachel	Heiser-Layton	904-613-6263	<a href="mailto:rachel.heiser@gmail.com">rachel.heiser@gmail.com</a>	2024	Harper
<b>Co-Treasurer</b>	Samiha	Franklin	321-704-6931	<a href="mailto:samihafranklin@outlook.com">samihafranklin@outlook.com</a>	2024	Mikayla
<b>Co-Treasurer</b>	Faye	Hedrick		<a href="mailto:fayemhedrick@gmail.com">fayemhedrick@gmail.com</a>	2026	Milly
<b>Secretary</b>	Melissa	Kolterjohn	612-437-3439	<a href="mailto:kolterjohn@yahoo.com">kolterjohn@yahoo.com</a>	2025	Monique
<b>Vice President, Communications</b>	Emily	Carpenter	904-382-4199	<a href="mailto:artswithemily@gmail.com">artswithemily@gmail.com</a>	2024	Teagan
Social Media	Emily	Carpenter	904-382-4199	<a href="mailto:artswithemily@gmail.com">artswithemily@gmail.com</a>	2024	Teagan
Newsletter & Volunteer Coordinator	Courtney	Burch	407-488-8154	<a href="mailto:courtting@yahoo.com">courtting@yahoo.com</a>	2026	Abby
Website	Amanda	Ferrelle	904-891-8779	<a href="mailto:aferrelle@outlook.com">aferrelle@outlook.com</a>	2025	Kennedy
<b>Co-VP, Patrons</b>	Romecca	Terrones	(904) 608-7298	<a href="mailto:mecmec14@hotmail.com">mecmec14@hotmail.com</a>	2025	Jan Lucca
<b>Co-VP, Patrons</b>	Melissa	Kolterjohn	612-437-3439	<a href="mailto:kolterjohn@yahoo.com">kolterjohn@yahoo.com</a>	2025	Monique
<b>Co-VP, Special Events</b>	Emily	Carpenter	904-382-4199	<a href="mailto:artswithemily@gmail.com">artswithemily@gmail.com</a>	2024	Teagan & Kate
<b>Co-VP, Special Events</b>	Rachel	Gunter-Shapard	904-502-5158	<a href="mailto:rguntershapard@cbf.net">rguntershapard@cbf.net</a>	2024	Kate
<b>Co-VP, Special Events</b>	Angela	Turk	904-403-1165	<a href="mailto:angelaturk@bellsouth.net">angelaturk@bellsouth.net</a>	2024	Jillian
<b>Vice President, Show Support</b>	Keri	Rogers	954-445-8852	<a href="mailto:kerfree@icloud.com">kerfree@icloud.com</a>	2025	McKinley
	2nd person?					
<b>Vice President, Fundraising</b>	Angela	Turk	904-403-1165	<a href="mailto:angelaturk@bellsouth.net">angelaturk@bellsouth.net</a>	2024	Jillian
<b>Vice President, Concessions</b>	Rachel	Gunter-Shapard	904-502-5158	<a href="mailto:rguntershapard@cbf.net">rguntershapard@cbf.net</a>	2024	Kate
<b>Vice President, Merchandise</b>	Rebekah	Hutto	919-451-8282	<a href="mailto:rebekahhutto@gmail.com">rebekahhutto@gmail.com</a>	2024	Hannah Ruth
<b>Thespians Chair</b>	Romecca	Terrones		<a href="mailto:mecmec14@hotmail.com">mecmec14@hotmail.com</a>	2025	Jan Lucca
<b>Teacher (ex officio)</b>	Laura	Frye	646-465-0502	<a href="mailto:fryel@duvalschools.org">fryel@duvalschools.org</a>		
<b>Teacher (ex officio)</b>	Jason	Collins		<a href="mailto:collinsj5@duvalschools.org">collinsj5@duvalschools.org</a>		
<b>Teacher (ex officio)</b>	Amber	Amerson	904-654-6337	<a href="mailto:amersona@duvalschools.org">amersona@duvalschools.org</a>		
<b>Teacher (ex officio)</b>	Abbie	Malkewitz	904-252-7314	<a href="mailto:malkewitzm@duvalschools.org">malkewitzm@duvalschools.org</a>		