



## LaVilla Theatre Boosters Inc. Meeting – Minutes

**Date:** March 3, 2025

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

|  |   |  |   |
|--|---|--|---|
| 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 |   |
| Tiffany Knight, Co-VP Communications                 | X | Sarah Lynch, Thespians Chair               |   |
| Gina Rogers, Social Media                            | X | Vicky Lane, VP Fundraising                 |   |
| Amber Kissinger, VP, Patrons & Special Events        | X | Jeff Tong, Co-VP Merchandise               |   |
| LaToya Scott (shadowing)                             | X | Shazia Bashir, Co-VP Merchandise           |   |
| Jason Collins, Teacher                               |   | Dominica Mount (shadowing)                 | X |
| Amber Amerson, Teacher                               | X | Abbie Malkewitz, Teacher                   | X |

### Open Meeting:

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Meeting called to order at 5:41pm by Carrin Simmons, president. Ms. Amerson & Ms. Malkewitz attended as the teacher representatives.

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**Board Discussion:** Ongoing need to recruit new members for the board.

### Board Shadows & Board Members

**President Treasurer**

**Show Support - immediate need**

**Concessions - immediate need**

**Merchandise**

**Silent Auction**

**Thespian**

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

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

Training needed for shadows.

Keri suggested possibly creating helpful video tools for training to get others involved once position is assumed so volunteers understand role and can carry out duties. Additional outreach will occur via CutTime.

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**Spring Show - Agatha Rex**  
**Show Dates: April 16th & 17<sup>th</sup>**

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### **Committee Reporting:**

#### **Secretary**

-Minutes were sent via email prior to meeting. Amanda made a motion to approve the minutes and Amber seconded.

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

- Financial Report-
- Cash Position: Just over \$65K
  - Revenue: 106% of budget (\$52,361)
  - Expenses: 63% of budget (\$26,583)
  - Cash Position down ~\$5K from last month - not much revenue was collected in February, and we fully utilized the MasterClass/Workshop budget and heavy spending began for the Spring show.
  - I expect our cash position to continue to decline until Spring show dates, when hopefully we have a bump in ad sales, patrons, concession, donations and merchandise sales.
- \$200 donation for last weeks, black history performance.
- Venmo useful for the QR code completed and added to the process for future donation opportunities
- Education Contribution: Collected: \$18,910 (63% of total).
  - Last year ended at \$13,100 (55% of total).

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

- Communications Update
  - Recruit board members
  - Promote spring show push spring patrons' membership and program ads. Ms. A will get photos for view and purchase memberships and ads. Ms. A has shirt sizes. Need artwork for the show.
  - Cast and crew party? TBD possibly after the show
  - Spring show cast and crew party invite, t-shirt size and collect funds
  - Volunteers needed for showcase reach out to Shazia to determine if merchandise will be sold.
  - Volunteers for concession and merch for spring play
  - General Ideas to sell merch at parent night

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

- Patrons Status Update
  - Spring Show

- Theme- school

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

- Show Support Update - Spring Show
  - Program Design, Cast & Crew names, Director Notes, etc..
  - Cast & Crew photos - date?
  - Program - Ad due by March 25
  - Posters can be done possibly 50
  - Program ads due March 25<sup>th</sup>
  - Program content due on the March 17<sup>th</sup>.

### **Merchandise: Shazia Bashir**

- Merch Update
  - Inventory update & needs for spring show
  - Cast & Crew Shirt - Shazia is working on obtaining quotes - need design & cast and crew names as soon as possible.
    - Possible vendor Big Frog Custom T-Shirts and More

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

- Silent Auction Update - Spring Show
- There may not be a silent auction for spring show

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

- Concessions Update
  - Spring Show - Amazon wish list - will publish via CutTime and push on social
  - Flowers to sell at show
  - Roses can be sold \$1 per rose.

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

- Thespians
  - No updates

### **Special Events**

- Banquet Committee - Status Update
  - Hendricks Avenue Baptist Church
  - Date 5/3
  - Cost \$250 - includes clean-up assistance
  - Candy bar to be completed by Dominica
  - Theme - Enchanted Forest
  - RSVP done via website

### **Faculty Update**

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### **To be provided by Theatre Teachers**

March 27 & 28 of March for showcase dates  
Issue Based Show April 23<sup>rd</sup> at 7pm.

**Meeting concluded at 6:36pm**

