

**Heritage High School Drama Booster Association Meeting
April 8, 2014 at 7:00pm
Wegman's**

In attendance:

Montana Brown
Karla Davis
Kolette Hoyle
Leanne Littman
Michele Pennington

Minutes:

1. Meeting called to order at 7:00pm
2. Group discussion regarding use of Ticketleap.com for ticket sales
 - a. All agreed it worked well
 - b. Use email addresses for future marketing
 - c. **ACTION:** People who donated beyond ticket price—need to send letter with tax ID number
 - d. Mr. Adam's robocall and email to LCPS was helpful
 - e. Next year make sure there are no conflicts on show dates (such as Basketball Tourney) or the week between shows.
3. Montana Brown
 - a. Discussed possibility/desire to do Summer Production---"LCAST"
 - i. Franklin Performing Arts Center
 - ii. Issues: Can you put on a show and collect money without being part of a legal organization?
 - b. **ACTION:** Need venue for end of year banquet (Leanne?)
 - i. Different day than showcase
 - ii. Fixed menu versus potluck
 - iii. Want it to be semi formal and a step up from what we've done in past
 - iv. Week of 6/6
 - c. Showcases
 - i. Musical Theatre and Drama 3 & 4—week of 5/21
4. Leanne Littman
 - a. Princess Academy fundraiser?
 - i. Weekend after Mother's Day?
 - b. Post-show review
 - i. **ACTION:** Will contact bookkeeper at HHS to discuss money in Drama Account vs. what ticket sales were for last weekend of shows.
 - ii. **ACTION:** Add to cast contract: all families are required to do volunteer hours to help with show

1. Spreadsheet where people pick their date/shift, if not, assign it
- iii. **ACTION:** Document everything that volunteers did
- iv. PR, marketing, lobby procedures, Cappies, food amounts, etc.
5. Kolette Hoyle
 - a. Presented treasurer's report
 - b. Presented break out budget/line items of Spring Musical
 - c. Explained need to amend/increase the budget to pay off expenses
 - d. **ACTION:** Need to resolve whether or not we owe HHS for concessions
 - i. Next year boosters pay for all concessions expenses
 - e. **ACTION:** Ask parents who donated food for an estimate so we know how much it cost
 - f. Leanne Littman motioned to increase Spring Musical Concessions Expenses to \$1500; Karla Davis seconded the motion; motion approved
 - g. Kolette Hoyle motioned to increase Spring Musical Expenses line item to \$6000; Leanne Littman seconded the motion; motion approved
6. Next steps: Meeting after Spring Break
 - a. General Booster Club meeting
 - b. Wrap up Les Miserables
 - c. Discuss Banquet
 - d. Discuss Princess Academy
 - e. Distribute Interest Forms for next year
7. **ACTION:** Lynne Petrilla to help with finalizing non-profit status, end of year formalities, etc.
8. **ACTION:** Need to identify new treasurer and hand over position
 - a. Leanne said she would consider
9. Discussion regarding things to consider for next year
 - a. Drama students—must be available to help with set up, crowd control, odd jobs, help in Cappie Room etc.
 - b. Boosters—step in and coordinate drama student volunteers
 - c. **ACTION:** Create a chair position, "Volunteer Coordinator"
10. Meeting adjourned at 8:30pm

Recorded by: Michele Pennington

President's signature for approval:

