

**Heritage High School Drama Booster Association Board Meeting
March 11, 2015 at 6:30pm
Heritage High School**

In attendance:

Montana Brown
Karla Davis
Leanne Littman
Michele Pennington
Rocco Tenaglia

Minutes:

1. Meeting called to order at 6:39pm by Leanne Littman
2. Secretary's Report- Michele Pennington
 - a. Reviewed minutes from last meeting
 - b. Motion to approve by Michele Pennington
 - c. Seconded by Leanne Littman
3. Treasurer's Report- Rocco Tenaglia
 - a. Reviewed balance sheet and budget
 - b. Noted need to get SEC filing completed
 - i. Will contact Lynne about SEC filing
 - c. Reviewed Annie and Putnam profit
4. President's Report- Leanne Littman
 - a. Reviewed paypal account and payment system
 - i. **ACTION:** Leanne Littman to investigate what fees are associated with it
 - b. Reviewed pros/cons of reserved seats for Addams Family
 - i. Decision was made to have reserved seats
 - c. **ACTION:** Leanne Littman to create landing page on Ticketleap so that when online ticket purchasing is turned off, people don't think we are sold out
 - d. Noted need for lots of lobby help at Addams
 - i. **ACTION:** Montana Brown will recruit students to assist
 - e. Cappie Critics 4/25
 - i. **ACTION:** Leanne Littman to reserve 84 seats
 - ii. Décor to spill out into hallway
 - f. Publicity
 - i. First Friday
 - ii. Robo call
 - iii. LCPS web site
 - iv. Wayde Byard
 - v. Stories Under the Stars
 1. **ACTION:** Montana Brown to send bookmarks with students to hand out

2. Caroline Pennington coordinating
 3. Michele Pennington parent chaperone
 - vi. Possibly CLLL Opening Day
 1. Caroline Pennington coordinating
 2. Hand out labeled candy bars?
 - g. Concessions
 - i. Suggestion: Have HHS Drama Boosters donation box at concession table
 - ii. **ACTION:** Rocco Tenaglia to purchase additional rolling trash coolers for concessions
 - h. Drama Banquet
 - i. June 3, 2015 at River Creek CC
 - ii. Parents invited
 - i. Cappie Gala
 - i. June 7, 2015 at Kennedy Center
5. Meeting adjourned at 7:35

Recorded by: Michele Pennington

President's signature for approval: