

**Heritage High School Drama Booster Association Board Meeting  
May 13, 2015 at 6:30pm  
Heritage High School**

In attendance:

Montana Brown  
Karla Davis  
Leanne Littman  
Lynne Petrillo  
Michele Pennington  
Rocco Tenaglia  
Jeff Addams

Minutes:

1. Meeting called to order at 6:40pm 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. Reviewed Ticketleap online sales for Addams Family
  - c. Reviewed square at the door sales for Addams Family
4. President's Report- Leanne Littman
  - a. Positive feedback on advanced reserved ticketing and seating
    - i. Solved problems such as seat saving, line, etc.
  - b. Ticketleap is upgrading to a mobile app for better experience
  - c. Square- worked great!
    - i. Nice feature: auto deposit
  - d. Paypal
    - i. Would be good to use for props, incidentals
    - ii. **ACTION:** Get HHS a credit card that kids can use for purchases for department (receipts very important)
  - e. Suggest maybe getting a petty cash fund of \$200-300 next year?
  - f. Leanne requested a copy of all ins/outs cash flow at school this past year to assist with next year's budgeting
    - i. Jeff Addams suggested sitting down with Bookkeeper, new director, Leanne, to outline process and make sure things go smoothly next year.
5. Suggestions for ticket sales next year- Ms. Brown
  - a. Go to middle school lobby next year to sell tickets (use Square)
  - b. Have box office hours
  - c. Sell tickets at other school events: concerts, sports activities, etc.
6. Non profit status updates

- a. Now listed on IRS web site as tax-exempt
  - b. Issue tax letters for donations next year now that we are official tax-exempt
  - c. Once Lynne sends everything in, we will get a determination letter (approx.. 60 days)
  - d. **ACTION:** Lynne to provide form(s) to Rocco
  - e. **ACTION:** Rocco to send expense report that balances with Bank Statement (April month end)
  - f. **ACTION:** Rocco/new treasurer to provide month-end report that balances with bank statement each month.
7. Potential Fundraising ideas for next year—need a way to bring in money early in the year
- a. Montana: Rock Ridge does tag day--- should HHS Drama combine with HHS Music Boosters?
  - b. Princess Academy
  - c. Summer Drama Camps/workshops
  - d. Meet the Cast Events
  - e. Discount cards
  - f. Watch kids at Christmas time/parents night out
  - g. Seat nameplates
8. Important Upcoming Dates
- a. 6/2 Drama Showcase
  - b. 6/3 Drama Banquet at Rivercreek CC
  - c. 6/7 Cappie Awards at Kennedy Center
9. Misc.
- a. Checks for Cappies and Drama banquet- made out to HHS
  - b. **ACTION:** Need to schedule audit this year by CPA
  - c. Next year- Audit Committee?
10. Meeting adjourned at 7:20

***Recorded by: Michele Pennington***

***President's signature for approval:***