

**Heritage High School Drama Booster Association Meeting  
June 2, 2014 at 6:30pm  
Heritage High School**

In attendance:

Montana Brown  
Karla Davis  
Kolette Hoyle  
Leanne Littman  
Michele Pennington  
Lynne Petrilla  
Rocco Tenaglia

Minutes:

1. Meeting called to order at 6:37pm by Leanne Littman
2. Leanne Littman
  - a. Announced changes in Board for next year: Kolette retiring as Treasurer
  - b. Leanne motioned for Rocco Tenaglia to be voted in as Treasurer
    - i. Michele seconded the motion
    - ii. All voting Board members present voted yes
    - iii. Rocco Tenaglia was voted in as the Treasurer for the 2014-2015 fiscal year.
  - c. Review of Fiscal Year 2014-2015 Board Members
    - i. President: Leanne Littman
    - ii. Vice President: Karla Davis
    - iii. Treasurer: Rocco Tenaglia
    - iv. Secretary: Michele Pennington
    - v. Director/Registered Agent: Montana Brown  
(Director/Registered Agent is a non-voting position, without term limits.)
    - vi. Director: Lynne Petrilla (This is a voting position with a two-year maximum.)
3. Michele Pennington—reading of old minutes/open items
  - a. Letters to donors: only needed for donations of \$75 or more
  - b. Closed out action re: talking to HHS bookkeeper
  - c. **ACTION:** Revise cash box process to include counting money before handing cash box over to HHS at events.
  - d. Future purchases: Safe and QuickBooks
4. Montana Brown
  - a. Wants to buy new lighting equipment
    - i. Possibly rent from Piedmont Arts Foundation
  - b. Wants to hire Rob Ross to do the lighting for Spring Musical

- c. Would like some solid fundraising ideas/events because she anticipates Addams Family will be an expensive show
  - i. Princess and Superhero event
  - ii. "Desserts on Broadway"
    - 1. Around Christmas or Valentine's Day
  - iii. Workshop
    - 1. Improv, musical theatre, music, dance, acting, auditioning
- 5. Motion to purchase Quickbooks
  - a. Leanne made the motion, Kolette seconded
  - b. Motion passed to purchase Quickbooks
    - i. Rocco noted possible conflict PC vs. Mac versions
- 6. Kolette Hoyle
  - a. **ACTION:** Kolette to do year-end report on June 30, including tax preparation and audit
  - b. Once completed, will hand over to Rocco
  - c. **ACTION:** Bank signature card must be changed over to Rocco
  - d. Currently ~\$20,000 in account
  - e. **ACTION:** Request that HHS write check for Cappies tickets in order to get the money out of the HHS account.
  - f. **ACTION:** Determine best way to get remaining money out of HHS drama account and into HHS Drama Booster account.
  - g. **ACTION:** Amend any line items that need to be added/changed and vote on it in the budget.
- 7. Meeting adjourned at 7:00pm

**Recorded by: Michele Pennington**

**President's signature for approval:**