

**Heritage High School Drama Booster Association Meeting
September 23, 2014 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 Michele Pennington
2. OLD BUSINESS
 - a. Accounts/Expected expenditures
 - i. Collecting money for booster membership and cast fee/contracts—gave to Rocco Tenaglia
 - ii. Lighting this year
 - iii. Need to spend money on lighting this year
 1. Possibly create Amazon wish list on Boosters web site
 2. Each LED light costs ~\$500; eventually will need ~20 lights but will do a few at a time each year.
 3. Will pay Rob to do lighting this year for Addams family (~\$3000)
 - iv. Money in School and Booster account
 1. ~\$25K in Booster account
 2. ~\$11K in HHS account
 3. Money in school account will be used for senior scholarship (\$500)
 4. Money in Booster account will be used for kids who cannot afford field trips
 - b. Ticketleap
 - i. Will use Ticketleap again this year
 1. **ACTION:** Leanne to collect email addresses from Ticketleap
 2. **ACTION:** Leanne to set up ticket sales for Noises Off on Ticketleap.com
 - ii. Lynne is still finalizing 501(c) status
 - c. Quickbooks
 - i. Rocco and Lynne discussed QB Premiere for non profits (\$400); will require purchasing “Parallel” for Rocco’s Apple computer.
 - ii. Rocco will buy software that can be transferred to new treasurers from year to year

3. NEW BUSINESS

- a. Two musical theatre shows this year
 - i. Annie (December)
 - ii. Putnam County Spelling Bee (February)
 - iii. Montana would like to market these (Annie in particular) to local elementary schools
- b. Advanced Theater show
 - i. Elephants Graveyard (October)
- c. General Booster Club Meeting—October 15th
 - i. Make second Wednesday of each month
 - ii. Will have sign up for committees and volunteer jobs
 - iii. Key committees--
 - 1. Princess Academy Fundraiser (Mrs. Clark?)
 - 2. Program ad sales
 - a. \$25 business card ad
 - b. Consider selling for all four programs
 - c. Homepage ads on heritagedrama.com?
 - 3. Elementary school liaison
 - a. “Meet the cast” (Anne and Addams Family)
 - b. Advertising shows
 - c. Create video/trailer for Morning News and Announcements at elementary schools
 - d. Cast appearances/story readings at “Stories Under the Stars” nights
 - e. Chaperone cast to elementary schools
 - 4. Publicity
 - 5. Costume props
 - 6. Set build snack/food coordinator
 - 7. Volunteer gifts coordinator
 - 8. Lobby coordinator
 - 9. Donations/sponsor chair
 - iv. Additional Volunteer needs
 - 1. People with pick up trucks for transporting items
 - 2. Chaperones for escorting cast to evening events
 - v. Send out descriptions of committee chairs before General Booster Meeting on 10/15
- d. Storage space renovation
 - i. Good Eagle scout or other project
 - ii. Geo?
 - iii. Second story are/rotating shelf?
- e. Changes/improvements/issues for this year
 - i. Set up logistics of hall on show night—was helpful last year, should do again using Pat’s lobby schematic
 - ii. Ticket costs: \$15/Addams Family, \$10 Noises Off
 - iii. Using heritagedrama.com as primary source of info
 - 1. Montana to maintain

- iv. Need to figure out how to handle noise from football games during fall show and basketball games during spring shows
 - v. Make volunteer hours part of contract/mandatory for cast member families
 - 1. Divide tasks into chunks of time (slots) and require families to sign up for X amount of slots
 - vi. Implement policy to count and record all money collected before returning to HHS after an event
 - vii. Purchase a safe to build into the wall or bold to floor to keep money collected during performances/events.
 - viii. **ACTION:** Rocco to look into purchasing safe from Costco or elsewhere
 - f. Expenses this year
 - i. Annie
 - 1. Not much, will use HHS account to fund these items
 - ii. Noises Off
 - 1. Will not be much
 - 2. Expect fall play to break even
 - iii. Addams Family
 - 1. Biggest expenses
 - g. Future Meetings- second Wednesday of each month: Board meets at 6:30 and Members at 7pm
 - i. 11/12/14
 - ii. 12/10/14
 - iii. 1/14/15
 - iv. 2/11/15
 - v. 3/11/15
 - vi. 4/15/15 (show prep meeting)
 - vii. 5/13/15 (new Board elections)
 - viii. 6/10/15 (last meeting)
4. Meeting adjourned at 7:29

Recorded by: Michele Pennington

President's signature for approval: