

**Heritage High School Drama Booster Association Board Meeting
January 22, 2015 at 6:30pm
Heritage High School**

In attendance:

Leanne Littman
Michele Pennington
Rocco Tenaglia
Montana Brown

Minutes:

1. Meeting called to order at 6:45pm 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
 - b. \$28,651 current balance
4. Montana Brown's Report
 - a. Spelling Bee upcoming
 - i. **ACTION:** Provide flyers and posters to Michele for distribution
 - ii. **ACTION:** Start Addams Family poster for advertising
 - b. Addams Family
 - i. Scheduling initial set build meeting
 - ii. Will use Ticket Leap again—price to accommodate service fee?
 - iii. Sign up genius for set build food
 - iv. Ask R. Querry to video?
 - v. Decorate hall/school as well as cappie room and theatre
 - vi. Artistic parent to do tombstones?
5. President's Report- Leanne Littman
 - i. Need to get together with Lynne to finalize the 501(c) status
 1. E-filing is done
 2. Registration fee- done
 - ii. Spelling Bee
 1. **ACTION:** Michele to get permission, organize, distribute flyers to Leesburg elementary schools
 2. **ACTION:** Leanne to set up sign up genius for volunteers and donations
 3. **ACTION:** Leanne to send press release to local papers
 4. **ACTION:** Michele to send out announcement to FB and email list
 - iii. Ticket Leap
 1. **ACTION:** Transfer admin status from Patrick

2. **ACTION:** Run reports and bring to Addams Family show nights
- iv. Addams Family
 1. Publicity and Ad sales - Donna Trader (Hillis)
 - a. **ACTION:** Send her notes form Kolette and Christy
 - v. Cappies @ Addams Family
 1. Michele – coordinating
 2. Creepy, dark décor and & food
 3. Gates, tombstones, spider webs
 4. Lighting/black light
 5. Pocket folders/pens
 6. Decorate hallway too
6. Meeting adjourned at 7:30

Recorded by: Michele Pennington

President's signature for approval: