

Ridge Point Theater Booster Monthly Meeting

January 11th, 2017

6 pm – Black Box

Present: Kelli Boylan, Kristi Jones, Brooke Aurand, Sandy Lapp and Cody Moore by phone

I. Call to order/ Presence of quorum

Meeting called to order at 6:08 pm

II. President's Report

- Elections – update
 - Emails were sent out to current booster members and all parents on the class list for theatre pro and tech pro.
 - The elections will be held on January 25th at the 6pm meeting prior to the performance that night
 - To date the only other nomination for a position is Heather Reichart. She has agreed to be nominated for the position of secretary.
 - It was discussed that according to the bylaws we require a nominating committee. Ms. Aurand agreed to be the teacher representative. We will also ask Jen Rizzo, Kristin Tassin, and Debbie Gallardo. Kristi Jones agreed to contact them and inquire if they would agree.
 - It was also discussed and agreed that for the 2017 / 2018 school year it will be mandatory for all students in Theatre Pro and Tech Pro to have their families join for at least the basic level of membership in the booster club. Ms. Aurand advised she will add this information to her info packets for incoming students.
 - Double checked our membership count. We have 19 members to date.
 - It was suggested that we advertise at least once or twice between now and election night on the 25th.
- New forms
 - All new forms were reviewed and distributed to board members.
- ii. Faculty Request for funds

- iii. Motion Support Form
- iv. Payment Request Form
- v. Record of Funds Form
 - Confirmed that checks need to be ordered and that in the future all bills should be paid by check as much as possible so that 2 signatures are on the checks.

III. Treasurer Report

- Reviewed the last month's transactions – confirmed that approximately \$9600 was returned to the Ridge Point Theatre Activity fund. These monies were the result of the ticket sales through Booktix.
- Confirmed that the amount represents the ticket sales less any expenses that the Booster paid for the production. (\$15,425.44 ticket sales less \$5,825.44 expenses) Any outstanding expenses from Wizard of Oz production will be paid by the Ridge Point Theatre Activity fund.
- The booster's outstanding expenses at this time are the second order of convention shirts and the cost to provide our booster members the items promised to them when they joined.
- Determined that we need approximately \$400 to purchase the items for booster.
- Our current bank balance is \$10,048.
- Our profits have come primarily from merchandise sales for Wizard of Oz, but as well from Yellow Brick Road Breakfast, Membership and Dessert Theatre in that order.
- Middle School UIL made money as well. Not all deposits are in but at least \$1000
- It was agreed that we would split proceeds with Baines. Ms. McNeely the theatre teacher at Baines indicated that she collected roughly \$1000 from ticket sales at Baines. She indicated that as long as we made more than \$1000 she would just retain her proceeds and leave Ridge Point Theatre Booster with the rest.

IV. Teacher's Report – Brooke Aurand / Cody Moore

- Details on Middle School Tournament – Ridge Point Rumble

- All FBISD middle schools are required to attend two tournaments per year. Most schools are in need of a tournament. We have no cap on the number of students that can enter so we should get a large turnout. Each student will likely do 3 or 4 events according to Mr. Moore.
 - The tournament is currently on Joy of Tournaments website for registration and Mr. Moore has emailed tournament info to district heads, and schools directly. He also plans to reach out to schools outside of FBISD.
 - Deadline for registration will be February 2nd – the Thursday prior to the event.
 - Mr. Moore guesses that we should have approximately 500 to 600 people in the building between students, parents, teachers and judges. He feels that the 13 middle schools in FBISD will likely send 50 students each.
 - The booster will retain 100% of monies collected. The fees will be paid at the door. We will then reimburse Joy of Tournaments their fee which is a percentage based fee, based on the number of registrants.
 - Booster Club will need to provide volunteers for the registration and drop / add table as well as for the concession stand.
 - Mr. Moore will make arrangements for the judges as many judges will be required.
 - Sandy Lapp agreed to assist in setting up sign up genius' for the event for judges and will assist in getting the sign up genius' circulated to our online school website and eblasts as well as on the YES hours volunteer list.
- i. Trophy expense
- Discussed and agreed that Booster should pay. Cost will be \$1,285.44
- ii. Concession stands
- We can look at a prepaid lunch option to be circulated to the schools attending to help anticipate numbers needing to be fed.
 - For food we discussed offering Chick Fil A again, Nachos, Hot Dogs, and pizza as possibilities.
 - All volunteers will be expected to either bring or purchase their own food.
 - We will offer a prepaid form for lunch for volunteers as well.

- iii. Other anticipated expenses
 - A hospitality room will be needed with quality food for the teachers. It is anticipated we will need to feed approximately 75 teachers.
- iv. Number of students registered to date?
 - None to date as site has just opened.
- Theatre Fest
 - i. Membership Fee request - \$170 plus \$50 per person – total \$350
 - The theatre teachers were told that they “had” to bring the students to perform and attend. But, they have been also told that they must pay the fee.
 - It was discussed and the parent members of the board felt that this expense should not be borne by the booster if there are alternate avenues to pay this fee.
 - Ms. Aurand agreed to speak to Mr. Brogan to see if he would pay from school funds or the Theatre Activity Fund could also possibly pay.
- UIL Expenses
 - There should be no immediate expenses for the booster. However, we could possibly look at hosting a reward party if the students are successful at UIL.
 - Dinner Theatre was discussed in the past as a fundraising opportunity for when the students present their UIL performance on April 21st and 22nd. It was agreed that this should be a good fundraising opportunity and we should look into it further.
 - If the students advance to regionals the booster may be asked to pay for hotel costs if the students have to perform first. The approx. cost for 25 students and 2 teachers would be \$1100.
- Washer / Dryer
 - These units were given to the department by FBISD and therefore if FBISD wants them installed we feel they should pay for them.
 - We would suggest that FBISD should either re purpose them to another school or sell them if they won't pay to install them.
- International Thespian Convention
 - District will pay airfare for all National Qualifiers. Of the 12, 11 are attending.

- The numbers of other students attending should be confirmed by Friday January 13th. As deposit money is due then.
- We will need to fundraise for those students to help defer costs.
- It was calculated that the cost for all National Qualifiers less the deposit money (\$100) would be \$8580. A goal was discussed of possibly being able to assist with ½ of that cost. However, we need to see how many other students will commit to attend.
- We will need to have total monies to pay the convention by April 17th which is two weeks prior to the deadline of May 1st, 2017
- Proposed fundraising ideas were
 - a. Sponsorship letters for businesses to donate
 - b. Car wash/ bake sale
 - c. Mr. Car Wash coupon books
- It was discussed that the students that want to benefit from the fundraising must be required to participate in the fundraising effort to some degree.
- Once we know how many kids are attending then we can decide on a goal amount to raise and how much money of the events we host will be put towards the goal and how much if any money is retained by the booster for the future.
- We will also work on a scholarship application for next year in case any student expresses a need for assistance. If a student comes forward this year we will accelerate this process.

V. Secretary

- Review of minutes of last meeting
 - Sandy Lapp made a motion to approve the meeting minutes from the November 9th, 2016 Booster Theatre Meeting. Kelli seconded the motion. All were in favor – Motion approved.
- FBEF Grant Applications
 - Mr. Moore is aware of the applications and is looking into making an application.
- Set up of Google drive and booster email addresses
 - Sandy Lapp will go ahead and get those arranged
- Set up of Booster website

- Kristi Jones agreed to begin the process of setting up a website for our Booster. Our intention is to have our information and records available for all to view.
- Kristi also agreed to keep up with the Booster Club Facebook page.

VI. New Business/ Old Business

- T Shirt sales
 - It was agreed that we will try as much as possible to set up an online opportunity to purchase shirts. It will make things much easier for all involved.
 - It was also agreed that in the future the students will not design the shirts unless there is a competition and a student expresses a serious interest in competing. We will however allow the students to vote on a color from a couple of pre-selected colors
 - We will also look for a committee member to head up the t shirts. Their job would be to work with the shirt distributor to confirm design and order amounts, pick up shirts when ready and distribute to the students. We will put the word out at our next meeting on the 25th of January.
- Next General Meeting January 25th, 2017 – 6 pm in the cafeteria.
- Next Board Meeting February 8th, 2017 – 6 pm.

Meeting adjourned – 8:25 pm