

Booster Meeting Minutes

Standard Meeting Minutes for Booster Club Meetings

Meeting Date

MM DD YYYY

11 / 02 / 2023

Officers In Attendance

- Eurie Hardage - President
- Kelly Jenkins - Vice President
- Mandi Andrews - Treasurer
- Jen Hunter - Secretary
- Other: Doug Shook, Jodi McQueary

Meeting Called to Order by/Presided Over By

- Eurie Hardage
- Kelly Jenkins
- Mandi Andrews
- Jen Hunter
- Mr & Mrs. Dickson

Action Items

Meeting Agenda- Nov 2nd 2023

- Closet Cleanout -

Went through entire closet. Trashed things in disrepair. Several items were passable usable as props...so rather than leave in a hidden forgotten closet – had them relocated to props room (things like server tray holders, vases, pitchers, fake flowers)

Had all plates, cups, napkins, etc moved to snack closet. We pass fire inspection now. Please vote/approve this as that way we have accounted for the change in inventory.

Inventory kept:

Cooler, chocolate fountain, nice table cloths, plastic table clothes, streamers, some office supplies, cash box, rags, booster shirts (brought with me tonight)

Some things they used to do that I was seeing in the initial audit (budget in Quicken and reconciles, formal budget is supposed to be sent in each year with our standard operating costs, budget, and over/under). A prior fundraiser they had done in the past at shows was flower sales (but would count as a physical item). Requisition forms (we need to make sure we use the Google form or switch back to paper and I can scan/upload at end of year if needed but we do need to document them with a more formal record than just the receipt).

In progress on full audit and archival of old records in the cabinet. Can we please vote on how many years we would like to keep a physical copy of? Recommendation is 7 years, but will digitize all for us to keep as a record. New annual task will be to archive the year that falls off, as we add our record book to the collection.

- Financials -

Found the names missing for the Scholarship Account so that we can vote to update that account. Found checks for scholarship acct and will give to Mandi.

Found online login for bank - but when I tried to log in it would not work. We may be able to request a new one from TB&T.

Found old gift cards (about 20) – Balance 15.91 on one (turned in to Mandi) but did call and confirm on the others. Note: There was documentation that they had received something like \$3000 in gift card donations from TB&T, so it may be worth contacting their local branch to see if they would be willing to be a corporate sponsor again.

Found PayPal Card Reader but it was out of date. Did set up Paypal and venmo on a tablet I'm donating to the group and logged in our group Gmail. Any other parent who would like to audit records can always be granted access to view on there.

Found laptop with Quicken and old record of steps for setting up budget – updated the laptop fully - but the battery on it is failing (it's about 7-8 years old I think) so we may eventually want to vote to replace it.

Found tax exempt cards- but need to verify we haven't lost the status based on records I am seeing. With not having the tax forms filed last year - we may be incurring a penalty and our next round of taxes are due

December 15th I believe. We also may be required to file with the Comptroller office to claim our exemption/confirm our exemption. It looks like the form we should be filing for taxes is the 990 EZ. I did see records (shared to Mandi) where in the past they did incur penalty for not filing, but were able to have it appealed. Also found logins for the site that is supposed to help us with filing and shared as well.

- Concessions for Walk the Plank –

Breakfast Tacos – 50 tacos - \$200 discount from Sonic - \$50 from Jen to cover remainder cost as donation so those will be pure profit for us. Please vote to approve Business Card Ad space and tickets for them as a Sponsor.

Pizza From Sam's- Order our pizzas and we need to tell them we are on the donation binder – must have the letter prepared by Jen to turn in for Ms. Dawn (Gave to Mandi). They will be providing a \$50 gift card towards the event. Will offer them the Business Card Ad space as we previously had voted on.

For January - ChicFilA for Lunch – Confirmed they are donating 100 sandwiches Friday and 200 Saturday (which if we need to shift that to all Saturday we can). Please vote on tickets in addition for them to the 1/2 page ad space since their donated amount will be on par with our higher sponsorship tiers.

In the future can do Whataburger as well but need 60 Days notice.

- Stud Ducks and Horny Toads Show Week Next Week–

No Ad Sales yet other than my individual one - need to promote these with the kids and on Facebook.

Food Signups

Rotation for concessions and tickets

- Carmelas – Signups/Plan -

Votes Taken

Vote to approve donating old items from booster closet to the theater for Props - Passed Unanimously.

Vote to approve purchase of case for the new tablet - Passed unanimously.

Vote for Sonic Sponsorship Tickets - Passed unanimously.

Vote for Chic Fil A Sponsorship Tickets - Passed unanimously.

Vote to add a discretionary budget for more supplies for Walk the Plank up to a cap of \$500 passed.

Vote to update our Pine Tree High School Theatre Booster Club/Scholarship Acct - Bank Account at Texas Bank and Trust - Account #501425 to remove any of the following: Michelle Hill, Carolyn "Cece Gray", Gillian Calloway, and Michael Webber from the account, and to add Mandi Andrews and Jennifer Hunter to the account as signers - Passed unanimously.

General Summary

General updates from Jen were discussed and all items proposed for votes in the discussion were passed.

Eurie spoke with Mr. Branson and received confirmation that we could accept the in-kind donation Kelly secured, and we will coordinate a plan for that, and that we could host the Rummage sale as our 'Physical Item' fund raiser for the year. For Taxes - he requested we reach out to Selene Jackson - Jen will follow up with her Friday AM.

Walk the Plank - We will have 34 schools and over 700 kids at the event so it is shaping up to be a huge day for us for concessions. We will need to be there Friday night to set up from 4-7, and then Saturday AM 7AM-7pm (though we may be able to close down around 3-4 again like last time). Meal Deal will be \$7 for Chips/Pizza Slice and a Drink. We will also pick up creamer, monsters, and condiments and an order of the hot dogs prewrapped from Sams. Jen will call Sams Friday am to place the order for Pizzas - We will schedule 2 pick ups - 10:30 (12 Pizzas (5 Pepperoni, 4 All Meat, 3 Cheese) and 25 Hot Dogs) & 12:45 (8 Pizzas (3 Pepperoni, 3 All Meat, and 2 Cheese).

Show Meals - Jen to prepare sign up genius for meals - to be sent on Band/Skyward, and posted to our Facebook Friday. We will specify # of kids and items to try and get better coverage.

Carmela's - Doug confirmed we have 5:00-10:00 shifts Monday-Thursday, 5:00-11PM Friday/Saturday, and 5-10PM Sunday. We will be responsible for preparing the food served and running registers (food items are things like nachos with Chili and Cheese, sausage on a stick from the griddle, popcorn, funnel cakes, hot chocolate). They recommend 4 adults in the trailer or a couple kids who are responsible, and then additional students to help draw people in. We must do a drawer count at start of shift and end of shift and make note of the amounts. We can include a quick google form in the instructions for our crews so that it's fed into a google sheet for easy reconciliation after the week. Our donation will end up being a percentage of the profit from that week for the trailer we run it. Jen will prepare a sign up sheet with sign up genius for this as well, but we will send after the show week sign up runs to make sure we don't pull focus.

Snack Cabinet - Mr. Dickson stated that we are in need of replenishment of the snack cabinet. We will have ~\$160 remaining of the previously approved budget, so Mandi will use that to restock (should be enough to get us through Nov/Dec based on how we have done with the last round of snacks and we can vote to do another budget for January when we meet next.

Financial Update -

Last month balance was \$10,220.93

We had a couple reimbursements post.

Current month balance was \$9,777.64

Upcoming dates to note:

Next week Nov 7-13 is the opening for SDHT - Dress Rehearsals Tuesday/Wednesday - Opener Thursday, Saturday (2 shows), Sunday (2 Shows), Monday Final Show.

OAP Auditions week after Thanksgiving and Carmela's Volunteer week.

Lindale UIL Event is the 3rd

No December Meeting - Happy Holidays! See everyone in at Carmela's and then again in January.

Next Meeting Date

MM DD YYYY

01 / 11 / 2024

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