



Ridge Point High School Theatre Booster Club
8610 Rue Bourbon
Missouri City, Texas 77459

RPHS Theatre Booster Club Meeting Minutes

6-5-2023

I. Call to Order / Presence of Quorum 6:08

In Attendance: Brandon Benton, Melissa Bland, Marcy Cashion, Madelon McGrenera, Michalyn Porter

Absent: Alexandria Novia

Others in attendance: Crissy Daniel, Kimberly Janak, Amanda Anderson, Tamisika Smith -6:14, Amy Saenz-6:22, Kathy Jones-6:24, Melissa Jackson-6:31, Danielle Hooks-6:34, Kelly Wilmot-6:34, Molly Brogan 6:39

II. President's Report – Brandon

A. Transition – *some of this will be in the Committee Discussion Also*

- a. Community Sponsorships-Need to get started on these asap. Madelon has a draft of a letter she will share with committee members and board members
- b. Spirit Nights- need to get started for beginning of the year
- c. Oregon Trail Support- is a Main Stage show which is a Senior Direct by Katie Bland. Unsure of needs at this time
- d. Order Bus for Texas Thespians Festival-Need to get this ordered asap
- e. Car Wash Setup- Are we doing one and where? Need to look into locations and more than likely will need to pay for water. The church previously used is unavailable due to construction
- f. Booster Club Sticker Order- will need to order soon so ready for beginning of the year when people purchase
- g. Spirit Wear Setup and Order- have design ready to go from students, and Madelon will share with Crissy Daniel the new Spirit Wear committee chair

B. Administrator Changes, Phone, Address, Credit Card Info – *some of this will be in the Committee Discussion Also- Need to change these asap*

- a. Sam's Club
- b. Amazon.com
- c. Social Media Accounts
- d. Booster Club Website
- e. Square
- f. Google
- g. FBISD Print Shop
- h. Dropbox
- i. Wells Fargo
- j. Hobby Lobby
- k. 32auctions.com

III. **Vice President's Report** – Michalyn- nothing to report

IV. **Treasurer's Report** – Madelon

a. Approval of Amendment to add to the April minutes and approval of new Signers

Bank/Credit Card Account Signer Changes and Key Executive Updates:

The following signer and key executive needs to be removed from the account: Brandon Benton

The following board member will remain on the account and as a signer and key executive: Madelon McGrenera, President

The following board member who is currently a signer also needs to be added as a key executive: Michalyn Porter, Treasurer

The following board member needs to be added to the account as a signer and key executive: Melissa Bland, Secretary

Motion by Brandon to approve the changes to the April meeting minutes and to list 3 signers, 2nd by Michalyn, all in favor

b. Approval of May Financials & ITF Financial Review- Motion to approve made by Brandon, 2nd by Melissa, all in favor

c. Checks to Approve:

5/24/2023 check 1112 Brandy Williamson \$540
Motion made by Marcy, 2nd by Brandon, all in favor

5/24/2023 check 1114 Cindy Chilcote \$540
Motion made by Brandon, 2nd by Melissa, all in favor

6/2/2023 check 1115 ITF \$17,234
Motion made by Brandon, 2nd by Melissa, all in favor

6/3/2023 check 1116 Cole's Creations \$654.58
Motion made by Melissa, 2nd by Marcy, all in favor

All motions thus far are approved

d. Novia Purchase Request- to Tori Smith for scrapbook supplies \$26.61
Motion made by Brandon Motion, 2nd by Michalyn, all in favor

e. Review By Law Amendments- Madelon reached out to Serenity Lamonte with FBISD for clarification on Bi-Laws and Articles of Association. The Bi-Laws and Articles of Association were reviewed with those present. They will be sent to all booster members for review 15 days before the next meeting. Any proposed changes or will need to be submitted by June 10th.

- V. **Secretary's Report – Marcy**
 - A. Motion to approve and amend the April meeting minutes- to adjust the wording and name new signers on the account
Motion by Brandon, 2nd by Melissa, all in favor
 - B. Motion to approve May Minutes
Motion by Brandon, 2nd by Michalyn- all in favor
- VI. **Next Booster Club Meeting** – June 26th at 6:00 the meeting will be held via Zoom/Virtually – this will be solely to vote on the Amendments and Bi-Laws

- VII. **Committee Chair discussion**
- VIII. **Meeting Adjourned 7:50**

These minutes were sent to the Board of Directors on June 5th and all replied with approval, so minutes were officially approved on June 19, 2023.