



JTC Executive Board Meeting

October 21, 2025

Meeting commenced at 7:01 pm with the following in attendance:

Laura Flood (President), Jessie Miller (Vice President), Tracy Westenmeyer (Secretary), Natalie Sandberg (Treasurer), Heather Villano (JTC Director), Bryan Cortez (JTC Director)

1. Welcome
 - a. JTC Board Meeting called to order and attendees were welcomed by Laura Flood, President
2. Director Updates – Heather Villano and Bryan Cortez
 - a. *Production: Alice in Wonderland*
 - i. Successes:
 - ii. Areas for Improvement :
 1. Posters:
 - a. Some posters were misplaced; moving forward, students will be responsible for verifying name accuracy prior to printing.
 2. Playbills –
 - a. Ensure accurate ordering quantities to meet audience demand
 3. Ticketing and Seating:
 - a. Discount codes will be removed.
 - b. Last three rows will be designated for teachers and guests.
 - b. Thespian Fest – A total of 42 students is registered to attend. Departure is scheduled for **6:00 AM on Friday, November 14.**
 - i. Several students are planning to audition for college programs. Ms. Villano emphasized the importance of being fully prepared prior to auditioning.
 - ii. Split payment dates:
 1. October 19th
 2. November 9th
 - iii. Festival shirts have arrived. Kids will sign off upon receipt.
 - c. Fundraiser Update - The fundraiser raised **\$16,250.**
 - d. JTC Party on Friday – Halloween from 6:00 – 9:00
 - i. Approved budget of \$100 for decorations
 - ii. Planned Activities
 1. Haunted hallway experience

2. A "Scary Food" contest
 - e. *Production: Oklahoma!*
 - i. Anticipated to be the most costly, with an estimated budget of approximately \$20,000
 - ii. Technical Focus: Emphasis will be placed on quality over quantity
 - iii. Costumes: A combination of purchases and rentals will be utilized to meet production needs.
 - iv. Props: Many items will be purchases due to specific requirements.
 - v. Bryan Cortez is currently evaluating pricing for necessary technical equipment, including sound and fly systems.
 - vi. The first full cast run-through has been completed
 - vii. Cast and Crew have been posted, along with the production calendar
3. One Act Play (OAP)
 - a. Cast auditions are scheduled to take place prior to the holiday break, specifically before finals week.
4. Treasurer Report – Natalie Sandberg, Treasurer
 - a. See attached budget
 - i. Beginning balance: \$58,338.59
 - ii. Income: \$15,256.53
 - iii. Expenses: \$35,111.11
 - iv. Ending balance: \$38,484.01
5. First VP – Jessie Miller
 - a. JTC Membership – Current membership stands at just over 100 students
 - b. JTC Booster Club Membership – There are 36 active booster club members
 - c. Corporate Sponsors – We have secured four corporate sponsors to date
6. Production Report – Jennifer Shortt, VP of Productions
 - a. Oklahoma – Begin Cast Posters
 - b. Will send a google form to students to get feedback on meals
7. Upcoming Events- Laura Flood
 - a. Comedy Sportz –
 - i. Wednesday, October 22 at JHS vs. Tomball Memorial
 - ii. Wednesday, December 3 at Seven Lakes
 - b. Spotlight Communications – Merchandise 2nd order, please bump to the top
 - c. Next General member meeting – with Thespian Festival preview night – Nov. 13 @ 6:00 pm – 6:30 pm. (Coordinate with custodial staff to temporarily disable automated cleaning equipment during the event.)
 - d. Next Executive board meeting, Monday November 10
 - e. OAP – What will be ordered?
 - i. Garment bags and jacket are the MUST haves for students

Meeting adjourned at 7:45 pm.

Jordan Theatre Company Booster Club (7/1 Start) FY 2025

Treasurer's Report

09/22/2025 - 10/19/2025

2025-2026	Income	Expenses	Year to Date	Net Budget	More/-Less
Cash in/out					
Cash Box in/out	-	\$260.00	-\$360.00	-	-\$360.00
CY income deposited in PY	-	-	-	-\$16,425.00	\$16,425.00
Estimated Cash In from prior year	-	-	-	\$44,912.88	-\$44,912.88
Cash in/out Totals	-	-\$260.00	-\$360.00	\$28,487.88	-\$28,847.88
JTC/Thespian					
10 JTC/Thespian Dues	\$100.00	-	\$10,365.00	\$11,000.00	-\$635.00
11 Summer workshop income	-	-	\$1,945.80	\$16,425.00	-\$14,479.20
12 Student event expenses	-	-	-\$500.00	-\$1,500.00	\$1,000.00
13 Student shirts	-	\$1,249.25	-\$1,249.25	-\$2,500.00	\$1,250.75
14 Induction dues	-	-	-	-\$100.00	\$100.00
15 Awards and induction	-	-	-	-\$825.00	\$825.00
16 General JTC expenses	-	\$460.76	-\$670.19	-\$1,600.00	\$929.81
17 Scholarships	-	-	-	-\$8,000.00	\$8,000.00
19 Summer workshop expense	-	-	-\$8,665.44	-\$10,000.00	\$1,334.56
20 Troupe dues	-	\$129.00	-\$519.00	-\$300.00	-\$219.00
21 Senior Gift and Outing	-	-	-	-\$2,000.00	\$2,000.00
JTC/Thespian Totals	\$100.00	-\$1,839.01	\$706.92	\$600.00	\$106.92
Fundraising					
30 BC Memberships	\$500.00	-	\$7,415.00	\$6,500.00	\$915.00
31 Corp Sponsors	\$2,000.00	-	\$4,500.00	\$5,000.00	-\$500.00
32 General donations	\$20.00	-	\$20.00	\$500.00	-\$480.00
33 donor advised donations	-	-	-	-	-
34 Merch sales	\$810.00	-	\$2,959.00	\$8,000.00	-\$5,041.00
35 Show Merch Expense	\$15.00	\$471.56	-\$471.55	-\$2,500.00	\$2,028.45
36 JTC fundraiser	\$280.00	-	\$280.00	\$10,000.00	-\$9,720.00
37 Concessions general expense	-	\$584.03	-\$1,321.73	-\$5,000.00	\$3,678.27
38 Merchandise expense	-	\$1,687.84	-\$2,188.67	-\$5,500.00	\$3,311.33
39 Fundraising expense	-	-	-	-\$500.00	\$500.00
Fundraising Totals	\$3,625.00	-\$2,743.43	\$11,192.05	\$16,500.00	-\$5,307.95
FACILITY and DIRECTORS					
40 Event income	-	-	-	\$500.00	-\$500.00
41 Event Expense	-	-	-	-\$500.00	\$500.00
42 Equipment and improvements	-	-	-\$1,637.54	-\$9,000.00	\$7,362.46
43 Teacher Appreciation	-	-	-	-\$500.00	\$500.00
FACILITY and DIRECTORS Totals	-	-	-\$1,637.54	-\$9,500.00	\$7,862.46

2025-2026	Income	Expenses	Year to Date	Net Budget	More/-Less
THESPIAN FESTIVAL					
60 Registration - TX Thespian	\$6,180.00	-	\$7,740.00	\$20,000.00	-\$12,260.00
61 - Entry fee, hotel - TX Thespian	-	\$15,120.00	-\$15,120.00	-\$15,000.00	-\$120.00
62 Bus - TX Thespian	-	-	-\$4,558.50	-\$4,500.00	-\$58.50
63 - chaperone meals - TX & National Thespian	-	\$1,640.00	-\$1,640.00	-\$500.00	-\$1,140.00
64 - shirts and tote	-	\$2,129.56	-\$2,129.56	-\$2,500.00	\$370.44
66 - Fundraiser - National Festival	-	-	-	-	-
67 - National Festival Expense (airfare, admission)	-	-	-	-	-
THESPIAN FESTIVAL Totals	\$6,180.00	-\$18,889.56	-\$15,708.06	-\$2,500.00	-\$13,208.06
FALL SHOW - Alice					
71 Registration fee - Fall	-	-	\$9,125.00	\$10,000.00	-\$875.00
72 Box office sales - Fall	\$4,641.14	-	\$4,833.02	\$12,500.00	-\$7,666.98
73 Playbill and ads - Fall	-	-	\$85.00	\$200.00	-\$115.00
74 Participant expense - Fall	\$454.02	\$5,456.51	-\$5,002.49	-\$7,500.00	\$2,497.51
75 Show Expense - Fall	-	\$4,252.34	-\$4,623.37	-\$10,000.00	\$5,376.63
76 Contractors- fall	-	-	-	-	-
77 Advertising - Fall	-	\$93.00	-\$398.66	-\$750.00	\$351.34
78 General - Fall	-	\$283.91	-\$321.15	-\$500.00	\$178.85
FALL SHOW - Alice Totals	\$5,095.16	-\$10,085.76	\$3,697.35	\$3,950.00	-\$252.65
Winter Show - Oklahoma					
80 Registration fee - Winter	-	-	-	\$18,750.00	-\$18,750.00
81 Show Revenue - Winter	-	-	-	\$28,000.00	-\$28,000.00
82 Playbill and ad sales - Winter	-	-	-	\$200.00	-\$200.00
83 Special Event Income	-	-	-	-	-
84 Special Event Expense	-	-	-	-	-
85 Participant Expense - Winter	-	-	-	-\$11,000.00	\$11,000.00
86 Show Expense - Winter	-	\$200.00	-\$200.00	-\$20,000.00	\$19,800.00
87 Contractors - Winter	-	-	-	-\$3,000.00	\$3,000.00
88 Adverstising - Winter	-	-	-	-\$750.00	\$750.00
89 General - Winter	-	-	-	-\$500.00	\$500.00
Winter Show - Oklahoma Totals	-	-\$200.00	-\$200.00	\$11,700.00	-\$11,900.00
OAP					
90 Registration fee - OAP	-	-	-	\$3,600.00	-\$3,600.00
91 Box Office Sales - OAP	-	-	-	\$500.00	-\$500.00
92 Participant expense - OAP	-	-	-	-\$3,000.00	\$3,000.00
93 Show Expense - OAP	-	-	-\$413.50	-\$2,500.00	\$2,086.50
94 Clinics - OAP	-	-	-	-\$1,000.00	\$1,000.00
95 General - OAP	-	-	-	-\$1,000.00	\$1,000.00
OAP Totals	-	-	-\$413.50	-\$3,400.00	\$2,986.50

2025-2026	Income	Expenses	Year to Date	Net Budget	More/-Less
SPRING SHOW - FOB					
100 Registration Fee - Spring	-	-	-	\$5,000.00	-\$5,000.00
101 Box Office Sales - Spring	-	-	-	\$6,000.00	-\$6,000.00
102 Playbill and ad sales - Spring	-	-	-	\$300.00	-\$300.00
103 Participant Expense - Spring	-	-	-	-\$3,900.00	\$3,900.00
104 Show Expense - Spring	-	-	-	-\$5,000.00	\$5,000.00
105 Advertising - Spring	-	-	-	-\$500.00	\$500.00
106 General - Spring	-	-	-	-\$500.00	\$500.00
SPRING SHOW - FOB Totals	-	-	-	\$1,400.00	-\$1,400.00
THEATRE Xtreme					
110 Registration- Theatre X	-	-	-	\$1,000.00	-\$1,000.00
111 Box office sales - Theatre X	-	-	-	\$500.00	-\$500.00
112 Participant expense - Theatre X	-	-	-	-\$1,000.00	\$1,000.00
113 Show expense- Theatre X	-	-	-	-\$500.00	\$500.00
114 Advertising- Theatre X	-	-	-	-	-
115 General- Theatre X	-	-	-	-	-
THEATRE Xtreme Totals	-	-	-	-	-
COMEDY SPORTZ					
120 - Student Registration - Comedy	\$130.00	-	\$2,420.00	\$1,600.00	\$820.00
121 Box Office - Comedy	\$126.00	-	\$340.00	\$2,400.00	-\$2,060.00
122 Team Registration, match fee, jersey kits	-	\$93.13	-\$3,160.86	-\$3,400.00	\$239.14
123 Meals - Comedy	-	-	-\$188.18	-\$1,500.00	\$1,311.82
COMEDY SPORTZ Totals	\$256.00	-\$93.13	-\$589.04	-\$900.00	\$310.96
BANQUET					
130 Tickets -Banquet	-	-	-	\$5,000.00	-\$5,000.00
131 Silent Auction	-	-	-	\$1,000.00	-\$1,000.00
132 DJ & Photo Booth - Baquet	-	-	-	-\$1,000.00	\$1,000.00
133 Venue and meal	-	-	-	-\$6,500.00	\$6,500.00
134 Decor and general	-	-	-	-\$1,500.00	\$1,500.00
BANQUET Totals	-	-	-	-\$3,000.00	\$3,000.00
Administration					
201 General Admin	-	\$400.00	-\$400.00	-\$550.00	\$150.00
202 Insurance	-	-	-	-\$350.00	\$350.00
203 Dues and Subscriptions	-	\$45.64	-\$1,000.99	-\$1,600.00	\$599.01
204 Parent Booster fee	-	-	-	-\$350.00	\$350.00
206 Storage	-	-	-\$245.00	-\$1,000.00	\$755.00
Administration Totals	-	-\$445.64	-\$1,645.99	-\$3,850.00	\$2,204.01
ADVANCE EXP 2025-26					
210 Rights and Scripts	-	-	-	-\$10,000.00	\$10,000.00
211 - Misc 2025-26 paid in advance	-	-	\$276.82	-\$4,987.88	\$5,264.70
212 Income carry forward 2025-26	-	-	-	-	-
213 Estimated Cash out to 2025-26	-	-	-	-\$20,000.00	\$20,000.00
ADVANCE EXP 2025-26 Totals	-	-	\$276.82	-\$34,987.88	\$35,264.70
2025-2026 Totals	\$15,256.16	-\$34,556.53	-\$4,680.99	\$4,500.00	-\$9,180.99
Square Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
Square Fees	\$0.37	\$554.58	-\$1,747.88	-\$4,500.00	\$2,752.12

Square Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
Square Fees Totals	\$0.37	-\$554.58	-\$1,747.88	-\$4,500.00	\$2,752.12
Grand Totals	\$15,256.53	-\$35,111.11	-\$6,428.87	-	-\$6,428.87

Bank Account Balances	09/22/2025	10/19/2025	Last reconciled	Summary for the Period	
Regions	\$57,780.89	\$33,717.13	09/30/2025	Starting Total	\$58,338.59
Square Clearing Account	\$557.70	\$4,766.88	07/31/2025	Income	\$15,256.53
Totals	\$58,338.59	\$38,484.01		Expenses	-\$35,111.11
				Ending Total	\$38,484.01

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Submitted by:

Name: _____ Signature: _____ Date: _____