



## JTC Executive Board Meeting

December 15, 2025

Meeting commenced at 7:03 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 – Jessie Miller (Vice President) leading for Laura Flood (President)
2. Director Updates: Heather and Bryan
  - a. Oklahoma updates – on schedule with cast and crew
    - i. Important dates
      1. December 17 – Sitzprobe with Orchestra (group pic)
      2. January 3 – (actors only; noon-4pm)
      3. Saturdays are full days
      4. January 20 in-school matinee
    - ii. Important items still needed
      1. Saddle
      2. Wagon wheels
  - b. OAP updates cast/crew list is out
    - i. OAP Contest – March 7 @ Seven Lakes High School
    - ii. A majority of the rehearsals are during class periods
  - c. Theatre X – scripts have been submitted, review begins after Winter break, script selections will be made as well
  - d. Father of the Bride – Auditions in February
  - e. JTC party in December – December 16
3. Treasurer Report: Natalie (see attached)
  - a. Beginning balance: \$60,273.14
  - b. Income: \$8,891.73
  - c. Expense: \$15,919.19
  - d. Ending balance: \$53,245.68

4. First VP: Jessie Miller
  - a. JTC membership – no change
  - b. JTCBC membership – no change
  - c. Corporate sponsorship – no change
5. VP Productions – Jennifer
  - a. Posters – some headshot makeups – submitting Friday
  - b. Playbill – ads will be due by Thursday, December 18
    - i. Two sponsors will need to be added to printed playbill
    - ii. Playbills take a three week turnaround
  - c. Meals
    - i. Dates: first meal is January 10
    - ii. Scheduling with new time – can we task some kids to help set up and serve; grab and go?
      1. Students will set up tables and be contacts
    - iii. Meals dates in January: 20, 21, 22, two meals on Blood Saturday, 26, 27, 31 and afterparty
      1. Bring your own meals on January 10 and January 17
    - iv. Orchestra students that have paid their fees will be fed. There are 40 orchestra students.
  - d. Ticket release dates for public – January 2 – we need to discuss
    - i. Presale dates for top level booster club members will pre-sale access (will be sent via email)
      1. Will need a new QR code
    - ii. Pricing
      1. Adults - \$20
      2. Students and seniors - \$10
  - e. Dates for Mandi to email corporate sponsors for tickets
  - f. Need to have Mandi block off season ticket winner (will need date they would like to attend) and Tommy Tunes judges seats. Six seats per evening show. Left, Right and Center
  - g. Villano and Cortes send any comp ticket requests directly to Mandi at [boxoffice@jtcbooster.org](mailto:boxoffice@jtcbooster.org)
  - h. Yard signs will be ordered and put up a week prior to show
  - i. Number of Playbills – 300 per evening show
6. President: Laura
  - a. Comedy Sportz – no matches on the calendar for January
  - b. Next Executive Board meeting – Monday, January 12

Meeting concluded at 7:47 pm

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

## Treasurer's Report

11/10/2025 - 12/14/2025

2025-2026	Income	Expenses	Year to Date	Net Budget	More/-Less
<b>Cash in/out</b>					
Cash Box in/out	-	-	-\$160.00	-	-\$160.00
CY income deposited in PY	-	-	-	-\$16,425.00	\$16,425.00
Estimated Cash In from prior year	-	-	-	\$44,912.88	-\$44,912.88
<b>Cash in/out Totals</b>	-	-	<b>-\$160.00</b>	<b>\$28,487.88</b>	<b>-\$28,647.88</b>
<b>JTC/Thespian</b>					
10 JTC/Thespian Dues	-	-	\$10,465.00	\$11,000.00	-\$535.00
11 Summer workshop income	-	-	\$1,945.80	\$16,425.00	-\$14,479.20
12 Student event expenses	-	\$32.02	-\$620.00	-\$1,500.00	\$880.00
13 Student shirts	-	-	-\$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	-	-	-\$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	-	-	-\$519.00	-\$300.00	-\$219.00
21 Senior Gift and Outing	-	-	-	-\$2,000.00	\$2,000.00
<b>JTC/Thespian Totals</b>	-	<b>-\$32.02</b>	<b>\$686.92</b>	<b>\$600.00</b>	<b>\$86.92</b>
<b>Fundraising</b>					
30 BC Memberships	-	-	\$7,415.00	\$6,500.00	\$915.00
31 Corp Sponsors	-	-	\$4,500.00	\$5,000.00	-\$500.00
32 General donations	-	-	\$20.00	\$500.00	-\$480.00
33 donor advised donations	-	-	-	-	-
34 Merch sales	\$95.00	-	\$3,069.00	\$8,000.00	-\$4,931.00
35 Show Merch Expense	-	-	-\$471.55	-\$2,500.00	\$2,028.45
36 JTC fundraiser	-	-	\$280.00	\$10,000.00	-\$9,720.00
37 Concessions general expense	-	\$431.25	-\$1,776.12	-\$5,000.00	\$3,223.88
38 Merchandise expense	-	\$179.89	-\$2,368.56	-\$5,500.00	\$3,131.44
39 Fundraising expense	-	-	-	-\$500.00	\$500.00
<b>Fundraising Totals</b>	<b>\$95.00</b>	<b>-\$611.14</b>	<b>\$10,667.77</b>	<b>\$16,500.00</b>	<b>-\$5,832.23</b>
<b>FACILITY and DIRECTORS</b>					
40 Event income	-	-	-	\$500.00	-\$500.00
41 Event Expense	-	-	-	-\$500.00	\$500.00
42 Equipment and improvements	-	\$9,860.08	-\$11,497.62	-\$9,000.00	-\$2,497.62
43 Teacher Appreciation	-	-	-	-\$500.00	\$500.00
<b>FACILITY and DIRECTORS Totals</b>	-	<b>-\$9,860.08</b>	<b>-\$11,497.62</b>	<b>-\$9,500.00</b>	<b>-\$1,997.62</b>

2025-2026	Income	Expenses	Year to Date	Net Budget	More/-Less
<b>THESPIAN FESTIVAL</b>					
60 Registration - TX Thespian	-	\$217.50	\$21,877.50	\$20,000.00	\$1,877.50
61 - Entry fee, hotel - TX Thespian	-	\$780.00	-\$15,900.00	-\$15,000.00	-\$900.00
62 Bus - TX Thespian	-	-	-\$4,558.50	-\$4,500.00	-\$58.50
63 - chaperone meals - TX & National Thespian	-	\$450.00	-\$2,090.00	-\$500.00	-\$1,590.00
64 - shirts and tote	-	\$539.25	-\$2,668.81	-\$2,500.00	-\$168.81
66 - Fundraiser - National Festival	-	-	-	-	-
67 - National Festival Expense (airfare, admission)	-	-	-	-	-
<b>THESPIAN FESTIVAL Totals</b>	-	<b>-\$1,986.75</b>	<b>-\$3,339.81</b>	<b>-\$2,500.00</b>	<b>-\$839.81</b>
<b>FALL SHOW - Alice</b>					
71 Registration fee - Fall	-	-	\$9,125.00	\$10,000.00	-\$875.00
72 Box office sales - Fall	-	-	\$12,593.46	\$12,500.00	\$93.46
73 Playbill and ads - Fall	-	-	\$85.00	\$200.00	-\$115.00
74 Participant expense - Fall	-	-	-\$6,450.71	-\$7,500.00	\$1,049.29
75 Show Expense - Fall	-	-	-\$4,623.37	-\$10,000.00	\$5,376.63
76 Contractors- fall	-	-	-	-	-
77 Advertising - Fall	-	-	-\$398.66	-\$750.00	\$351.34
78 General - Fall	-	-	-\$321.15	-\$500.00	\$178.85
<b>FALL SHOW - Alice Totals</b>	-	-	<b>\$10,009.57</b>	<b>\$3,950.00</b>	<b>\$6,059.57</b>
<b>Winter Show - Oklahoma</b>					
80 Registration fee - Winter	\$8,675.00	-	\$11,275.00	\$18,750.00	-\$7,475.00
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	-	\$3,103.89	-\$5,006.26	-\$20,000.00	\$14,993.74
87 Contractors - Winter	-	-	-	-\$3,000.00	\$3,000.00
88 Adverstising - Winter	-	-	-	-\$750.00	\$750.00
89 General - Winter	-	-	-	-\$500.00	\$500.00
<b>Winter Show - Oklahoma Totals</b>	<b>\$8,675.00</b>	<b>-\$3,103.89</b>	<b>\$6,268.74</b>	<b>\$11,700.00</b>	<b>-\$5,431.26</b>
<b>OAP</b>					
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
<b>OAP Totals</b>	-	-	<b>-\$413.50</b>	<b>-\$3,400.00</b>	<b>\$2,986.50</b>

2025-2026	Income	Expenses	Year to Date	Net Budget	More/-Less
<b>SPRING SHOW - FOB</b>					
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
<b>SPRING SHOW - FOB Totals</b>	-	-	-	<b>\$1,400.00</b>	<b>-\$1,400.00</b>
<b>THEATRE Xtreme</b>					
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	-	-	-	-	-
<b>THEATRE Xtreme Totals</b>	-	-	-	-	-
<b>COMEDY SPORTZ</b>					
120 - Student Registration - Comedy	-	-	\$2,420.00	\$1,600.00	\$820.00
121 Box Office - Comedy	\$121.73	\$10.51	\$952.71	\$2,400.00	-\$1,447.29
122 Team Registration, match fee, jersey kits	-	-	-\$3,160.86	-\$3,400.00	\$239.14
123 Meals - Comedy	-	-	-\$522.68	-\$1,500.00	\$977.32
<b>COMEDY SPORTZ Totals</b>	<b>\$121.73</b>	<b>-\$10.51</b>	<b>-\$310.83</b>	<b>-\$900.00</b>	<b>\$589.17</b>
<b>BANQUET</b>					
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
<b>BANQUET Totals</b>	-	-	-	<b>-\$3,000.00</b>	<b>\$3,000.00</b>
<b>Administration</b>					
201 General Admin	-	-	-\$400.00	-\$550.00	\$150.00
202 Insurance	-	-	-	-\$350.00	\$350.00
203 Dues and Subscriptions	-	\$45.64	-\$1,092.27	-\$1,600.00	\$507.73
204 Parent Booster fee	-	-	-	-\$350.00	\$350.00
206 Storage	-	-	-\$245.00	-\$1,000.00	\$755.00
<b>Administration Totals</b>	-	<b>-\$45.64</b>	<b>-\$1,737.27</b>	<b>-\$3,850.00</b>	<b>\$2,112.73</b>
<b>ADVANCE EXP 2025-26</b>					
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
<b>ADVANCE EXP 2025-26 Totals</b>	-	-	<b>\$276.82</b>	<b>-\$34,987.88</b>	<b>\$35,264.70</b>
<b>2025-2026 Totals</b>	<b>\$8,891.73</b>	<b>-\$15,650.03</b>	<b>\$10,450.79</b>	<b>\$4,500.00</b>	<b>\$5,950.79</b>
<b>Square Fees</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Square Fees	-	\$269.16	-\$2,117.99	-\$4,500.00	\$2,382.01

Square Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
Square Fees Totals	-	-\$269.16	-\$2,117.99	-\$4,500.00	\$2,382.01
<b>Grand Totals</b>	<b>\$8,891.73</b>	<b>-\$15,919.19</b>	<b>\$8,332.80</b>	<b>-</b>	<b>\$8,332.80</b>

Bank Account Balances	11/10/2025	12/14/2025	Last reconciled	Summary for the Period	
Regions	\$56,863.78	\$53,231.42	11/28/2025	Starting Total	\$60,273.14
Square Clearing Account	\$3,409.36	\$14.26	12/09/2025	Income	\$8,891.73
<b>Totals</b>	<b>\$60,273.14</b>	<b>\$53,245.68</b>		Expenses	-\$15,919.19
				Ending Total	\$53,245.68

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

Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_