



RP THEATRE BOOSTER CLUB MEETING  
JUNE 4, 2024 MINUTES

- I. Call to Order / Presence of Quorum- 6:07  
Attendees in Person: Madelon McGrenera, Danielle Hooks, Amy Sacco, Alex Novia, Tammy Varughese, Janeca Malveaux, Marcy Cashion, Megan Knudsen, LaCrista Bishop, Anna Patrick, Melissa Jackson, Amy Saenz, Crystal O'Brien, Justin O'Brien, Kim Janak, Tobi White, Michalyn Porter  
Attendees on Zoom: Melissa Bland, Margaret Warner, Morgan McMorris, Amanda Anderson, Kelly Wilmot, Kathy Jones, Leslie Jones, Blake Weir, Molly Brogan, Crissy Daniel, Rachel Ryan
  
- II. President's Report – Madelon
  - ITF Update-has been paid for in full. Will leave Saturday 6/22/24 at 5:00 PM. Send off party for all Troupe members (not just for those going) Friday 6/21/24 5:00-8:00 PM at RPHS. Students have requested a waterslide. Alex is looking into prices and Crystal O'Brien will help too.
  - Vote on Bylaw Amendments- Madelon presented a motion for the proposed changes a couple of weeks ago via email for review. We are expanding so that anyone on the board can sign since there are some who are FBISD employees and can't sign. Madelon read the article and section which adds the Publicist and Financial Secretary. 2<sup>nd</sup> by Marcy Cashion-all in favor approved
  - Approve Signers on the Account for the 2024-2024 Fiscal Year- Madelon made a motion to make the following changes:
    - i. Bank/Credit Card Account Signer Changes and Key Executive Updates:
    - ii. The following signers and key executives needs to be removed from the account: Madelon McGrenera, Melissa Bland and Michalyn Porter
    - iii. The following board members need to be added as Key Executive and Signers on the Account: Kelly Wilmot, President, Leslie Jones, Treasurer and Kim Janak, Publicist  
Janica Malveaux-2<sup>nd</sup>, All in favor approved.
  - Madelon announced that Gracie Murray and Anna Patrick will be on the Audit Committee and just one more member is needed.
  
- III. Transition – some of this will be in the Transition Discussion Also
  - Community Sponsorships- need to start working on this now.
  - Spirit Nights
  - Order Bus for TTF- will do once we know which one we will attend Corpus or Dallas. Alex is in communication with the contact for the bus
  - Car Wash Setup
  - Booster Club Sticker Order
  - Spirit Wear Setup and Order- will add youth sizes this year
  
- IV. Administrator Changes, Phone, Address, Credit Card Info – some of this will be in the Transition Discussion Also



- Sam's Club
  - Amazon.com
  - Social Media Accounts
  - Booster Club Website
  - Square
  - Google
  - FBISD Print Shop
  - Dropbox
  - Wells Fargo
  - Hobby Lobby
  - 32auctions.com
  - Audit- Gracie Murray and Anna Patrick will help with the audit
- V. Vice President's Report – Marcy Cashion- will start submitting for fundraiser approvals.
- VI. Treasurer's Report –Michalyn Porter
- Review May Financials Michalyn- motion to approve, Amy Saenz- 2<sup>nd</sup>, all in favor  
Budget Information
    - a. Review of approvals from text or email after the May 8<sup>th</sup> meeting. Madelon reviewed the following that were previously approved via email:
      - i. \$530.08 to Kelly Wilmot for Banquet/EOY Items, approved via text on May 16<sup>th</sup>
      - ii. \$22,129 ITF Payment, approved via email on May 30<sup>th</sup>
      - iii. \$ 2,704.07- iMac was originally \$2497.99 and approved on 5/8 but tax was not included (invoice attached) – approved via email on May 30<sup>th</sup>
- VII. Teacher Report – Ms. Novia and Mr. Weir
- Storage Container Discussion- "Bertha 2.0" Found a 40 foot for \$1900- is used. Alex made a motion for purchase, Marcy Cashion 2<sup>nd</sup>. All in favor
  - Fundraising -would like to have something each month, reviewed options but can decide at next meeting. We have our pizza days for next year and have 7 days we are selling: August 16, 23, 30; September 6; February 7, 13, 21
- Novia's ideas for fundraisers:
- August- calendar
- September- spirit nights
- October 28-30 haunted house, silent auction and master class, minute to win it
- November- car wash
- December- tamales or Kendra scott
- January- silent auction with play, minute to win it
- February pizza sales



March-Popcorn

April- Spirits nights

May-Kendra Scott and raffle

- Alex made a motion to purchase QLAB software- it is a 1-time purchase. Marcy Cashion-2<sup>nd</sup>, all in favor
- July 17<sup>th</sup>- Student Officer Board Meeting
- August 5-7 back to school workshops at RPHS- details/times TBD
- August 17<sup>th</sup>- Press day- headshots, class group pictures
- Spongebob dates- students requested more than 4 performances: October 17, 18, 22 (student matinee 10:00) 24, 25, 26

VIII. Secretary –Melissa Bland

- a. Madelon made a motion to Approve May 8, 2024 Minutes- Danielle Hooks- 2<sup>nd</sup>, all in favor
- b. Tonight's minutes will need to be approved via email by June 21<sup>st</sup>

*Meeting adjourned at 6:44 PM*

IX. Break Out Session for Transition to New Board and Committee Chairs

- Community Sponsor Review
- Spirit Wear (add kids shirts for masterclasses)
- Dropbox & Document Review
- Website Review

*Minutes Approved June 12, 2024*