**Stratford Playhouse Booster Club**

**General Meeting Minutes**

**August 30, 2021**

The meeting was called to order at 7:12pm by President Michelle Majewski. A quorum was established.

The previous meeting minutes from May were posted and no changes were made and the members voted to approve the minutes as posted in May.

President Michelle Majewski asked the Booster Club members to ratify the appointment of Betsy Humphrey to the Executive Board in the position of Payment Platform and Information Manager. Jean Tanner motioned to approve, and Richard Mitchell seconded the motion. All in attendance approved. No one opposed.

Michelle Majewski introduced all of the directors: CeCe Prudhomme, Alyssa Davidson (who was absent) and David Clayton. Then she introduced each of the Executive Board members.

**Directors’ Reports:**

* Legally Blonde update- CeCe Prudhomme gave an update on behalf of Alyssa Davidson, LB Director. Summer intensives with the choreographer went really well. Rehearsals will resume later this fall.
* CeCe Prudhomme gave an update that Peter Pan auditions will begin September 13, and the cast list will be posted by the end of that week. There will be intensives with Paula, our choreographer, and they will work around the various schedules, scheduling rehearsals by scene to work around different commitments.
* David Clayton gave a Curious crew update: Crews will be a little smaller this year for the first 2 shows because we will not be performing in a Stratford facility. Crew applications for Curious will be posted tonight. Crew applications will be due Sept 8. He also stated that we will have a huge crew for Peter Pan, including some new crews, such as the Fly Rail! Tomorrow night we have tryouts for Comedy Sportz, the improv club, from 5:30-7:30pm. Harkins is our coach and will run the kids through some games and then the team will be posted the next day. All grades will be considered.
* Clayton then gave an update on the Thespian Convention. ThesCon applications are due Friday at 7:45am. ThesCon is a statewide event, held at the Gaylord Convention Center near Dallas. There are dance, improv challenges, group and solo competitions, crew and tech events. Everyone who is accepted to go will compete in something. We limit the number of students we take to 50 students. He stated each student must be a Thespian to participate.
* Clayton showed pictures of the new auditorium and talked about some of the new elements.

**Executive Board Reports:**

**Christine Scott, VP: Communications**- Talked about various platforms of communication and instructed everyone to join the Booster Club by September 30 when the membership information will only go out to current members.

**Jeanine Piskurich, VP: Fundraising**- Star campaign proceeds will supplement things in the new theatre that the Bond didn’t cover. The Playhouse specifically raised $19,000 through the Star sales. Bricks are for sale until September 15. Please buy from Playhouse so the purchase will benefit us. Merchandise is available to purchase- tonight is the last night it’s tax-free. There are some volunteer positions still available if you want to help. Debra Harris is doing merchandise and can use some help. Katie Fields is doing Playbill ad sales and can use some help. Grace Leonardo- thank you for managing personal ads. Volunteer positions available: Distribution of the DVDs/USBs; organizing the backstage tours and walk-on experiences that are sold to elementary and middle school students as a fundraiser; Community Business Development. Please sign up for Kroger, Randall’s and AmazonSmile, and a small portion of your purchase will benefit the Playhouse! Personal ads will be on sale on the Big Form for cast and crew, and business ads are also available to purchase. Please keep the deadlines for the ads in mind.

**Renee Ash & Traci Meadows, Co-Treasurers:** Met this summer with the directors to come up with an expected production budget, and then met with the Board to do a total budget. Traci will take care of all the money coming in- deposits- and Renee will take care of all the money going out- bills. We have a lot of expenses, which are offset by ticket sales, but that still leaves us with a $95k deficit, which we hope/expect the Booster Club to raise. The proposed Budget is attached. Also, new this year, we are using a Google form for reimbursements or bill payment. You can upload all the forms and necessary documentation electronically. We are also using Zelle. The Playhouse has a Zelle account we can use. Renee writes checks once a week. We are sales tax exempt so please download the sales tax exempt form if purchasing something for the Playhouse so you don’t pay sales tax, which we can’t reimburse for. Renee talked through the budget briefly at a high level.

Motion to approve the budget made by Jeanine Piskurich. Motion seconded by Valerie Britt. Motion called to vote- all approved, no one opposed.

Budget to actual reports will be presented at each future meeting.

**Michelle Rigo, Secretary**- Michelle stated and described current open volunteer positions under her as Secretary, and some members volunteered to fill them. Courtney Thrasher volunteered to be Historian. Genesis Mitchell volunteered to work on the Student Matinee for Peter Pan. Vanya Karia and Keisha Gallien volunteered to manage Student Talent Development. Uzma Tariq volunteered to manage the Green Room. Volunteers are still need to organize the Company Dinners between the matinee and evening shows on those Saturdays, as well as a Cast/Crew Party Coordinator. Any interested member should contact her to volunteer.

**Michelle M on behalf of Aimee Donnel, Box Office:** Season tickets will go on sale Sept 8. Members will get an advance notice before the public to purchase. Curious tickets (single seats) will go on sale about 3 weeks prior to the show’s opening.

**Betsy Humphrey, Payment Platform and Information Manager:** GiveSmart is our auction software, which we are leveraging for a lot of other uses, such as merchandise. Some of these functions have trouble because it is meant to be an auction software, but Betsy can and will fix anything you need so just please be in touch with her. Her name and contact info is at the bottom of most campaigns.

**Alison Creed, Parliamentarian:** The Booster Club decided we needed updated Bylaws, which we worked on this summer. We had to rewrite them completely so you will not be getting a red-lined copy of the old ones with the changes. You will get a copy of them in advance of the next BC meeting, so that you can review them before we vote to approve them at the next meeting. Mary Huffman volunteered to fill the Bios for Playbill position.

**Standing Committee Reports:**

* Denise Rhew, Membership Chair: Membership has already raised $26k. If you haven’t joined, please do so. The only people who will receive the BC communications after Sept 30 will be new members.
* Natalie Mandery, Gala Chair: Natalie introduced her co-chairs: Michelle Rigo, Christine Scott, Traci Meadows and Kara Deis. She stated they’ve already had one meeting with lots of fun ideas. Please sign up to volunteer on the committee
* Michelle Rigo, Gala Underwriting: If you have a company or if your family would like to contribute to Gala as an underwriter, we have lots of fun opportunities that all benefit the Playhouse. Additionally, we need auction items and are looking for fun experiences- show or sports tickets, vacation homes, hunting or fishing trips- please reach out if you have anything to donate! And please sign up to volunteer to help Natalie plan the event. You won’t have to solicit if you will just help with the logistics.
* Leigh-Leigh Melcher, Crew Liaison: She will be the contact when the crews get picked and will connect with the parents to share all relevant information.
* Katie Fields, Business Ad Sales: Contact her if your business wants to put an ad in the Playbill. September 23rd is the deadline to be in all three Playbills.
* Kellie Dietert, Thespian Liaison: Students must meet a 100-hour requirement contributing to Playhouse activities to be inducted as Thespian. After being inducted, you must participate in a show, on cast or crew, or work house, at least once each year, to stay in good standing. Thespian signs can be bought once you are inducted. ThesCon applications will be due Friday at 7:45am. Dates are Nov 18-20. Freshmen will have some fun activities even though they can’t be members yet.
* Christine Scott and Amy Miller: Posters for Curious are ready and will be distributed in September. Volunteers are needed to put them up in various businesses, headed up by Wendy Petruzzi. Show yard signs will be picked up at Wendy Petruzzi’s when they are ready.

**Additional notes given by President Michelle Majewski:**

* She has USBs and DVDs of Something Rotten to hand out, as well as decals. Please pick them up if you haven’t.
* All volunteers must be registered at SBISD volunteers so please register. The link is in the newsletter.
* Please encourage your kids to go directly to the directors and student directors or stage manager or crew head vs YOU (the parent) going to them. They should be their own advocates, and it helps them and the directors a lot. They should follow the chain of command vs a parent going to a director directly.
* The students can also meet with the teachers about their auditions for feedback after the cast list is posted if they want.
* Important dates are attached in the agenda.
* Please sign up to volunteer at the events where we need volunteers or for an open committee position.

The meeting was adjourned at 8:20pm.

Respectfully submitted,

Michelle Rigo

Recording Secretary