Patrons of THDS Theatre

BOARD MEETING: March 2025

6 March 2025 / 7:00 PM / Virtual

ATTENDEES

- ☑ Taylor Bernard, TDHS Director
- ☐ Crystal Jones, TDHS Director (Not available)
- ☑ Ashley Cook, Co-President (joined at 7:30)
- ☑ Carolyn Ferraro, Co-President
- ☑ Mike Broggie, Treasurer
- ☑ Edan Griffin, Secretary
- ☑ Mark Wenberg, VP Publicity & Community Outreach
- ☑ Jacque Hale, VP Membership
- ☐ Dana Fath, Member at Large (Food Committee) (not available)
- ☐ Jackie Sawyer, Member at Large

NOTES

Called to order by: Edan Griffin

At: 7:04

Roll Call

- Attendees present: See above
- Quorum: Yes

Review & Approval of the Agenda

- Revision of the agenda.
    - None

- Vote to approve the agenda.
    -

Reading and Approval of Previous Meeting Minutes

- Revision of the minutes
    - None

Teacher's Reports

TDHS Directors: Taylor Bernard and Crystal Jones

Topics include: Updates on Student Accomplishments

From Crystal: **- Front of house needs(Update on concessions, our merch/ patrons table-raffle or 50/50 and we can sell ITW shirts-Carolyn will take care of this-**
We still have some open spots and Jacque will send out a reminder email and need more concession donations
- Let all parents know on the sign up for usher to wear all black or Into the woods show shirt.
-Jacque will add Usher to adult volunteer sign up genius-
Jacque will reach out to some individual parents for help
- We need to have snacks (Granola bars, fruits, and Water) for Friday night, Saturday night, and Sunday afternoon. (we have a Venmo donation that we can use to get backstage passes) "Theatre hospitality room in 512"
- Are we still doing the reserved tickets or seats? If so, I will need the list of those who are reserved so I can give it to head Ushers. We will hand the premier ticket holders a special pass to show the ushers(Taylor will print a different color for each night)
- Any volunteers from parents to help during the shows? Yes
Our location might be at the gym concession area due to the Fine Arts festival and we may not sell a lot of merch.

- **Tshirt and hoodie order**-a parent volunteer is still needed to create the order-Jeff Coggins' prices are much better-can do front and back of the hoodies-Edan will follow up with Jacque to see if a parent will run it and Taylor will put in ITW email. Carolyn to check with Bernard on graphics and order form

-Carolyn will email the t-shirt person and send him the graphic he needs

Can we get CMA to be our sponsor for tshirts? Carolyn will check on this

Let's please sell tickets!

Officer's Reports

- **Co-Presidents: Ashley Cook & Carolyn Ferraro**

  Topics include: Annual Plan Updates, Major Events & Accomplishments
    - Carolyn will follow up with the new superintendent about promoting the show to sell tickets

- **Secretary: Edan Griffin**

  Topics include: Recordkeeping & Correspondence Updates, Student Roster
    - Update: ITW today, we have sold a total of 111 tickets/ 11 of those are premium seating tickets have been sold for Friday night as of 4:35 PM today, 3/6/25
      Friday: 53 tickets total-5 are premium
      Saturday: 20 tickets total- 4 are premium
      Sunday: 38 tickets total-2 are premium
    - Premium tickets-should we give them a "golden ticket to present to ushers?" Yes-Taylor will print them
    - Edan will be resigning from secretary at end of fiscal year due to not having the time needed to fulfill the commitment. Will be member at large next school year and continue ticket sales and make sure to onboard a new person to do tickets
- **Treasurer: Mike Broggie**

  Topics include: Budget and Bank Balance, IRS 990, Ticket Sales
    - Treasurer's Report

Expense	Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	Cume	Variance
Fall Play	7,000	6.00	386.65	4,624.80	13,884.31	3,617.68	956.58			23,476.02	-16,476.02
Spring Musical	20,000							2,909.15	2,397.62	5,306.77	14,693.23
Guest/Teacher Stipends	6,000									0.00	6,000.00
Field Trips & Enrichment	12,100									0.00	12,100.00
Scholarships	2,000									0.00	2,000.00
Admin & Operations	2,500									0.00	2,500.00
Fundraising COGS	4,000									0.00	4,000.00
Marketing/PR	1,000									0.00	1,000.00
TTL	54,600	6.00	386.65	4,624.80	13,884.31	3,617.68	956.58	2,909.15	2,397.62	28,782.79	25,817.21
Delta	1,600	291.98	551.39	-742.98	-7,084.62	5,862.08	405.05	-1,012.57	-2,167.62	-3,697.29	

Cash Positon (to-date)		
	1st Citizens Bal	4,829.83
	Venmo Bal	125.00
	Square Bal	0.00
	PayPal bal	19.40
	Deposit Pending	0.00
	TTL Cash Avail	4,974.23
	OPEN AP	0.00
	Petty Cash Out	0.00
	FWD Cash Positon	4,974.23
Misc To-Date Nets		

- Need to buy more 2x4 (Mike will help with this)
- Costumes have already been purchased
- Guest artist stipends still need to be paid

Committee Reports

- **Publicity & Outreach: Mark Wenberg**

  Topics include: Plan Updates, Major Events & Accomplishments
  - The show is listed on community calendars and
  - We will try to promote on the local news-CBS Morning show-Mike is waiting for a response and will reach back out
  -
- **Membership: Jacque Hale**

  Topics include: Current Counts of Members, Membership Concerns/Needs
  - **Parent chat after IDR on 3/20 around 6:00 informal chat with parents in Commons-Jacque has specific parents that she connected with in NYC**
  - **Agenda items:**
  - **How has your year been going, have you been getting what you need?**
  - **Want to be involved and know everything that is going on?**
  - **Need volunteers for Patrons Board members-President, Secretary, and Treasurer who is most needed. All positions can be shared**
  - **We need to schedule a hand off by the end of the school year**
  - **We will need to explain what playground is**
  - **Playground April 16th is when we can vote and need to have a ballot**

    - **Jacque will let us know what our role will be for the event**
    - **Edan, Ashley, Carolyn, Mark will be there-could ask our kids speak to their kids**
    - **Lets provide some food for the kids and parents so that they stay-**
    - **budget approved for parent meeting (already in the budget)-Pietro's pizza-**
    -

- **Recruiting: Vacant**

  Topics include: Plan Updates, Major Events & Accomplishments
    - Coverage not needed this year

Unfinished Business

- None

New Business

- Non

Adjournment

- Final call for questions or comments.
    - None
- Reminder on next meeting date and time.
    - April 10th 7pm
    - Formal adjournment.

      Adjourned by: Edan Griffin

      At-8:08

(AGENDA REFERENCES,, adapted for the Patrons from Robert's Rules of Order)

Call to Order

The call to order is an announcement that the meeting is about to begin. The chair can use statements like "Good (Afternoon/Evening)! It's (state the time) and I'd like to call the (name of the meeting) to order."

Roll Call

At this point, the chair can ask the note taker (secretary) to take a roll call. A roll call is to note who is in attendance and who isn't. This is important to identify a quorum.

According to RONR, a quorum is "the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid." This means that without the presence of a quorum any votes taken are null. Quorum is defined in the By-Laws.

If a quorum is not present, the attendees can vote to end the meeting, take a break to wait for certain attendees to arrive, or decide on another time for the meeting to take place.

- Review of invited attendees.
- Documentation of attendees present.
- Statement of quorum.

Review & Approval of the Agenda

At this point, the chair reviews the agenda and determines that all items are included.

- Review of the agenda.
- Revision of the agenda.
- Vote to approve the agenda.

Reading and Approval of Previous Meeting Minutes

As per RONR, the minutes of the previous meeting should be read and approved. It's best if those meeting minutes/notes are sent to the attendees beforehand to review them.

The aim here is that everyone approves of the original minutes or suggests corrections or updates. If there are no updates, or once the minutes are amended, the meeting facilitator announces that all attendees approve the meeting minutes in their corrected version. At this point, the chair can move on to the next item.

- Reading of the minutes.
- Revision of the minutes.
- Vote to approve the minutes.

Officer's Reports

The meeting facilitator will invite each member to speak, one at a time. Members will report on the status of their areas of responsibility, making any necessary announcements. They will also review their assigned tasks and action items from the last meeting and any outstanding tasks. Then, they state their recommendations. If the officers raise any proposals, debates and votes can happen at this point.

- **Teacher's Reports**
    - Status of area of responsibility, with announcements.
    - Presentation and discussion on recommendations.
    - Voting (as needed) on recommendations.
- **Co-Presidents**
    - Status of area of responsibility, with announcements.
    - Review and status of assigned action items since last meeting.
    - Presentation and discussion on recommendations.
    - Voting (as needed) on recommendations.
- **Secretary**
    - Status of area of responsibility, with announcements.
    - Review and status of assigned action items since last meeting.
    - Presentation and discussion on recommendations.
    - Voting (as needed) on recommendations.
- **Treasurer**
    - Status of area of responsibility, with announcements.
    - Review and status of assigned action items since last meeting.
    - Presentation and discussion on recommendations.
    - Voting (as needed) on recommendations.

Committee Reports

The committees present the reports with updates and recommendations just like officers. The difference is that the committees include more than one person, and therefore, their recommendations don't need to be seconded. They can be directly added to the order of business to be either debated or voted on.

- **Publicity & Outreach**
    - Review and status of assigned action items since last meeting.
    - Presentation and discussion on recommendations.
- **Membership**
    - Review and status of assigned action items since last meeting.
    - Presentation and discussion on recommendations.

- **Recruiting**
    - Review and status of assigned action items since last meeting.
    - Presentation and discussion on recommendations.
- **Scholarships** (when formed)
- **Officer Nominations** (when formed)
- **Annual Audit** (when formed)

Unfinished Business

This includes the following: (1) the pending business that wasn't finished at the previous meeting closure, (2) the general orders that were on the calendar for the previous meeting and weren't finished, (3) matters postponed to this meeting to be discussed.

- Item #1
- Item #2
- Item #3

New Business

This is where recommendations are added, debated, and voted on. It is worth noting that most of the rules mentioned in Robert's Rules of Order are applied in this part because the manual organizes how debates and proposals are handled. This part of the agenda includes what progress has happened since the last meeting and new items as projects evolve.

- Item #1
- Item #2
- Item #3

Adjournment

Once the business is finished and there's no further business to come before the board, the meeting facilitator can announce that the meeting is adjourned. In this step, you should wrap up the meeting and ask if there are any further questions or comments. You can also plan the time, date, and meeting location for the next regular meeting (while a quorum is present).

- Final call for questions or comments.
- Reminder on next meeting date and time.
- Formal adjournment.