

# BOARD MEETING: October 2024

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10 OCTOBER 2024 / 7:00 PM / Virtual

## ATTENDEES

- ☒ Taylor Bernard, TDHS Director
- ☒ Crystal Jones, TDHS Director
- ☒ Ashley Cook, Co-President
- ☒ 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)
- ☐ Jackie Sawyer, Member at Large

## NOTES

### Call to Order

**Called to order by:** Ashley Cook

**At:** 7:07 PM

### Roll Call

- Attendees present: See above
- Quorum: Yes

### Review & Approval of the Agenda

- Revision of the agenda.
  - None
- Vote to approve the agenda.

- Motion: Edan
- Second: Carolyn
- Approved

## Reading and Approval of Previous Meeting Minutes

- Revision of the minutes .
  - None
- Vote to approve the minutes.
  - Motion: Carolyn
  - Second: Mike
  - [Approved]

## Teacher's Reports

### TDHS Directors: Taylor Bernard & Crystal Mobley

Topics include: Updates on Student Accomplishments

- PUFFS: Going well- 36 in the cast, still working on final crew numbers-field trip performances 10/23 Elizabeth Davis and Open House-after school snacks are needed for Open House 11/6
  - **Action Item:** Jacque will update SignUp Genius for snack donations for Open House date 11/6 and tech weeks (granola, protein bars, fruit squeeze, popcorn (microwave, skinny pop) goldfish/pb crackers, slim jims)
- Outreach - Abuelita - Performed today for Watkins and REDs. It was great. All of the understudies also got to perform.
- Senior One Act (Friday December 6) - Chosen a play called "the cast list" surprise guerilla theatre, will do dinner theater model again, casting this week. There will be an auction of some kind, to model the success of the pies from last year.
  - **Action Item:** Taylor will follow up with culinary.
- VTA - 31 kids are going, students will not perform but will participate in a competition of their choice (playwright, design, monologue, college auditions)-concern about students wanting to go to Fri night Football Game (this is tabled)-Some alumni will be at VTA-Taylor is presenting Abuelita

- Into The Woods (auditions Friday Dec 6, 3-5pm, callbacks Tuesday Dec 10 & 11 3-5pm)-Senior one act was same night of cast list posting so callbacks will be the next week-
- Hola Success (226 tickets were sold)
  - \$113-should be \$226?
  - **Action Item:** Taylor will follow up with the orchestra boosters on the complete payment of ticket sales.
- GOOD NEWS: Improved Purchase Order processing speed!
  - Quick turnaround makes all the difference which is due to our communication with administration and our oversight-let's continue this process
  - Taylor is tracking the process on a shared spreadsheet

## Officer's Reports

- **Co-Presidents: Ashley Cook & Carolyn Ferraro**  
Topics include: Annual Plan Updates, Major Events & Accomplishments
  - Administrative Relationship
    - Formalized communication helps, having it in writing, following up, asking for email confirmation
  - Action Item Spreadsheet
    - Action Item: Carolyn and Ashley will determine how to update the spreadsheet
- **Secretary: Edan Griffin**  
Topics include: Recordkeeping & Correspondence Updates, Student Roster
  - Spent a couple of hours to determine the best way to use Google docs for documentation. Want to leave a legacy for the next group. Saved some emails regarding ticketing, etc. As anyone does a process, someone should save docs.
  - We don't have a student roster.
    - **Action Item:** Taylor will confirm that the roster is shared with the Patrons Google account.
- **Treasurer: Mike Broggie**  
Topics include: Budget and Bank Balance, IRS 990, Ticket Sales
  - Treasurer's Report
    - Filed 990 with IRS
    - Paid non-profit fees to Virginia

- VTA costs are a lot higher than last year (Mike and Taylor will reconcile offline)

TDHS Patrons\_Finance Reporting 2024-2025\_ACTIVE

	A	B	C	D	E	F	G	H
11	Expense	Budget	JUL	AUG	SEP	OCT	Cume	Variance
12	Fall Play	7,000		363.15	1,114.05	1,073.89	2,551.09	4,448.91
13	Spring Musical	20,000					0.00	20,000.00
14	Guest/Teacher Stipends	6,000					0.00	6,000.00
15	Field Trips & Enrichment	12,100			382.00		382.00	11,718.00
16	Scholarships	2,000					0.00	2,000.00
17	Admin & Operations	2,500	6.00	23.50	206.00		235.50	2,264.50
18	Fundraising COGS	4,000			2,922.75		2,922.75	1,077.25
19	Marketing/PR	1,000					0.00	1,000.00
20	TTL	54,600	6.00	386.65	4,624.80	1,073.89	6,091.34	48,508.66
21	Delta	1,600	291.98	823.63	-918.50	2,199.09	2,396.20	
22								
23	Cash Positon (to-date)							
24		1st Citizens Bal	11,195.72					
25		Venmo Bal	345.00					
26		PayPal Bal	29.10					
27		Petty Cash Out	200.00					
28		TTL Cash Avail	11,769.82					
29		A/P	6,794.25					
30		FWD Cash Positon	4,975.57					
31	Misc To-Date Grosses							
32		Chocolate Drive	3,837.00					
33		VTA Deposits	1,680.00					
34		TTL	5,517.00					
35								

- IRS 990 Submitted
  - Filed
- Chocolate Sales Status
  - Working on tracking due to students using for VTA/NYC
  - **Action Item:** Taylor and Mike will reconcile VTA and Chocolate Sales
- Membership Dues Status
  - **Action Item:** Carolyn or Jacque will email folks who did not paid yet

## Committee Reports

- **Publicity & Outreach: Mark Wenberg**

Topics include: Plan Updates, Major Events & Accomplishments

- No updates at this time

- **Membership: Jacque Hale**

Topics include: Current Counts of Members, Membership Concerns/Needs

- Form responses from Puffs Meeting and Orientation-33 forms-she will reconcile and will work with Ashley on Excel-24 are paid-some could be duplicates
- **Action Item:** Sending welcome email tonight.
- ~~Recruiting: Vacant (skipped at this meeting)~~
- ~~Topics include: Plan Updates, Major Events & Accomplishments~~

## Unfinished Business

- PUFFS
  - Parent support: Oct 24 12-5 (many students at VTA, need other adults - meal on Saturday show day, strike party)
    - Need parent help for build days during VTA, 10/24 12-5pm and 11/4 9am-5pm
    - **Action Item:** Jacque will send email soliciting help for build days
    - Show week volunteer needs are included on the existing Sign Up Genius.
    - Food needs (separate Sign Up Genius) will need to be created. **Action Item:** Carolyn will follow up with Dana.
  - Ticketing
    - Ticket website set up to open at 8am on 10/15/24 - Do we need to do a ticketing presale?
      - agreed to do cash direct ticket sales-spreadsheet/ticket
      - Taylor and Crystal will manage and notify Patrons; need to remind people that they will need to pay more at the door (avoid online fees and door up charge)
    - Will someone purchase plastic sign holders/stands for us to use on the ticket table?
      - **Action Item:** Taylor will order a packet of sign holders using the school account.
    - We are included in the Nightmare pass.
      - **Action Item:** Edan will add Nightmare pass to the ticketing plans for tracking.

- **Action Item:** Crystal will review and revise the calendar. Will email Patrons when complete.
- Membership
  - Updated Membership List
    - Already covered
  - Distributing Magnets – Did we promise tickets or anything else to new members?
    - **Action Item:** Jacque & Carolyn will work offline to coordinate fulfillment of membership benefits (magnets, raffle tickets and show tickets)
- Google Account
  - Need to purchase more storage space (27GB of 30GB used; increase to 2TB for \$143.99/yr)
  - Vote to approve the above upgrade to allow time to get the non profit account by 12/31/24.
    - Motion: Ashley
    - Second: Mike
    - Approved
  - Website: Who is able to update? (old info from last year)
    - President's office will notify Publicity and Outreach of necessary updates and then the Publicity & Outreach will update.
    - **Action Item:** Mark will process all website updates submitted by Carolyn by 10/15/24
  - Edan will clean out the email
  - File storage and organization
    - **Action Item:** Carolyn and Ashley will clean up and then give Edan a tour.

## New Business

- Permission to order donuts or pizza for Outreach after completion of Abuelita tour on or around 10/14.
  - Approved \$50
  - Vote to approve the minutes.
    - Motion: Carolyn
    - Second: Mike

- Approved
  - Edan and Jacque will discuss
- Can we respark SCFA Booster communication? (overlapping fundraiser concerns, central communication with parents, etc)
  - Quarterly meetings?
  - Action: Mark will reach out to the other boosters (get contacts from Taylor)
- Parent/student feedback opportunity?
  - [Moved to next meeting]
- Schedule budget planning meeting with administration
  - [Notes]

## Adjournment

- Final call for questions or comments.
  - None
- Reminder on next meeting date and time.
  - Next meeting is 11/7 at 7PM
- Formal adjournment.

**Adjourned by:** Ashley Cook

**At:** 8:33 PM

Next meeting is 11/7 at 7PM

## NEW ACTION ITEMS (TO BE ADDED TO LOG)

### Current Action Items Log:

<https://docs.google.com/spreadsheets/d/1eR6q3qi7YfEF6of0jn WE n16nYokyhk/edit?usp=sharing&ouid=104855700562455376725&rtpof=true&sd=true>

#	Action Item	Office of Responsibility	Owner	Due Date
1	Sign up genius for snacks	Membership	Jacque Hale	
2	Follow up with Culinary	Teacher	Taylor Bernard	
3	Update action Item Spreadsheet	Co-presidents	Ashley and Carolyn	
4	Email folks who joined and did not pay yet Membership-magnets, raffle, show tickets	Membership and Co President	Carolyn and Jaque	
5	Reconcile Chocolate, VTA/NCY	Treasurer and Teacher	Mike and Taylor	
6	Coordinate with other boosters	Marketing and Teacher	Mark and Taylor	
7	Follow up with Orchestra booster re: did we receive correct payment?	Teacher	Taylor	
8	Purchase sign holders for puffs	Teacher	Taylor	
9	Add Nightmare Pass to Ticketing plan	Ticketing	Edan	
10	Google File Storage and Organization	Co-Presidents	Ashley and Carolyn	
11	Update website with current info	Co-president and Marketing	Carolyn and Mark	10/15



## (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.