

Westmont Theatre Arts Boosters Agenda

Monday August 24, 2026 7:00 PM @ Westmont Theatre

Call to Order at 7:00 pm

Attendees and Introduction

TABS Board

Jeff Bengford, Westmont Theatre Arts Department

Katie Mendelson, President

Loni Vanderkooi, Secretary

Tau O'Sullivan, Treasurer

Members at Large

Rachel - Everest's parent

Student Officer Report and matters (5 min)

Kara Hoogensen

Had the first troupe meeting last week

Starting up the newsletter

Everything that is posted on the instagram on student square

Jeff's Department Update (20 min)

Productions

- [Design Teams for fall & spring](#)
- Auditions: Sept 1
- NEEDED: a 22 to 26 Foot Box Truck OR 24 to 26 Foot Flatbed Truck needed
+ a crew of at least 4 able bodied strong folks → to pick up the platform for the play → needs to be picked up in Foster City Hillbarn Theatre Company → waiting to hear when we could go up there to pick it up.
 - Katie is going to reach out to TABs email list to see if anyone has one...she will then start to research rentals
- NEEDED: Chaperone for NCA TLT: Saturday Oct 3 from 8:30AM-5:30PM → At Santa Clara University
- Field Trip 10/29 to see Dracula in Mountain View leaving at 10:00 should be returning around 2:30

- State Festival - Katie Poppinga is willing to come because Mr. B needs to go a day early and we need a CUHSD Certificated chaperone → approved to take 23 kids for free → earn a spot to go
- New Coaches: Alex Hsiung (Sound), Kaitlyn Scandia (MT)
- EWAs

Classes

Musical Theatre

- Prepping for “Back to School Night”
 - Good!
 - Kaitlyn - choreography for SpongeBob - staged the song
 - Stacy - vocal coach

Advanced Theatre

- Diving into first scene

Theatre One

- Theatre Games & Theater Tours
- Larger than last year 18 is better than 12
- Excited to be there

Tech One

- Theater Tours & Safety
- Really big
- Lots of TAs and help
- Every prop is in the lobby or garbage
- Purging and cleaning up the prop room
- On Friday all will go back up on the brand new shelves → more sturdy and stable

Advanced Tech

- 10 students → not being considered a class → funded by prop 28
- PTGW Design work
 - Finished reading it last week

Treasurer update: (10 min)

Tax return → in and accepted!

Cash position

Cash Availability as of		07/31/26

Cash per Books		\$50,018.84
Minus		
Reserves		
Tech Meal/ Concessions Fund (reserved balance)	378	
Overhead @ \$300/month	1,523	
Total reserved funds		1,901.24
Expected Revenue through March 2027		\$3,931.00
		=====
Projected TABS funds March 2027		\$52,048.60
Theatre Dept ASB Funds on hand		
i. Thespian Club Acct #61058	Carry forward from last fiscal year	\$156.58
i. Thespian Club Play Production Acct #61093		\$12,843.10

Review/Approve Jeff's & Other expenses

- Review Approve Jeff's expenses - approved!

07/08	SP CG SHOW MERCH 180-08630028 NY	21.78	TABS	classroom poster		
07/08	SQ *MERCHANDISE @ BOOTH T New York NY	21.78	TABS	classroom poster		
07/09	SP CG SHOW MERCH 180-08630028 NY	21.78	TABS	classroom poster (with other items: \$49.01)		
07/09	SQ *TITANIQUE MERCHANDISE New York NY	21.78	TABS	classroom poster (with other items: \$48.99)		

07/15	SMUGMUG.COM SMUGMUG.COM CA	164	TABS	yearly subscription		
07/16	AMAZON PRIME*490CT67S3 Amzn.com/bill WA	16.49	TABS	Monthly		
07/17	APPLE.COM/BILL 866-712-7753 CA	37.95	TABS	Monthly		
07/17	WALGREENS #3378 SAN JOSE CA	21.15	TABS	lobby photos		
07/20	STAPLES 0375 CAMPBELL CA	8.06	TABS	Desk Hole Filler		
07/22	APPLE.COM/BILL 866-712-7753 CA	99.99	TABS	Monthly		
07/22	SCRIBD R587216156 SCRIBD.COM CA	11.99	TABS	Monthly		
07/22	PAYPAL *PATREON MEMBERSHI 415-967-2735 CA	7	TABS	Monthly		
07/23	GOOGLE *YouTubePremium g.co/helppay# CA	15.99	TABS	Monthly		
07/25	GOOGLE *Google One 855-836-3987 CA	9.99	TABS	Monthly		
07/26	THEATRE BA* INV-15459 WWW.THEATREBA CA	100	TABS	yearly subscription		
8/10	LYFT - Thespian Board Meeting	26.89	TABS	Thespian Board Meeting		
5/23	Venmo	59	TABS	WVLO Props		
5/31	Venmo	110	TABS	WVLO Props		
		775.62				

Other Financial

- Thespian Initiation Fees
 - Can TABs consider covering \$50 fee per student
 - \$515 would be the Fee for this year → approved by TABs
 - Would be between \$750 and \$1250 a year depending on number of students being initiated

Current Activities (30 min)

Website

- Needs updates → find a parent that would like to take it on!
- New coordinator?

Recruiting

- TABS mailing list
 - Sign up sheet at Back to School Night - get the kids to push parents to sign up
 - Get parents to sign up in classes
 - Will we be using Remind this year for shows? - NO!
 - Everything needs to go through ParentSquare

Events

- Back to School Night
 - Thursday, August 27th - Table - Katie and I will be there!
 - Officers will help greet and answer questions
 - What do we need?
- Welcome Coffee during Saturday PTGW Rehearsal
 - Date? Maybe 9/26? - coffee? Happy Hour? - this is now tabled, we may do a happy hour later into October

Current Fundraisers

[Giving Bean](#) - Ongoing

- Still going, payments come in periodically

Dining Out

- Think outside the box on this - do we want to set these up?
- We are going to push these this year and focus on off campus social events for kids

Goodwill Truck

- Saturday, Feb 13th 9am-2pm
- This is the beginning of a break but there is rehearsal so it should work
- In the future → book this earlier. Very tough to get a date

District paperwork

- All necessary paperwork was filled out over summer
- district approval should have happened at 8/20 meeting

Other

-

Any Other Business (5 min)

Next meetings

- Monday, September 21 @ 7pm (following the PTGW Parent Mtg @ 6:30)
- Monday, October 19 @ 7pm
- Monday, November 9 @ 7pm
- Monday, December 14 @ 7pm
- Monday, January 25 @ 7pm (following the AG Parent Mtg @ 6:30)
- Monday, February 22 @ 7pm (following the CSTF Parent Mtg @ 6:30)

- Monday, March 22 @ 7pm - ZOOM ONLY
- Monday, April 26 @ 7pm
- Monday, May 17 @ 7pm

Adjournment 7:45