

THE LAKE TRAVIS THEATRE COMPANY | AUSTIN, TX
THESPIAN TROUPE #4535 *Demand Greatness*



LAKE TRAVIS HIGH SCHOOL, 2024-2025

LT TAP

General Meeting

27 Feb 2025, 6:00pm

Annex - Lab M310

Attendance Sign-In



Welcome LT TAP Board Team 2024-25

President - Stephanie Jacobsen-Sheddan
(Cell: 713-256-5700)

lttappres@gmail.com

1st Vice President - Jennifer Carle

lttapvp1@gmail.com

2nd Vice President - Freda Collier

lttapvp2@gmail.com

Secretary - Jennifer Tully

lttapsec@gmail.com

Treasurer - Melanie Hilderbrand

lttaptreas@gmail.com

Volunteer Coordinator - Gabe Veach

lttapvolunteerco@gmail.com

Celebrations Coordinator - Jennifer De Leon

lttapeventsocial@gmail.com

Website Coordinator - Elisa Livingston

lttheatrearts@gmail.com

Marketing Coordinator - Raegan Hirvela

Contact VP-2

Old Business - Secretary: Jenn Tully

November 7th General Meeting Minutes - VOTE to approve

January 22nd Executive Meeting Minutes - VOTE to approve

Ask for volunteers to join Nomination Committee

Secretary serves on the Nominations Committee to present slate of candidates at the General Meeting for vote.

Per TAP By-Laws: Article VII Sec D -

Nominating Committee: shall be comprised of at least three (3) persons, not including Secretary. Committee members may include current organization members and officers, with the exception of the President. The Committee, along with the Secretary, shall be responsible for the coordination & proposed slate of the Executive Board for the coming year. The election process shall conclude at the annual meeting of the Organization.

New Business - VP-1: Jenn Carle

LT TAP Team Open Volunteer Positions: REST OF CURRENT YEAR
(Contact Volunteer Coordinator, Gabe Veach, if interested.)

- Social Media Coordinator
- Brag Button Creator

(Thank you to Aidan Briar for volunteering to be our photographer!)

If you are interested in volunteering on a regular basis besides show times, please contact Gabe, Stephanie, or any of our board members to get plugged in!

Finance Report - Treasurer: Melanie Hilderbrand

- November/December/January Reconciliation Reports
 - Following slide
- Any outstanding fees, dues, or deposits owed?
 - UIL Cast Show Fees \$150 or \$50 tech meal fee
 - CoHaMa Crew \$150 (UIL rule designates all crew as “understudies”, so payment fees universal)
 - SOAPs auditions Monday, fees due after
- BoosterHUB Overview & Presentation
 - Comparison data on following slide
 - Bottom line cost startup: \$750 MVP + \$850 PRO Sub. + \$665 P8s (2) = \$2,265 (tax exempt)
 - Annual cost after: \$850 Pro Plan + any future device purchases
 - Propose implementing BoosterHUB for 2025-26 school year - VOTE

BoosterHUB Presentation

November/December/January Reconciliation Reports

TAP Booster Club Cash Flow Statement November 2024		TAP Booster Club Cash Flow Statement December 2024		TAP Booster Club Cash Flow Statement January 2025	
Cash at the beginning of the month	\$42,223.74	Cash at the beginning of the month	\$41,080.99	Cash at the beginning of the month	\$37,115.04
INCOMING CASH		INCOMING CASH		INCOMING CASH	
Affinipay	\$1,184.48	Affinipay	\$359.15	Affinipay	\$0.00
Square	\$6	Square	\$20	Square	\$0
Check/cash deposit	\$686	Check/cash deposit	\$752	Check/cash deposit	\$275
Petty cash	100	Petty cash	60	Petty cash	0
Purchase Returns	642.77	Purchase Returns	253.97	Purchase Returns	337
Interest Income	5.07	Interest Income	4.74	Interest Income	4.67
Total	\$44,847.64	Total	\$42,530.71	Total	\$37,732.19
OUTGOING CASH		OUTGOING CASH		OUTGOING CASH	
Debit card payments	3,136.63	Debit card payments	325.87	Debit card payments	2,336.14
Check payments	188.01	Check payments	4,947.26	Check payments	95.49
Recurring fees	52.31	Recurring fees	52.31	Recurring fees	52.31
Affinipay payments	89.73	Affinipay payments	30.23	Affinipay payments	14.38
Petty Cash	100	Petty Cash	60	Petty Cash	230
Cash Payment (Sam's Limousine Gratuity)	\$200.00				
Total	\$3,766.68	Total	\$5,415.67	Total	\$2,728.32
Cash at the end of the month:	\$41,080.96	Cash at the end of the month:	\$37,115.04	Cash at the end of the month:	\$35,003.87
Checks Outstanding	\$210	Checks Outstanding	\$115	Checks Outstanding	\$70
Available cash at the end of the month	\$40,870.47	Available cash at the end of the month	\$37,000.04	Available cash at the end of the month	\$34,933.87

Current Programs Used vs. BoosterHUB ~ Cost Comparison

	Transaction Fees Debit & Credit Cards:	Transaction Fees American Express:	Transaction Fees ACH Payments:	2024 LTTAP Fees Paid:	Projected 2025-26 Booster Hub Fees:	Pros	Cons
Affinipay	2.95% + \$0.20 per transaction	3.75% + \$0.20 per transaction		\$2,236.71		(1) Customer ser	(1) Must scan a QR code to purchase item(s) (2) Lengthy "check out" system when users are purchasing an item: must repeatedly enter name, address, etc. (3) Cannot turn on sales tax feature when selling merchandise (4) Accounting software deposits money into bank account in large volume batches, zeros out refunds - can be difficult to determine payments at times. Must contact customer service for detailed transactions that Treasurer is unable to see. (5) LT TAP Board must "manually" count merchandise orders and create spreadsheets to tracks orders - human errors.
Square	2.6% + \$0.10 per transaction	2.6% + \$0.10c per tr	1.00% +\$1.00 per transaction	\$104.47		(1) Low Fees	(1) Volunteers are asked to use their personal devices to log into LTTAP Square account during their shifts. (2) Transaction can be slow dependent on WIFI signal of each volunteer's phone (3) customer service less than optimal
Sign Up Genuis (volunteer software)	-	-	-	\$107		(1) Parents are used to using this program	
Quickbooks (accounting software)	-	-	-	\$447.72			
WIX Website Domain	-	-	-	\$376 yearly			(1) Expensive!
Booster Hub	2.79% + \$0.15 per transaction		1.00% + \$0.50 per transaction	--	\$850/yearly Pro Subscription + * * Upfront cost of \$295 per wireless terminal; \$50 per swipec terminal (requires to be plugged in)		(1) BoosterHUB is a "One Stop Shop". Not just for athletics; also provides excellent resources for busy Fine Arts organizations, like Theatre! BoosterHUB would encompass all of the various platforms LT TAP uses now, which is very tedious and not efficient. *See BoosterHUB Demo* (2) Ease of use for TAP parents/families. BH platform is easy to navigate (1) Up-front cost of wireless terminals (2) Fundraising platform may not match the needs of the theatre program and BH retains 5% of donations generated
<p>BoosterHUB Features: Unlimited members, Broadcast email, Member chat, Website builder, Volunteer coordinator, Calendar (Public vs Private access), Mobile app, Access to BoosterBucks, Live chat support, File manager, and Simple accounting</p> <p>Booster club payment methods: Booster clubs can accept a variety of payment methods, including credit, debit, ACH, Zelle, Venmo, checks, and cash. The separate bank account will track finance details and ensure accountability.</p>							
<p>Other Athletic & Fine Arts Clubs @ LTHS who use the BoosterHUB platform. Check out their sites:</p> <p>https://lrcavalletesboosterclub.org/</p> <p>https://lbaseballbooster.boosterhub.com/home/2895</p> <p>https://www.cavgolf.com/boosters-main.html</p> <p>https://ladycavsoftball.boosterhub.com/home/7754</p> <p>https://www.laketravisband.com/bandboosters</p>							

Fundraising Report - VP-2: Freda Collier

Spirit Night Totals:

- Spirit Nights: 2024
 - September 26th - CFA = \$367
 - October 15th - P. Terry's = \$409
 - November 14th - Daughters Coffee = \$50
 - November 16th - Jason's Deli = \$160
 - November 29th - The League = \$50
 - December 7th - Barnes & Noble Book Fair = \$326 gift card to update library
 - December 11th - Angel's Icehouse 6-9pm ("*LT Review*") = \$383
- Spirit Nights: 2025
 - January 23rd - Craig-O's = \$
 - February 26th - Taco Flats = \$306
 - March 25th - Cane's Chicken
 - April TBD - Zza Pizza + Salad
 - April TBD - Con O'lios Oils & Vinegars PNO

LT TAP Scholarship Application Submission is OPEN! Details presented to students on 2/26/25 in class. Scholarship Interest Form can be found out TAP website under Thespian menu. DEADLINE: April 18th (Easter weekend).

Volunteer Report - Volunteer Coordinator: Gabe Veach

Comedy Improv Shows

- Coming Soon! Sign-up Genius for volunteer needs.

UIL OAP Public Premier

- Sign-up Genius Volunteer & Donate:
<https://www.signupgenius.com/go/10C0A4EADA62DA1FFC34-54976534-uiloap>

SOAPs Performances

- Coming Soon! Sign-up Genius for volunteer needs.

Thespian Induction/Honor Banquet

- Coming Soon! Sign-up Genius for volunteer needs.

Parents:

LT TAP Website & Social Media

www.lttheatrearts.com

<https://www.facebook.com/groups/365013104352304/>

Payment Link: <https://secure.affinipay.com/pages/lthtap/payments>

Students:

LTTC Website & Social Media:

Instagram: [@laketravisthespians](#)

TikTok: [@lthsthespians](#)

Youtube: [@lthsthespians260](#)

Website: <https://www.lttheatreco.com>

Thank You!

QUESTIONS??

Next General Meeting: Wednesday, April 30th 6:00pm, Lab M310

See you at Comedy Improv Games, March 11th!

2024-25 LT TAP Meeting Schedule

<u>Date</u>	<u>Type</u>	<u>Location</u>	<u>Time</u>
September 11th 2024 (Wednesday)	Executive	Board Hosted	5:30pm
<i>September 26th 2024 (Thursday)</i>	<i>General</i>	<i>Recital Hall</i>	<i>6:00pm</i>
<i>November 7th 2024 (Thursday)</i>	<i>General</i>	<i>Lab M310</i>	<i>6:00pm</i>
Jan. 22nd 2025 (Wednesday)	Executive	Board Hosted	5:30pm
<i>Feb. 27th 2025 (Thursday)</i>	<i>General</i>	<i>Lab M310</i>	<i>6:00pm</i>
<i>April 30th 2025 (Wednesday)</i>	<i>General</i>	<i>Lab M310</i>	<i>6:00pm</i>
<i>May 15th 2025 (Thursday)</i>	<i>General/Annual</i>	<i>Lab M310</i>	<i>6:00pm</i>

**The General Membership meetings will be held during the school year approximately Sept., Nov., Feb., April, and May.
General Meetings last approximately 60 minutes depending on agenda.*

(5) General Meeting

(2) Executive Meeting

Unlimited work sessions planning/coordinating events/activities per LTTC Theatrical Season Schedule.