

Nov 7, 2024 | 📅 LT TAP General Meeting

Attendees: LT Theatre Arts (TAP) Andrew Hardaway LT Tap volunteer Coordinator
Social Events Coordinator TAP PRESIDENT 2ndVP TAP Treasurer Tap April Riener

1. Meeting Administration

- **Call to Order:** 6:05 PM by Stephanie; JenD initiated the meeting, and Melanie seconded.
- **Roll Call:** Conducted with all members present.
- **Contact Information Reminder:** Emphasized availability of cell phones and email addresses for board contact. Encouraged direct communication for prompt responses.
- **Website Navigation:** Positive feedback on the ease of navigating the website and the effectiveness of the website coordinator.

2. Approval of Previous Meeting Minutes

- **Minutes Approved:** Minutes from the September 26th meeting were approved unanimously.
- **Voting Details:**
 - **Motion:** Freda to approve the meeting minutes from September 26th.
 - **Seconded By:** Melanie Hildebrand.
 - **Vote:** All in favor.

3. Thescon Discussion

- **Event Overview:** Thescon will remain after meetings for Q&A sessions.
- **Participant Feedback:** Positive excitement for first-time volunteers (Fall Show), specifically mentioning Owen Reiner.
- **Mandatory Meeting Reminder:** Freda reminded members about a mandatory ThesCON student meeting on the 12th before school starts in the morning.

4. New Business

- **Social Media Director Position:**
 - **Current Status:** Open position.

- **Action Plan:** Jen Carle to send out a call for interested candidates via text messages to E Day parents and other contacts.
- **Acknowledgements:**
 - **Aiden Blair:** Recognized as the student photographer for TAP for his excellent work.
 - **Regan Hovera:** Welcomed to the TAP team. Regan, parent of Francesca (a freshman), will assist with digital marketing, branding consistency, and redesigning the TAP logo. Expected rollout by January for the upcoming semester.

5. Finance Update

- **Adding Freda Collier to Bank Account:**
 - **Motion:** JenD to add Freda as a debit card holder on the bank account.
 - **Seconded By:** Stephanie.
 - **Vote:** Approved unanimously.
 - **Purpose:** To provide flexibility in handling transactions and purchases.
- **Non-Check Signer Assignment:**
 - **Requirement:** Someone outside the current account holders (not Melanie, Stephanie or Freda) to review and initial bank statements monthly.
 - **Potential Candidates:** Any TAP member is eligible. Gabe Veach volunteered to be bank statement review/signer
 - **Action Plan:** Melanie to send a review sheet form for the designated signer.
- **Cash Flow Statements:**
 - **Overview:**
 - **August-October:** Started with \$24,000, ended with approximately \$4,460.
 - **September:** Significant income from Thescon and show fees.
 - **October:** Busy month due to shows, Thescon fees, headshot fees, and Homecoming.
 - **Upcoming Plans:** Creation of a more detailed budget format aligned with the website, expected completion next month.
 - **Projection:** Aiming to balance the end-of-year finances positively, with further clarity expected by December.
- **Mandatory Fees:**
 - **UIL CAST Fee:** \$150 for UIL contestants, including alternates who are allowed in the room.

- **Clarification:** All UIL contestants, including alternates, must pay the full \$150 fee.

6. Fundraising Report

- **Membership Donations:**
 - **Progress:** 82% of the \$10,000 goal achieved.
 - **Completion Date:** Ongoing efforts.
- **Business Sponsorships:**
 - **Progress:** 74% of the \$5,000 goal achieved.
 - **Challenges:** Difficulty in securing sponsors from large franchises like McDonald's; better success with local businesses (e.g., P. Terry's, Chick-fil-A, Canes).
 - **Action Plan:** Continue outreach to local businesses and follow up on leads. Freda is contacting Hill Country Galleria for potential sponsorship.
- **Ongoing Fundraisers:**
 - **Lynch Creek Farms Online Fundraiser:**
 - **Status:** Live until November 19.
 - **Strategy:** Encourage students to share unique URLs with families and friends to increase participation.
- **Upcoming Fundraisers:**
 - **LT Cabaret Live Show:**
 - **Date:** Upcoming Thursday, the 14th.
 - **Admission:** Free with encouraged donations (\$5 or more).
 - **Fundraising Activities:** Partnering with Daughter's Coffee Truck for potential spirit night sales proceeds.
 - **Book Fair at Barnes & Noble:**
 - **Date:** Saturday, December 7th.
 - **Details:** Whole day event including Barnes & Noble café. Includes online shopping with a special code for participation.
 - **Action Plan:** Students to engage with customers, provide flyers, and encourage donations. Coordination for student participation with volunteering and possible performances discussed.
 - **Angels Ice House Spirit Night:**
 - **Date:** December 11th.
 - **Details:** Early release day with dinner options and potential ugly sweater contest to boost participation and donations. Students to perform highlights from CIS & Cabaret shows - captains to plan with director.

- **Other Ideas:**
 - **Craig's, Canes, Olive Oil/Balsamic Vinegar Tasting:** Planned near Valentine's Day.
 - **Ugly Sweater Contest:** Incorporate into Angels Ice House event to increase engagement.

7. Volunteer Feedback and POS Systems

- **Volunteer Survey Results:**
 - **Communication Effectiveness:** 77.8% rated as very effective.
 - **Event Satisfaction:** 77% rated as highly satisfied.
 - **Role Relevance:** Mostly neutral responses; suggestions for clearer role descriptions and pre-event communication.
 - **Key Takeaways:**
 - Positive experiences with communication and event logistics.
 - Concerns about payment methods, specifically the use of Square and absence of Venmo.
 - Need for better role clarity and training for volunteers.
- **POS System Challenges:**
 - **Current Issues:** Difficulty with Square due to poor Wi-Fi connectivity and reluctance from some volunteers to use the system.
 - **Proposed Solution:** Exploring Boosterhub as an alternative POS system used by athletic booster clubs. Upcoming meeting with a basketball booster club to assess its viability, costs, and integration capabilities.
 - **Benefits of Boosterhub:**
 - Replaces Affinity Pay and streamlines bookkeeping.
 - Simplifies training with a step-by-step manual.
 - Enhances transaction reliability across locations.

8. Volunteer Coordination

- **Role Consolidation:** Simplifying volunteer roles to high-level tasks to reduce confusion and improve efficiency.
- **Training Enhancements:** Developing cheat sheets and training manuals for volunteers to streamline responsibilities.
- **Future Plans:** Encouraging student participation during fundraisers and events, leveraging thespian points for involvement.

Action Items

1. **Social Media Director:**
 - **Action:** Jen Carl to send out a call for candidates via text messages to potential interested parties.
2. **Finance:**
 - **Add Freda to Bank Account:** Implement the approved motion.
 - **Assign Non-Check Signer:** Melanie to send the review sheet form to Gabe Veach as bank statement signer
 - **Finalize Cash Flow Statements:** Complete the detailed budget format by next month.
3. **Fundraising:**
 - **Business Sponsorships:** Continue outreach to local businesses and follow up on leads. Regan Hovera to assist with branding and sponsorship materials.
 - **LT Cabaret:** Secure Daughter's Coffee Truck and finalize fundraising strategies.
 - **Book Fair at Barnes & Noble:** Finalize contracts, print flyers, and organize student participation.
 - **Angels Ice House Spirit Night:** Incorporate an ugly sweater contest and finalize event logistics.
 - **POS System Evaluation:** Attend the meeting with the basketball booster club to assess BoosterHub.
4. **Volunteer Management:**
 - **Improve Volunteer Roles:** Develop clear role descriptions and training materials.
 - **Enhance Communication:** Utilize text messaging for meeting reminders and volunteer coordination.
5. **Upcoming Events Coordination:**
 - **Barnes & Noble Book Fair:** Coordinate with students for table setup and customer engagement.
 - **Ugly Sweater Contest:** Plan and promote the contest during the Angels Ice House Spirit Night.

Next Meeting

- **Date:** February 27th, 2025
- **Adjournment:** Meeting concluded at 6:48 PM.