

TAP Executive Board Meeting Agenda: January 22nd 2025

Called to order by: (MEETING CALLED TO ORDER AT 5:59 BY JENN TULLY AND 2ND BY PRES STEPH)

- ★ Review & provide feedback on new TAP logo design by RH(ALL BOARD MEMBERS REVIEWED AND CHOSE TOP 3 LOOKS AND MADE SUGGESTIONS) AFTER CHOICES WERE MADE WE CONFERENCED REGAN IN TO DISCUSS LOOKS) #3, #5 AND #9 WERE THE TOP 3. #5 WAS AN EARLY FAVORITE. REGAN IS GOING TO WORK ON ROUND 2. REGAN WILL ALSO CREATE A BRAND GUIDELINES ONE SHEET. REGAN ALSO HAS LINKS TO SUBMIT CREATIVE FOR APPROVAL.

- Final logo & full marketing collateral to be completed FOR AN UPCOMING Gen Mtg.

★ Complete General Meeting Agenda, February 27th 6pm in Annex Lab M310
NEW: IMPROV SHOW HAS A CONFLICT WITH UIL. SO IMPROV SHOW MIGHT MOVE TO 3/11 PENDING KATE KINGSLEY APPROVAL.

- ★ Treasurer Report of Budget vs Actual for rest of 2024-25 year

- Fundraising status report for semester 2
 - BUSINESS SPONSORSHIPS ON TRACK
 - SPIRIT NIGHTS OVER BUDGET
 - BIG GIVE BROUGHT IN \$\$\$\$
 - CONCESSIONS ARE LOWER THAN USUAL (NEED TO GO UPSTAIRS)
 - WE'LL ADD OREOS
 - RICE KRISPIE TREATS
 - PREPACKAGED FROSTED ANIMAL COOKIES

ASKING BARTOSH IF WE CAN MOVE CONCESSIONS AND LOVE NOTES UPSTAIRS - PENDING APPROVAL FROM BARTOSH. ADD UPCOMING SHOWS AND PUT THOSE ON THE CONCESSIONS TABLE.

FOLLOW UP ON BSW GRANT FOR \$5,000 (OR \$3,000) SUPERFAN LEVEL SPONSORSHIP

UIL SHOW FEES ARE PAID FOR BY STUDENTS.

WE WILL CREATE A BANNER FOR UIL FOR SCHOOL SPIRIT AND CARD YOUR YARD FOR EACH LEVEL WE ADVANCE

- ★ Update/Revise By-Laws changing Fiscal Year End filing date from July 31st to June 30th to match school district and other school affiliated Booster Clubs/PTOs.
 - Present on 2/27 Gen Mtg Agenda for voting (WE WILL PROPOSE MOVING THE FISCAL YEAR DATE. IF THAT IS APPROVED, WE VOTE TO EDIT BYLAWS. THIS IS

NECESSARY FOR MORE TIME FOR TRANSITIONING OFFICERS AND THIS WILL ALIGN US WITH OTHER BOARDS IN THE DISTRICT.)

★ Create/Appoint Nominations Committee at February General Meeting (Need minimum 3 volunteers, does NOT include TAP Secretary as Chair Lead); present open positions to fill.

○ **Open Officer & Committee Positions to fill 2025-26:**

■ President

- FREDA IS A POSSIBILITY

■ VP-1

- Musical Liaison
- Brag Button Coordinator
- THESCON LIAISON

■ VP-2

- Photographer volunteer
- Social Media Coordinator
- Scholarship Chair to lead Review Committee
- Concessions Inventory Coordinator

■ Secretary

- POSSIBLY JENN TULLY AGAIN

■ Social Events Coordinator

- Cast Boards Designer
- Senior Gifts & Director/UII Gifts Creator
- Banquet Chair Lead

○ **Tentatively Filled Officer & Committee Positions:**

■ President - Freda Collier - confirm?

■ Treasurer - Elizabeth Emmert - confirm?

■ Volunteer Coordinator - Gabe Veach, confirm?

■ Website Coordinator - Elisa Livingston, confirm?

■ Marketing & Promotional Designer - Raegan Hirvela, CONFIRMED 

★ Create/Appoint Banquet Committee at February General Meeting (include Michelle Johnson as advisor, former Chair); provide budget information to committee (STEPH, JDL, MICHELLE AS AN ADVISOR, AND 2 MORE VOLUNTEERS. PERHAPS GABE?)

- Confirm Main Cafeteria is booked; confirm table/chair reservations & setup
- Get catering chosen/booked (CONFIRMED LUPE TORTILLA)
- Get dessert vendor(s) solicited/booked (KURTYS COOKIES, GIGI'S -CONTACT JACKIE HAS, DIRTY DOUGH, COWGIRL COOKIES, FINERY AND CAKE, CRUMBL)
- Decorations - place order for anything?(MICHELLE SHARED CUSTODIAL CONTACT FOR LAYOUT OF TABLES. SIMPLE ELEGANT DECORATIONS STEPH TO PROVIDE)
- Floral arrangements by Floral Compositions vendor - donation (USE NICOLE SHE DONATED \$400 IN FLOWERS)
- Photobooth - book one from last year or book April Paine? (COURTNEY WILL SHOOT BANQUET. PICKSTER AND CANDID CLOUD ATX ARE TWO VENDORS WE ARE CONSIDERING FOR BANQUET. ADIAN WILL SHOOT BANQUET IF AVAILABLE)

- MOVE OFFICERS TO CENTER OF THE VENUE NOT OFF TO THE SIDE.
- MAKE SURE LIGHTS AND HVAC ARE ADDED TO THE MASTER LIST FOR THE NIGHT OF BANQUET.
- RED ROSES AND BLACK DAHLIAS FOR FLOWERS FOR THE BANQUET
- YELLOW ROSES FOR THESPIANS
- HARDAWAY WILL SHARE SCRIPT FOR THEATRE BANQUET
- HARDAWAY WILL DO COSTUME VIGNETTES AT BANQUET
- NEED MONEY FOR GIFT CARD RAFFLE GIVEAWAYS
- SR. BOARDS WILL GO TO ANY INDUCTED THESPIAN IN GOOD STANDING. MUST BE IN GOOD STANDING BY FEB. 19TH. SENIORS WILL DECORATE THEIR OWN BOARDS.
- NEED TO SEND SAVE THE DATE FOR BANQUET AND THESPIAN INDUCTION-5/10
- KIDS WILL DO PROGRAMMING
- EVERETT WILL TROUBLE SHOOT TECH AT BANQUET
- REACHING OUT TO PARENTS FOR VOLUNTEERS AND DONATIONS

MICHELLE HAS SUGGESTIONS RE: BANQUET BUDGET

- 1) ASK PARENTS TO BRING WATER, COOLER, ICE AND LOAD OUT AT END OF EVENT
- 2) CHICKEN EXPRESS WILL DONATE TEA, BUT IT IS A PAIN
- 3) WE WILL LIKELY JUST ASK PARENTS TO DONATE WATER AND WE WILL PROVIDE HARDAWAYS COOLERS (4)

★ Present BoosterHub program at March General meeting and vote to implement for 2025-26 school year. On board process takes place ASAP with most work done over summer. Include Elizabeth Emmert in this process as incoming Treasurer. MEL AND FREDA WENT THROUGH BOOSTERHUB ORIENTATION AND WOULD LIKE TO HAVE BOOSTERHUB REP PRESENT AT GENERAL MEETING. \$850/YEAR + \$300/EACH FOR PAY TERMINALS. ELIMINATES QUICKBOOKS, AFFINPAY, SQUARE, SIGN UP GENIUS, AND ALSO SERVES AS A PAYMENT HUB AND INVENTORY TRACKER. IT IS A ONE STOP SHOP. YOU ONLY HAVE TO ON BOARD PARENTS ONCE NO MATTER HOW MANY KIDS PER FAMILY. ON BOARDING CONCIERGE IS ALSO AN OPTION FOR AN ADDITIONAL FEE. JDL ASKING FOR IMPLEMENTATION VS ON BOARDING VS ONGOING FEES BREAKDOWN.

★ Create/Appoint Scholarship Review Committee at March General Meeting (Odd # volunteers including VP-2 as Chair Lead) SCHOLARSHIP APPLICATIONS OPEN AT THE END OF FEB. COMMITTEE WILL NOT MEET UNTIL APRIL AFTER SUBMISSION DEADLINE. FREDA ASSEMBLED PACKETS AND RUBRIC AND COMMITTEE VOTED AND DISBURSED MONEY. 20 SENIORS IN THE 2025 CLASS. ALREADY COMMITTED: JENN TULLY, FREDA COLLIER, MARY KENDALL, REAGAN HIRVELA, NEED TO FILL 1 SLOT WITH UNDERCLASSMAN PARENTS.

HOLD THE 3 ITEMS BELOW UNTIL NEXT MEETING:

★ Create/Appoint Audit Committee at April General Meeting (Need minimum 3 volunteers not including LT TAP Treasurer, President or VP-2)

- ★ UIL Middle School Festival 4/11/25 all day - lobby of Recital Hall TAP Concessions setup

- ★ Present Google Non-profit Suite/Workplace at May General meeting and vote to implement transfer of data from all TAP paid gmail accounts to new FREE Suite. New emails and drives to be used for the 2025-26 year; former emails forwarded with an auto-response message for Fall Semester and termination at end of 2025.

MEETING ADJOURNED AT 8:36PM. MINUTES RECORDED AND SUBMITTED TO TAP BOARD.