

Meeting Notes from Executive Board Meeting: Sept. 11th

Meeting called to order by: Freda Collier 2nd by: Stephanie Sheddan

- I. Complete By-law Revisions (latest update for current bylaws are Oct. 5th 2020). Hoping to present and ratify in Sept. They will go into effect as of 9/26/24 if the vote passes. If not, we will still operate under 2020 by-laws.)
 - Review changes suggested in comments from Google doc. (planning to send old, new and 2024-25 budget by 9/12/24 for review by all members prior to the Sept. 26th meeting)

-Went through Google doc comments section where all exec board members weighed in on proposed by-laws. Achieved quorum to get to final proposed version of 2024-25 by-laws.

 - Discuss handwritten change suggestions (Sec. Jenn Tully submitted her handwritten changes and quorum was achieved.)
 - Agree on Final By-laws
 - Went line by line to review and confirm changes as agreed on according to by-laws.
 - Need to create list of officers for Shannon (must officially submit names and personal contact info on 9/26/24)
 - All changes have been reviewed and approved.
 - Notification will be sent to Mr. Hardaway on 9/12/24

- II. Complete Proposed Budget (proposed 2024-25 budget to be presented at Sept. 26th meeting. Also, the proposed budget will be sent via email to all members on or around 9/12/24.

Concerns:

- must roll out Lynch Creek Farm fundraiser for approval 21 days prior to fundraiser starting
- Will discuss in Oct 1st meeting
- Change 2nd Fall show to Improv Show (4 improv shows per year)
- Buttons need to be added
- UIL Middle School show moves to fundraising
- Purple Pass ticket sales govern PAC (concert Hall, recital hall, and black box theatre)
- the Lab and M310 are TAP ticket sales for budget purposes
- Fall Theatrical Season document outlines all shows and locations
- Decided to make class fee \$30 vs \$50 since 2023-2024 fees were \$25
- Tshirt budget goes from \$200 to \$400
- Brag Buttons sell for \$10 approx profit \$2
- Yard Sign sell for \$25 approx profit TBD
- Car Decals sell for \$10 approx profit \$7
- Water Bottles sell for \$10 approx profit TBD
- E-day is first tax-free day for merchandise sales
- 3 financial hardship scholarships \$1500

- Scholarship expenses category changed to "Artist Patron Fund"
 - Melanie to revamp budget to reflect 2024-25 line item changes as agreed upon but quorum from Exec Board
 - Water \$3 Chips \$2 Popcorn \$2 (water costs need to be explored. Aquafina vs LT District Water vs Hill Country Fare and take off the labels)
 - Need to update Costco account (still in Monica's name)
 - Debby Mabry will be in charge of concessions inventory
 - Need to confirm Concession Coupons are included in budget expenses
 - Poster Frames adjusted from \$300 to \$200
 - "Coffee House" changed to "LT Cabaret Live" in budget
 - Might change Great Wolf Lodge Water Park to Meow Wolf
 - Remove "Director Supplies" and "Director Discretionary Funds" from budget per by-laws re: no Director Discretionary funds and add the funds to "Classroom Supplies"
 - All agree that fiscal year should mirror office service period
- III. Complete General Meeting Agenda
 - IV. Complete Scheduled Meetings for Shannon
 - V. Complete Items Needed for Audit
 - VI. Create List of Officers for Shannon