

JTC Booster Club Board Meeting 02/07/2023 at 7:00 PM - Minutes

Meeting commenced at 7:00 PM with the following in attendance:

Teri Orlando (President), Polly Royer (Vice President), Jessie Miller (Vice President of Fundraising), Amy Burzinski (Comedy Sportz Chair), Lauren Ashley (Secretary), Natalie Sandberg (Finance Chair), Ashlee Hurst (Vice President of Production), Andrew Midkiff (Director), Kimberly McKean (Vice President of Volunteers)

1. President's Update - Teri Orlando

- We have had wonderful help from our students this year!
- 5 scholarships were awarded to the seniors that applied
- Nominations for board positions: 1 was received for each position so no vote is necessary, July 1st is when they will take place in their roles
- Polished fundraiser raised \$100, low participation
- Outlined upcoming events
- Silent Auction will be held at the Banquet
- Pricing JTC Alumni shirt for seniors
- Upcoming volunteer opportunities for OAP

2. Director's Update - Mr. Midkiff

- Kick off for fundraiser started yesterday
- Working on a production for an elementary audience
- There is a private link to watch Midsummer
- OAP production clinics coming up
- Theatre X update

3. Finance Report – Natalie Sandberg

- Updated income and expenses (see attachment)

Meeting ended at 7:48 PM.

Jordan Theatre Company Booster Club FY 2022

Treasurer's Report

01/01/2023 - 01/31/2023

| 2022-2023 Short year | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---|-----------------|------------------|--------------------|--------------------|--------------------|
| STUDENT JTC MEMBERSHIP | | | | | |
| 10 Carry in - Membership Students | - | - | \$6,240.00 | \$6,240.00 | - |
| 11 Membership Students | \$65.00 | - | \$780.00 | \$910.00 | -\$130.00 |
| 12 Stage Make up Income | - | - | \$84.00 | \$500.00 | -\$416.00 |
| 13 Student member and event expenses | - | - | -\$3,161.45 | -\$3,161.00 | -\$0.45 |
| 14 Stage Make up Expense | - | - | -\$140.14 | -\$500.00 | \$359.86 |
| 15 Awards | - | - | -\$21.64 | -\$500.00 | \$478.36 |
| 16 General JTC expenses | - | \$210.50 | -\$401.76 | -\$2,000.00 | \$1,598.24 |
| STUDENT JTC MEMBERSHIP Totals | \$65.00 | -\$210.50 | \$3,379.01 | \$1,489.00 | \$1,890.01 |
| STUDENT THESPIAN MEMBERSHIP | | | | | |
| 21 Induction fees Income | - | - | - | \$1,100.00 | -\$1,100.00 |
| 22 Annual Dues Expense | - | - | - | - | - |
| 23 Induction fee expense | - | - | - | -\$1,100.00 | \$1,100.00 |
| 24 Ceremony Expense | - | - | - | -\$300.00 | \$300.00 |
| 25 General Thespian Expense | - | \$15.00 | -\$129.01 | -\$200.00 | \$70.99 |
| 26 Senior Trip | - | - | -\$2,185.00 | -\$3,000.00 | \$815.00 |
| STUDENT THESPIAN MEMBERSHIP Totals | - | -\$15.00 | -\$2,314.01 | -\$3,500.00 | \$1,185.99 |
| Fundraisers | | | | | |
| 30 Carry in BC Memberships | - | - | \$2,600.00 | \$2,600.00 | - |
| 31 BC Memberships | - | - | \$3,700.00 | \$3,700.00 | - |
| 32 Carry in Corp Sponsors | - | - | \$5,250.00 | \$5,250.00 | - |
| 33 Corp Sponsors | - | - | \$3,900.00 | \$3,900.00 | - |
| 34 Spirit events, Flipgive, Amazon smile | - | - | \$64.10 | \$1,300.00 | -\$1,235.90 |
| 35 General donations | - | - | \$550.00 | \$5,862.00 | -\$5,312.00 |
| 36 Donations scholarships | - | - | - | \$2,000.00 | -\$2,000.00 |
| 37 Merchandise sales | \$182.00 | - | \$2,073.00 | \$2,000.00 | \$73.00 |
| 38 Musical Fundraiser | - | - | - | - | - |
| 39 Specific one time donation | - | - | \$12,000.00 | \$12,000.00 | - |
| 40 Concessions general expense | - | \$62.71 | -\$1,850.27 | -\$2,000.00 | \$149.73 |
| 41 Merchandise expense | - | \$60.00 | -\$984.04 | -\$1,000.00 | \$15.96 |
| 43 Fundraising Misc | - | - | - | -\$200.00 | \$200.00 |
| 44 Scholarship expense | - | - | - | -\$5,000.00 | \$5,000.00 |
| Fundraisers Totals | \$182.00 | -\$122.71 | \$27,302.79 | \$30,412.00 | -\$3,109.21 |

| 2022-2023 Short year | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---|-----------------|------------------|--------------------|---------------------|--------------------|
| FACILITY and DIRECTORS | | | | | |
| 50 PAC Hire income | - | - | - | \$1,500.00 | -\$1,500.00 |
| 51 PAC Hire Expense | - | - | - | -\$1,000.00 | \$1,000.00 |
| 52 Equip, Black Box and PAC improvements | - | - | -\$607.89 | -\$1,500.00 | \$892.11 |
| 53 Director's wishlist | - | - | - | -\$12,000.00 | \$12,000.00 |
| 54 Conferences | - | - | -\$433.17 | -\$3,000.00 | \$2,566.83 |
| 55 Teacher Appreciation | - | \$113.89 | -\$113.89 | -\$500.00 | \$386.11 |
| FACILITY and DIRECTORS Totals | - | -\$113.89 | -\$1,154.95 | -\$16,500.00 | \$15,345.05 |
| 24 Hour Playfest | | | | | |
| 60 Carry in Registration fee - Playfest | - | \$540.00 | - | - | - |
| 61 Registration fee - Playfest | - | - | - | - | - |
| 62 Tickets & Concessions - Playfest | - | - | - | - | - |
| 63 Participant expense - Playfest | - | - | - | - | - |
| 64 Show Expense - Playfest | - | - | -\$395.56 | -\$396.00 | \$0.44 |
| 65 Advertising - Playfest | - | - | - | - | - |
| 66 General - Playfest | - | - | - | - | - |
| 24 Hour Playfest Totals | - | -\$540.00 | -\$395.56 | -\$396.00 | \$0.44 |
| FALL SHOW - Puffs | | | | | |
| 70 Carry in Registration fee - Fall | - | - | \$2,550.00 | \$2,550.00 | - |
| 71 Registration fee - Fall | - | - | \$2,877.00 | \$2,877.00 | - |
| 72 Tickets & Concessions - Fall | - | - | \$13,278.20 | \$13,278.00 | \$0.20 |
| 73 Playbill ads - Fall | - | - | \$125.00 | \$125.00 | - |
| 74 Ticket Fee - Fall | - | - | -\$586.50 | -\$587.00 | \$0.50 |
| 75 Participant expense - Fall | - | - | -\$5,042.25 | -\$5,042.00 | -\$0.25 |
| 76 Show Expense - Fall | - | - | -\$7,916.44 | -\$7,919.00 | \$2.56 |
| 77 Advertising - Fall | - | - | - | - | - |
| 78 General - Fall | - | - | -\$125.01 | -\$125.00 | -\$0.01 |
| FALL SHOW - Puffs Totals | - | - | \$5,160.00 | \$5,157.00 | \$3.00 |
| TX STATE THESPIAN FESTIVAL | | | | | |
| 80 Carry in - Registration- TX Thespian | - | - | \$7,300.00 | \$7,300.00 | - |
| 81 Registration - TX Thespian | - | - | \$7,049.94 | \$7,050.00 | -\$0.06 |
| 82 - Entry fee, hotel - TX Thespian | - | - | -\$14,788.00 | -\$14,788.00 | - |
| 83 Bus - TX Thespian | - | - | -\$3,390.00 | -\$3,390.00 | - |
| 84 - chaperone meals - TX & National Thespian | - | - | -\$300.00 | -\$2,300.00 | \$2,000.00 |
| 85 - Jerseys | - | - | -\$1,893.14 | -\$1,893.00 | -\$0.14 |
| 86 - Fundraiser - National Festival | \$434.00 | - | \$434.00 | - | \$434.00 |
| 87 - National Festival Expense (airfare, admission) | - | - | - | - | - |
| TX STATE THESPIAN FESTIVAL Totals | \$434.00 | - | -\$5,587.20 | -\$8,021.00 | \$2,433.80 |

| 2022-2023 Short year | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---|-------------------|------------------|--------------------|--------------------|--------------------|
| Winter Show - Midsummer | | | | | |
| 90 Registration fee - Winter | - | - | \$3,975.00 | \$3,975.00 | - |
| 91 Tickets and Concessions - Winter | - | \$150.00 | \$6,363.02 | \$6,363.00 | \$0.02 |
| 92 Playbill ad sales - Winter | - | - | \$150.00 | \$150.00 | - |
| 93 Ticket fee - Winter | - | - | - | - | - |
| 94 Participant Expense - Winter | - | - | -\$2,219.09 | -\$2,219.00 | -\$0.09 |
| 95 Show Expense - Winter | - | - | -\$4,440.95 | -\$4,438.00 | -\$2.95 |
| 96 Adverstising - Winter | - | - | - | - | - |
| 97 General - Winter | - | - | -\$322.90 | -\$323.00 | \$0.10 |
| Winter Show - Midsummer Totals | - | -\$150.00 | \$3,505.08 | \$3,508.00 | -\$2.92 |
| OAP | | | | | |
| 100 Registration fee - OAP | \$1,150.00 | - | \$1,150.00 | \$1,150.00 | - |
| 101 Tickets and concessions - OAP | - | - | - | \$650.00 | -\$650.00 |
| 102 Participant expense - OAP | - | - | - | -\$1,500.00 | \$1,500.00 |
| 103 Show Expense - OAP | - | \$104.06 | -\$207.84 | -\$1,104.00 | \$896.16 |
| 104 Royalty, Scripts, Entry fee | - | - | -\$300.00 | -\$300.00 | - |
| 105 Regionals | - | - | - | - | - |
| OAP Totals | \$1,150.00 | -\$104.06 | \$642.16 | -\$1,104.00 | \$1,746.16 |
| SPRING SHOW - Theatre X | | | | | |
| 110 Registration Fee - Spring | - | - | - | \$3,600.00 | -\$3,600.00 |
| 111 - Tickets& concessions - Spring | - | - | - | \$4,200.00 | -\$4,200.00 |
| 112 Playbill ad sales - Spring | - | - | - | \$50.00 | -\$50.00 |
| 113 Participant Expense - Spring | - | - | - | -\$3,175.00 | \$3,175.00 |
| 114 Show Expense - Spring | - | - | - | -\$1,500.00 | \$1,500.00 |
| 115 Advertising - Spring | - | - | - | - | - |
| 116 General - Spring | - | - | - | -\$250.00 | \$250.00 |
| SPRING SHOW - Theatre X Totals | - | - | - | \$2,925.00 | -\$2,925.00 |
| COMEDY SPORTZ | | | | | |
| 120 - Student Registration - Comedy | - | - | \$825.00 | \$825.00 | - |
| 121 - Tickets & concessions - Comedy | - | - | \$912.25 | \$1,800.00 | -\$887.75 |
| 122 Team Registration, match fee, jersey kits | - | - | -\$2,755.00 | -\$2,755.00 | - |
| 123 General - Comedy | - | - | -\$138.32 | -\$500.00 | \$361.68 |
| COMEDY SPORTZ Totals | - | - | -\$1,156.07 | -\$630.00 | -\$526.07 |
| BANQUET | | | | | |
| 130 Tickets -Banquet | \$490.00 | - | \$490.00 | \$5,125.00 | -\$4,635.00 |
| 131 Venue - Banquet | - | - | - | - | - |
| 132 DJ & Photo Booth - Baquet | - | - | - | - | - |
| 133 Decor and general | - | \$248.90 | -\$300.86 | -\$1,500.00 | \$1,199.14 |
| 134 Drinks and Meals | - | - | - | -\$4,500.00 | \$4,500.00 |
| BANQUET Totals | \$490.00 | -\$248.90 | \$189.14 | -\$875.00 | \$1,064.14 |

| 2022-2023 Short year | Income | Expenses | Year to Date | Net Budget | More/-Less |
|--|-------------------|--------------------|---------------------|--------------------|--------------------|
| ADVANCE EXP 2023-24 | | | | | |
| 210 Rights and Scripts | - | - | - | - | - |
| 211 - Misc 2023-24 paid in advance | - | - | - | -\$1,500.00 | \$1,500.00 |
| 212 - Reserved for Musical 2023-24 | - | - | - | - | - |
| 213- Reserved for scholarships 2023-24 | - | - | - | -\$4,000.00 | \$4,000.00 |
| ADVANCE EXP 2023-24 Totals | - | - | - | -\$5,500.00 | \$5,500.00 |
| Administration | | | | | |
| 200 - Cash box | - | - | -\$600.00 | - | -\$600.00 |
| 201 General Admin | - | \$220.34 | -\$915.42 | -\$1,500.00 | \$584.58 |
| 202 Insurance | - | - | - | -\$345.00 | \$345.00 |
| 203 Dues and Subscriptions | - | \$45.81 | -\$536.35 | -\$1,300.00 | \$763.65 |
| 204 Parent Booster fee | - | - | -\$320.00 | -\$320.00 | - |
| 206 New Website | - | - | -\$1,500.00 | -\$1,500.00 | - |
| Administration Totals | - | -\$266.15 | -\$3,871.77 | -\$4,965.00 | \$1,093.23 |
| 2022-2023 Short year Totals | \$2,321.00 | -\$1,771.21 | \$25,698.62 | \$2,000.00 | \$23,698.62 |
| Bank Square Fees | | | | | |
| | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Square Fees | \$7.92 | \$10.65 | -\$892.01 | -\$2,000.00 | \$1,107.99 |
| Bank Square Fees Totals | \$7.92 | -\$10.65 | -\$892.01 | -\$2,000.00 | \$1,107.99 |
| Grand Totals | | | | | |
| | \$2,328.92 | -\$1,781.86 | \$24,806.61 | - | \$24,806.61 |

| Bank Account Balances | 01/01/2023 | 01/31/2023 | Last reconciled | Summary for the Period | |
|--|--------------------|--------------------|-----------------|------------------------|-------------|
| Regions Bank | \$43,407.80 | \$43,934.89 | 01/31/2023 | Starting Total | \$43,407.80 |
| Square Clearing Account | - | \$19.97 | 02/07/2023 | Income | \$2,328.92 |
| Totals | \$43,407.80 | \$43,954.86 | | Expenses | -\$1,781.86 |
| <i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i> | | | | Ending Total | \$43,954.86 |

Submitted by:

Name: _____ Signature: _____ Date: _____