

## **JTC Booster Club Board Meeting 1/18/23 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), LEEANNE AGUILAR (Vice President of Technology and Communications), Andrew Midkiff (Director), Martina Balduzzi (JTC – Student Representative), Kimberly McKean (Vice President of Volunteers), 3 Additional General Members

### **1. President's Welcome - Teri Orlando**

- Scholarship Update
- Nominating Committee will be meeting in February, nominations due 1/31/2023
- February 11<sup>th</sup> is JTC Karaoke, Students are requesting donations for food items for this event, Be on the lookout for an email on that
- May 6<sup>th</sup> – Banquet, RSVP by March 15<sup>th</sup>, Silent Auction will be included

### **2. Director's Update - Mr. Midkiff**

- One Act Play update
- Comedy Sportz update
- Theatre X coming up soon
- Production Class update

### **3. Thespian Troupe Update – Martina Balduzzi**

- Focus has been on outreach and planning upcoming activities

### **4. Finance Report**

- Updated income and expenses (see attachment)
- Budget: reviewed amendments to budget (see attachment)
  - Natalie Sandberg – Motion to approve budget
  - Jessie Miller – Second the motion
  - Motion passes unanimously

### **5. Merchandising/Fundraising – Jessie Miller**

- Updates on merchandise and fundraising
- Next big fundraiser is the Silent Auction

### **6. Volunteers – Kimberly McKean**

- Shared gratitude for volunteers and donations
- Volunteers are now required to register in the raptor system

**Meeting ended at 7:46 PM.**

Jordan Theatre Booster Club, Inc.  
Short year 9/1/22 to 6/30/23

	Actual as of 12/31/2022	Approved Budget	Amendments	Proposed 1.11 Adjusted Budget
	FY 22-23			
<b>INCOME</b>				
<b>Cash Box - In/Out</b>	(600)	-	-	
<b>Student JTC membership</b>			-	
Carry in - Memberships	6,240	6,240		6,240
Membership students	715	910		910
Stage Make up Income	84	500		500
<b>Student thespian membership</b>			(1,060)	-
Annual dues income - delete line after approval		1,060	(1,060)	-
Induction dues		1,100		1,100
<b>Fundraisers</b>			2,967	-
Carry in - BC membership	2,600	2,600		2,600
Booster club membership income	3,700	1,345	2,355	3,700
Carry in - Corp Sponsors	5,250	5,250		5,250
Corporate sponsorship program	3,900	13,150	(9,250)	3,900
Spirit events, Flipgive, Amazon Smile	64	1,300	-	1,300
Specific one time donation	12,000	-	12,000	12,000
General donations/Go Fund Me	550	5,000	862	5,862
Donations - Scholarships	-	2,000		2,000
Merchandise sales	1,891	4,000	(2,000)	2,000
Memory Book Sales	-	1,000	(1,000)	-
Musical Fundraiser - placeholder	-	-	-	-
<b>Facility</b>			-	-
PAC hire income		1,500		1,500
<b>24 Hour PlayFest</b>			(4,450)	-
Carry in - Playfest	540	540	(540)	-
Registration - Playfest		1,710	(1,710)	-
Tickets and concessions - Playfest		2,200	(2,200)	-
<b>Fall show</b>			1,280	-
Carry in - Fall show	2,550	2,550	-	2,550
Registration - Fall	2,877	2,700	177	2,877
Tickets and concessions - Fall	13,278	12,000	1,278	13,278
Playbill ads - Fall	125	300	(175)	125
<b>Texas State Thespian Festival</b>			(1,150)	-
Carry in - Registration - TX Festival	7,300	7,300	-	7,300
Registration - TX Festival	7,050	8,200	(1,150)	7,050
Fundraiser - National Placeholder			-	-
<b>Winter show</b>			(1,987)	-
Registration - Winter	3,975	5,175	(1,200)	3,975
Tickets and concessions - Winter	6,363	7,000	(637)	6,363
Playbill ads - Winter	150	300	(150)	150
<b>OAP</b>			(50)	-
Registration - OAP	-	1,200	(50)	1,150
Tickets and concessions - OAP	-	650		650
<b>Theatre X</b>			-	-
Registration - Spring	-	3,600		3,600
Tickets and concessions - Spring	-	4,200		4,200
Playbill ads - Spring	-	50		50
<b>Comedy Sportz League</b>			(295)	-
Registration - Comedy	825	1,120	(295)	825
Tickets and concessions - Comedy	912	1,800		1,800
<b>Banquet</b>			(1,875)	-
Tickets - Banquet	-	7,000	(1,875)	5,125
<b>TOTAL</b>	<b>82,340</b>	<b>116,550</b>	<b>(6,620)</b>	<b>(6,620)</b>
				<b>109,930</b>

Jordan Theatre Booster Club, Inc.  
Short year 9/1/22 to 6/30/23

	Actual as of 12/31/2022	Approved Budget	Amendments	Proposed 1.11 Adjusted Budget
	FY 22-23			
				-
<b>EXPENSES</b>				-
<b>Student JTC membership</b>			<b>161</b>	-
Student member and event expenses	3,161	3,000	161	3,161
Stage Make up expense	140	500		500
Awards	22	500		500
General JTC expenses	191	2,000		2,000
<b>Student thespian membership</b>			<b>(130)</b>	-
Annual Dues expense		130	(130)	-
Induction fees expense		1,100		1,100
Ceremony Expense		300		300
General Thespian Expense	114	200		200
Senior Trip	2,185	3,000		3,000
<b>Fundraisers</b>			<b>(3,000)</b>	-
Concessions general	1,788	1,000	1,000	2,000
Merchandise expense	924	4,000	(3,000)	1,000
Memory Book expense		1,000	(1,000)	-
Fundraising - Miscellaneous		200	-	200
<b>Scholarship fund</b>		5,000		5,000
<b>Facility</b>			<b>7,000</b>	-
PAC Hire expense		1,000		1,000
Equipment, Black Box and PAC Improvements	608	1,500	-	1,500
Director's Wishlist	433	5,000	7,000	12,000
<b>Directors' professional expenses</b>				-
Conferences		3,000		3,000
Teacher Appreciation		500		500
<b>24 Hour Playfest</b>			<b>(2,804)</b>	-
Participant expense - playfest		2,250	(2,250)	-
Show Expense - playfest	396	500	(104)	396
Advertising - playfest		250	(250)	-
General - playfest		200	(200)	-
<b>Fall show</b>			<b>673</b>	-
Ticket fee - Fall	587	400	187	587
Participant expense - Fall	5,042	4,000	1,042	5,042
Show Expense - Fall	7,919	8,000	(81)	7,919
Advertising - Fall		100	(100)	-
General - fall	125	500	(375)	125
<b>Texas State/National Thespian Festival</b>			<b>3,821</b>	-
Entry fee/hotel - TX Festival	14,788	13,650	1,138	14,788
Bus - TX Festival	3,390	3,400	(10)	3,390
Jerseys	1,893	1,200	693	1,893
Chaperone expense (state and national)	300	300	2,000	2,300
National expense (airfare, admission) - Placeholder			-	-
<b>Winter show</b>			<b>(5,420)</b>	-
Ticket fee - Winter	-			-
Participant expense - Winter	2,219	3,750	(1,531)	2,219
Show Expense - Winter	4,438	8,000	(3,562)	4,438
Advertising - Winter		150	(150)	-
General - Winter	323	500	(177)	323
<b>OAP</b>			<b>(3,246)</b>	-
Participant expense - OAP		2,000	(500)	1,500
Show Expense - OAP	104	1,800	(696)	1,104
Royalty, Scripts, Entry fee	300	1,350	(1,050)	300
Regionals		1,000	(1,000)	-

Jordan Theatre Booster Club, Inc.  
Short year 9/1/22 to 6/30/23

	Actual as of 12/31/2022	Approved Budget	Amendments	Proposed 1.11 Adjusted Budget
		FY 22-23		
<b>Theatre X</b>			(300)	-
Participant expense - Spring		3,175	-	3,175
Show Expense - Spring		1,500		1,500
Advertising - Spring		300	(300)	-
General - Spring		250		250
<b>Comedy Sportz League</b>			(395)	-
Team registration, match fee, jersey kits	2,755	3,150	(395)	2,755
General - Comedy	138	500		500
<b>Banquet</b>			(3,000)	-
Venue		-		-
DJ and photo booth		1,500	(1,500)	-
Decor and general	52	4,500	(3,000)	1,500
Drinks and meal		3,000	1,500	4,500
<b>Administration</b>			20	-
General - Admin	695	1,500		1,500
Insurance	-	345		345
Dues and Subscriptions	491	1,300		1,300
Parent Booster fee	320	300	20	320
Merchant fees/Square	889	2,000		2,000
New Website	1,500	1,500		1,500
<b>Advance expenses for 2023-24</b>			-	-
Rights and Scripts	-	4,000	(4,000)	-
Reserved for Musical 23-24			-	-
Reserved for Scholarships 23-24			4,000	4,000
Misc paid in advance 2023-24	-	1,500		1,500
<b>TOTAL</b>	<b>58,230</b>	<b>116,550</b>	<b>(6,620)</b>	<b>(6,620)</b>

NET BUDGET      24,110      -      -      -

# Jordan Theatre Company Booster Club FY 2022

## Treasurer's Report

09/01/2022 - 12/31/2022

2022-2023 Short year	Income	Expenses	Year to Date	Net Budget	More/-Less
<b>STUDENT JTC MEMBERSHIP</b>					
10 Carry in - Membership Students	\$6,240.00	-	\$6,240.00	\$6,240.00	-
11 Membership Students	\$715.00	-	\$715.00	\$910.00	-\$195.00
12 Stage Make up Income	\$84.00	-	\$84.00	\$500.00	-\$416.00
13 Student member and event expenses	-	\$3,161.45	-\$3,161.45	-\$3,000.00	-\$161.45
14 Stage Make up Expense	-	\$140.14	-\$140.14	-\$500.00	\$359.86
15 Awards	-	\$21.64	-\$21.64	-\$500.00	\$478.36
16 General JTC expenses	-	\$191.26	-\$191.26	-\$2,000.00	\$1,808.74
<b>STUDENT JTC MEMBERSHIP Totals</b>	<b>\$7,039.00</b>	<b>-\$3,514.49</b>	<b>\$3,524.51</b>	<b>\$1,650.00</b>	<b>\$1,874.51</b>
<b>STUDENT THESPIAN MEMBERSHIP</b>					
20 - Active member annual dues	-	-	-	\$1,060.00	-\$1,060.00
21 Induction fees Income	-	-	-	\$1,100.00	-\$1,100.00
22 Annual Dues Expense	-	-	-	-\$130.00	\$130.00
23 Induction fee expense	-	-	-	-\$1,100.00	\$1,100.00
24 Ceremony Expense	-	-	-	-\$300.00	\$300.00
25 General Thespian Expense	-	\$114.01	-\$114.01	-\$200.00	\$85.99
26 Senior Trip	-	\$2,185.00	-\$2,185.00	-\$3,000.00	\$815.00
<b>STUDENT THESPIAN MEMBERSHIP Totals</b>	<b>-</b>	<b>-\$2,299.01</b>	<b>-\$2,299.01</b>	<b>-\$2,570.00</b>	<b>\$270.99</b>
<b>Fundraisers</b>					
30 Carry in BC Memberships	\$2,600.00	-	\$2,600.00	\$2,600.00	-
31 BC Memberships	\$3,700.00	-	\$3,700.00	\$1,345.00	\$2,355.00
32 Carry in Corp Sponsors	\$5,250.00	-	\$5,250.00	\$5,250.00	-
33 Corp Sponsors	\$3,900.00	-	\$3,900.00	\$13,150.00	-\$9,250.00
34 Spirit events, Flipgive, Amazon smile	\$64.10	-	\$64.10	\$1,300.00	-\$1,235.90
35 General donations	\$550.00	-	\$550.00	\$5,000.00	-\$4,450.00
36 Donations scholarships	-	-	-	\$2,000.00	-\$2,000.00
37 Merchandise sales	\$2,036.00	\$145.00	\$1,891.00	\$4,000.00	-\$2,109.00
38 Memory book sales	-	-	-	\$1,000.00	-\$1,000.00
39 Specific one time donation	\$12,000.00	-	\$12,000.00	-	\$12,000.00
40 Concessions general expense	\$89.90	\$1,877.46	-\$1,787.56	-\$1,000.00	-\$787.56
41 Merchandise expense	-	\$924.04	-\$924.04	-\$4,000.00	\$3,075.96
42 Memory Book expense	-	-	-	-\$1,000.00	\$1,000.00
43 Fundraising Misc	-	-	-	-\$200.00	\$200.00
44 Scholarship expense	-	-	-	-\$5,000.00	\$5,000.00
<b>Fundraisers Totals</b>	<b>\$30,190.00</b>	<b>-\$2,946.50</b>	<b>\$27,243.50</b>	<b>\$24,445.00</b>	<b>\$2,798.50</b>

2022-2023 Short year	Income	Expenses	Year to Date	Net Budget	More/-Less
<b>FACILITY and DIRECTORS</b>					
50 PAC Hire income	-	-	-	\$1,500.00	-\$1,500.00
51 PAC Hire Expense	-	-	-	-\$1,000.00	\$1,000.00
52 Black Box and PAC improvements	-	\$607.89	-\$607.89	-\$1,500.00	\$892.11
53 Equipment wishlist	-	-	-	-\$5,000.00	\$5,000.00
54 Conferences	-	\$433.17	-\$433.17	-\$3,000.00	\$2,566.83
55 Teacher Appreciation	-	-	-	-\$500.00	\$500.00
<b>FACILITY and DIRECTORS Totals</b>	-	<b>-\$1,041.06</b>	<b>-\$1,041.06</b>	<b>-\$9,500.00</b>	<b>\$8,458.94</b>
<b>24 Hour Playfest</b>					
60 Carry in Registration fee - Playfest	\$540.00	-	\$540.00	\$540.00	-
61 Registration fee - Playfest	-	-	-	\$1,710.00	-\$1,710.00
62 Tickets & Concessions - Playfest	-	-	-	\$2,200.00	-\$2,200.00
63 Participant expense - Playfest	-	-	-	-\$2,250.00	\$2,250.00
64 Show Expense - Playfest	-	\$395.56	-\$395.56	-\$500.00	\$104.44
65 Advertising - Playfest	-	-	-	-\$250.00	\$250.00
66 General - Playfest	-	-	-	-\$200.00	\$200.00
<b>24 Hour Playfest Totals</b>	<b>\$540.00</b>	<b>-\$395.56</b>	<b>\$144.44</b>	<b>\$1,250.00</b>	<b>-\$1,105.56</b>
<b>FALL SHOW - Puffs</b>					
70 Carry in Registration fee - Fall	\$2,550.00	-	\$2,550.00	\$2,550.00	-
71 Registration fee - Fall	\$3,027.00	\$150.00	\$2,877.00	\$2,700.00	\$177.00
72 Tickets & Concessions - Fall	\$13,278.20	-	\$13,278.20	\$12,000.00	\$1,278.20
73 Playbill ads - Fall	\$175.00	\$50.00	\$125.00	\$300.00	-\$175.00
74 Ticket Fee - Fall	-	\$586.50	-\$586.50	-\$400.00	-\$186.50
75 Participant expense - Fall	-	\$5,042.25	-\$5,042.25	-\$4,000.00	-\$1,042.25
76 Show Expense - Fall	\$2,906.73	\$10,823.17	-\$7,916.44	-\$8,000.00	\$83.56
77 Advertising - Fall	-	-	-	-\$100.00	\$100.00
78 General - Fall	-	\$125.01	-\$125.01	-\$500.00	\$374.99
<b>FALL SHOW - Puffs Totals</b>	<b>\$21,936.93</b>	<b>-\$16,776.93</b>	<b>\$5,160.00</b>	<b>\$4,550.00</b>	<b>\$610.00</b>
<b>TX STATE THESPIAN FESTIVAL</b>					
80 Carry in - Registration- TX Thespian	\$7,300.00	-	\$7,300.00	\$7,300.00	-
81 Registration - TX Thespian	\$7,950.00	\$900.06	\$7,049.94	\$8,200.00	-\$1,150.06
82 - Entry fee, hotel - TX Thespian	-	\$14,788.00	-\$14,788.00	-\$13,650.00	-\$1,138.00
83 Bus - TX Thespian	-	\$3,390.00	-\$3,390.00	-\$3,400.00	\$10.00
84 - chaperone meals - TX Thespian	-	\$300.00	-\$300.00	-\$300.00	-
85 - Jerseys	-	\$1,893.14	-\$1,893.14	-\$1,200.00	-\$693.14
<b>TX STATE THESPIAN FESTIVAL Totals</b>	<b>\$15,250.00</b>	<b>-\$21,271.20</b>	<b>-\$6,021.20</b>	<b>-\$3,050.00</b>	<b>-\$2,971.20</b>

2022-2023 Short year	Income	Expenses	Year to Date	Net Budget	More/-Less
<b>Winter Show - Midsummer</b>					
90 Registration fee - Winter	\$4,050.00	\$75.00	\$3,975.00	\$5,175.00	-\$1,200.00
91 Tickets and Concessions - Winter	\$6,707.00	\$193.98	\$6,513.02	\$7,000.00	-\$486.98
92 Playbill ad sales - Winter	\$150.00	-	\$150.00	\$300.00	-\$150.00
93 Ticket fee - Winter	-	-	-	-	-
94 Participant Expense - Winter	-	\$2,219.09	-\$2,219.09	-\$3,750.00	\$1,530.91
95 Show Expense - Winter	\$87.86	\$4,528.81	-\$4,440.95	-\$8,000.00	\$3,559.05
96 Adverstising - Winter	-	-	-	-\$150.00	\$150.00
97 General - Winter	-	\$322.90	-\$322.90	-\$500.00	\$177.10
<b>Winter Show - Midsummer Totals</b>	<b>\$10,994.86</b>	<b>-\$7,339.78</b>	<b>\$3,655.08</b>	<b>\$75.00</b>	<b>\$3,580.08</b>
<b>OAP</b>					
100 Registration fee - OAP	-	-	-	\$1,200.00	-\$1,200.00
101 Tickets and concessions - OAP	-	-	-	\$650.00	-\$650.00
102 Participant expense - OAP	-	-	-	-\$2,000.00	\$2,000.00
103 Show Expense - OAP	-	\$103.78	-\$103.78	-\$1,800.00	\$1,696.22
104 Royalty, Scripts, Entry fee	-	\$300.00	-\$300.00	-\$1,350.00	\$1,050.00
105 Regionals	-	-	-	-\$1,000.00	\$1,000.00
<b>OAP Totals</b>	<b>-</b>	<b>-\$403.78</b>	<b>-\$403.78</b>	<b>-\$4,300.00</b>	<b>\$3,896.22</b>
<b>SPRING SHOW - Theatre X</b>					
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	-	-	-	-\$300.00	\$300.00
116 General - Spring	-	-	-	-\$250.00	\$250.00
<b>SPRING SHOW - Theatre X Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$2,625.00</b>	<b>-\$2,625.00</b>
<b>COMEDY SPORTZ</b>					
120 - Student Registration - Comedy	\$825.00	-	\$825.00	\$1,120.00	-\$295.00
121 - Tickets & concessions - Comedy	\$912.25	-	\$912.25	\$1,800.00	-\$887.75
122 Team Registration, match fee, jersey kits	-	\$2,755.00	-\$2,755.00	-\$3,150.00	\$395.00
123 General - Comedy	-	\$138.32	-\$138.32	-\$500.00	\$361.68
<b>COMEDY SPORTZ Totals</b>	<b>\$1,737.25</b>	<b>-\$2,893.32</b>	<b>-\$1,156.07</b>	<b>-\$730.00</b>	<b>-\$426.07</b>
<b>BANQUET</b>					
130 Tickets -Banquet	-	-	-	\$7,000.00	-\$7,000.00
131 Venue - Banquet	-	-	-	-	-
132 DJ & Photo Booth - Baquet	-	-	-	-\$1,500.00	\$1,500.00
133 Decor and general	-	\$51.96	-\$51.96	-\$4,500.00	\$4,448.04
134 Drinks and Meals	-	-	-	-\$3,000.00	\$3,000.00
<b>BANQUET Totals</b>	<b>-</b>	<b>-\$51.96</b>	<b>-\$51.96</b>	<b>-\$2,000.00</b>	<b>\$1,948.04</b>

2022-2023 Short year	Income	Expenses	Year to Date	Net Budget	More/-Less
<b>ADVANCE EXP 2023-24</b>					
210 Rights and Scripts	-	-	-	-\$4,000.00	\$4,000.00
211 - Misc 2023-24 paid in advance	-	-	-	-\$1,500.00	\$1,500.00
<b>ADVANCE EXP 2023-24 Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-\$5,500.00</b>	<b>\$5,500.00</b>

<b>Administration</b>					
200 - Cash box	-	\$600.00	-\$600.00	-	-\$600.00
201 General Admin	-	\$695.08	-\$695.08	-\$1,500.00	\$804.92
202 Insurance	-	-	-	-\$345.00	\$345.00
203 Dues and Subscriptions	-	\$490.54	-\$490.54	-\$1,300.00	\$809.46
204 Parent Booster fee	-	\$320.00	-\$320.00	-\$300.00	-\$20.00
206 New Website	-	\$1,500.00	-\$1,500.00	-\$1,500.00	-
<b>Administration Totals</b>	<b>-</b>	<b>-\$3,605.62</b>	<b>-\$3,605.62</b>	<b>-\$4,945.00</b>	<b>\$1,339.38</b>

<b>2022-2023 Short year Totals</b>	<b>\$87,688.04</b>	<b>-\$62,539.21</b>	<b>\$25,148.83</b>	<b>\$2,000.00</b>	<b>\$23,148.83</b>
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Bank Square Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
Square Fees	\$1.91	\$891.19	-\$889.28	-\$2,000.00	\$1,110.72
<b>Bank Square Fees Totals</b>	<b>\$1.91</b>	<b>-\$891.19</b>	<b>-\$889.28</b>	<b>-\$2,000.00</b>	<b>\$1,110.72</b>

<b>Grand Totals</b>					
	<b>\$87,689.95</b>	<b>-\$63,430.40</b>	<b>\$24,259.55</b>	<b>-</b>	<b>\$24,259.55</b>

Bank Account Balances	09/01/2022	12/31/2022	Last reconciled	Summary for the Period	
Regions Bank	\$14,657.90	\$43,407.80	12/31/2022	Starting Total	\$19,148.25
Square Clearing Account	\$4,490.35	-	01/03/2023	Income	\$87,689.95
<b>Totals</b>	<b>\$19,148.25</b>	<b>\$43,407.80</b>		Expenses	-\$63,430.40
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Ending Total	\$43,407.80

Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_