

CINCO RANCH THEATRE COMPANY

GENERAL BOARD MEETING

CRHS Room 1107

January 7, 2010

Handouts and materials received: Agenda and Treasurer's Financial Report as of 01/07/10.

Quorum was established by sign-in sheet and the meeting was called to order by President Laura Brumbaugh at 7:07 pm.

Minutes of the 10/06/09 meeting were approved.

**Nicholas Hunt** mentioned about the Thespian Festival, the winners, and the Mission Burrito Fundraising. He encouraged people to come to the musical "Thoroughly Modern Millie" Feb 4-6. He also stated Comedy Sportz matches start on February 11 vs. Mayde Creek and Taylor; and that UIL auditions will start in a month and a half.

**Treasurer's Financial Report – Cindy Beyer**

The beginning balance was \$19,554.42. Receipts for the period totaled \$206.14. We had disbursements of \$2,266.48 and an ending balance of \$17,494.08.

**Membership Report and Volunteer Hours – Linda Willard**

November: 153 hours, and December: 73 hours.

**Communications – Miranda Ware**

Laura Brumbaugh announced that Miranda is doing a great job.

**Publicity Update for "Thoroughly Modern Millie" – Jennifer Smith/Cara Needham**

Posters are ready for the musical and ads were placed on newspapers.

**Committee Update, Box Office – Linda Willard**

Half of the slots for the Box Office are already filled and there will be a training scheduled for January 19.

### **Committee Report, Cast Party – Lori Aquiluz**

Lori will be contacted for the Cast Party that will be held on Friday, Feb. 5th. Miranda will be sending an e-mail asking for help on **Concessions** (donations, baking goods, etc.).

### **Committee Update, Star Grams - Carol Wallingford/Carolyn Chetwynd**

Laura Brumbaugh will also contact them.

### **Committee Update, Saturday Lunches – Sandra Hunt and Marie Miglin**

Laura indicated that they are doing a great job. The lunch money from the “snow day” will be used on the M. L. King’s day lunch (Jan. 18<sup>th</sup>).

### **Committee Update, Ticket Production – Ed Larson**

Ms. Gallas said that he has already started the ticket production for TMM.

### **Committee Update, T-Shirt Sales - Jennifer Smith and Cara Needham**

The 2<sup>nd</sup> Tax Free Day for the T-Shirt Sales was set for January 15, 2010.

### **Committee Update, Comedy Sportz – Sandra Hunt**

Posters are ready for distribution; first match will be on Feb. 11<sup>th</sup>.

### **Thoroughly Modern Millie (TMM) Update – Steve Brown**

Momentum is really going - kids are very focused even after a two-week break.

Ms. Gallas added that parents are welcome to walk in and see what kids can do.

### **CRTC By-Laws Amendment**

The following **By-Laws Modifications** were agreed:

*\* Signed checks, except those for scholarship payments, shall be returned to the Director(s) for mailing within 72 hours of treasurer’s receipt of the check requests.*

*\* All CRTC Booster Club funds to be deposited shall be counted by two booster club members, recorded on a deposit form signed by both counters, and placed in the CRTC safe immediately following an on-campus event and on the first school day following an off-campus event. Director(s) and Treasurer shall be notified at the time funds are placed in the safe. The Treasurer shall deposit receipts in the CRTC Booster Club bank account within a week of receiving such notice.*

*\* When making a purchase with the CRTC Booster Club debit/credit card, authorized board members and Director(s) shall promptly notify Director(s), Treasurer, President and Vice President of the following information concerning the purchase:*

- purchase amount*
- purchase date*
- description of item(s)*
- reason for purchase*
- name of vendor.*

*In accordance with IRS requirements, Treasurer shall not post any purchase to the CRTC Booster Club accounts based on such notification. Treasurer will post all purchases after receipt of required paper documentation.*

**Patron Program Update – Kathy Gallas**

Matching funds will come in January or February. She encouraged parents, with companies that offer matching, to contribute.

**CRTC Mission Burrito Night – Kathy Gallas**

January 12 from 4 pm to 10 pm.

With all necessary business concluded, the meeting was adjourned at 7:26 pm.

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Cecilia Chu, Secretary

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Date

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Laura Brumbaugh, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathy Gallas, Director

\_\_\_\_\_  
Date