

**RHS Offstage, Inc**  
**Board Meeting Minutes – Draft**  
**Thursday, March 26, 2009, F100 at RHS**

Meeting was called to order at 7:15 pm by Lawana Dance, President.

Board members present were: Lawana Dance, Susan Templer, Kathy Ogle, Bob Burford, Nuala Murphy, Laura Burford, Bonnie Kobilansky, Connie Hellyer, and Karen Holburn ..... Guests present were: Erick Archilla. A quorum was established.

The lengthy minutes of Feb. 17, 2009 board meeting were distributed via email prior to meeting and additional copies available for review. A few corrections were pointed out. **Motion by Bob Burford and second by Connie Hellyer was made to accept minutes as amended. Motion Passed.**

Susan Templer reported that according to her records, 14 students qualified for free banquet tickets by selling ads in the playbills. This was an incentive that was announced at the beginning of the year. She has a list of students. These include: Mandy Murphy, Rachel Templer, Dave Burford, Brett Hellyer, Arielle Carrara, Erin Kane, Nicole Novit, Rachel Gruber, Matt Horn, Katherine Seitz, Maddi Fulton, David Seitz, Sydney ? and a freshman. She will verify the names and get a complete list before the banquet.

Bob Burford brought up several questions regarding sales tax and a general discussion was held. The issue is one that needs further research and will be tabled for now.

A reminder that a proposed working budget for next year should be presented and that the audit committee needs to be appointed at the April General Meeting. Appropriate steps will be taken for these things to happen.

Bob reported that the 1007-08 income taxes have been completed and mailed. Joanie completed the forms and Dan Lassiter, a licensed CPA, offered some free advice about how to complete the forms.

Karen Holburn, suggested that in the future the tax forms should be passed by the president for approval and signature prior to being sent. This is something that should be discussed further and possibly implemented at a later date.

A question was raised to see if the awards have been ordered for banquet. It was believed that a list of inventory is included in the membership notebook. Further research will follow.

Erick Archilla reported that the safe has been installed and is now ready for use.

Bob Burford, Treasurer, reported that current cash on hand is \$12,407.03. A complete report is attached. He also reported that he still had not received the check from Horizons Unlimited for the playbill add. There is still a last bill from Scotland trip to be paid, roughly \$1,000 and about \$1,000 for the West plays. However, we hope to end up with funds for \$5,000 for start up next year and \$2,000 to be used toward a department computer. He will keep us up to date as final receipts come in.

Announcements: RHS will compete in UIL 2:00 at Creekview High tomorrow. Next Board meeting: Tuesday, April 21 6:30 in F100 followed by General meeting at 7:30 in the Black Box.

Having completed all business, President, Lawana Dance adjourned the meeting at 845 pm

*Respectfully submitted by Kathy Ogle, Secretary.*