

Minutes from meeting on 7/14  
*Great Productive Meeting Ladies!*  
So excited for this great automation for SRO!

I will start here with what we want to accomplish this week - week of July 13th that was summarized at the end of our meeting:

**ITEMS TO ACCOMPLISH BY 7/18:**

1. Approve the SRO Budget for 2015-2016 School Year - will spend roughly 500 - 600 dollars for SRO Membership Automation needs
2. Purchase Post Office Box for SRO
3. Purchase Member Planet product for SRO
4. Connect SRO Bank Account information to Member Planet - MemberPlanet has money but haven't linked a bank account up yet
5. Finish SRO Facebook Page and make public
6. Add SRO Facebook Link to Wix website and Member Planet
6. Send Email to current Membership List in Member Planet to Follow SRO Facebook Page
7. Ask Becky Manyet, Sabine Blanchet and Chris Smith to become members for SRO so that their user roles can be assigned in Member Planet.
8. Add Communication Role to Member Planet
9. Find SRO member to shadow Treasurer committee chairperson for this school year so they can learn the position.

Our goal is to have an operational website to be able to use for Membership by July 30th!

Other items we need to address - I apologize if I missed something big but attempted to group things together as follows:

**- We will use WIX to create the HHS SRO Website - need to make public in order to search on Google. This website will launch the SRO MemberPlant application and provide links to Highlands Theatre website, HHS SRO website, and HHS SRO Facebook.**

**- Member Planet - HHS SRO Membership Benefits:**

- Bulletize each Membership level with each benefit to clarify each benefit item received to match SRO Membership form (simplify vs. paragraph descriptive text)
- For Student Alum Memebrship Level - clarify that membership will be paid each year up to 4 years from graduation.
- Can we take off Home Page and Groups Profile Buttons on bottom of display?

**- Member Planet - HHS SRO Membership:**

- Member should have to enter a 'confirmation email address' in order to avoid erroneous email addresses
- Cathie to check and make sure that current loaded Memberships in MemberPlanet have good email addresses from imported spreadsheet

- Change HHS SRO Membership Address to P.O. Box address on Membership form, on website and Member Planet

- **Member Planet - HHS SRO Parent Packet - used for each Show of the School year** - the form should stay pretty much the same for each show but the Show logo will change in the banner section of the webpage.

- MemberPlanet should know that I am already a MemberPlanet Member if I enter a matching email address and/or name

- Why is email address standingroomonly prefilled on Parent Membership packet page?

- Why is total payment of previous payment still being displayed on Parent Membership packet page?

- Where does Parent Membership Packet Info go

- MemberPlanet Packet = Parent Packet for each show

- Most likely will add a Signup Genius Link for the items needing chairs and events incl. show meals.

- **MemberPlanet - HHS SRO Events -**

- Need to build for Taste of the Season

- **Wix HHS SRO Website**

- How to add Events/Calendars to HHS SRO Wix Website

- What is the Login to the website Admin?

- **Other HHS SRO Non-Member donations?**

- How do we want to enter these donations and track them?

- **MemberPlanet - Document Storage will be used to store:**

- HHS SRO By Laws

- Officer Roles and responsibilities

- Wiki Events like Taste of Season and Annual Membership Drive/Renewal

- **MemberPlanet - Drop Box**

- Can use this for SRO Meeting Minutes - Rachel Eglan - please review

- **Annual Costs for MemberPlanet and WIX**

- Will be included in SRO Budget

- Does SRO pay for the Pay pal transaction cost? or is this costs back to the SRO Member for joining?

- Will use the MemberPlanet PRO model for the HHS SRO applications. It will be cost adjusted to fix our needs and if its too much then we will cut back on costs during the school year.

- **MemberPlanet Roles are - many email lists can be used by these user roles:**

- Group Leader - Jason

- President

- Vice President - Site admin
- Secretary
- Treasurer
- Fundraising
- Alumni Chair
- Communications
- Membership
- Parent Liason
- General Member

**Other Miscellaneous HHS SRO Items -**

- Colleen Epperson - check to distribute SRO T-Shirts to students once membership is completed
- Chris Smith - to be Facebook Communications administrator
- Trisha - will sent Membership tix and concession item tickets in the mail as well as provide if membership completed in person

**Once all MemberPlanet changes have been completed, Trisha, Amy and Cathie will renew their memberships to test the process to ensure it works.**

Thanks ALL!

Looking forward to our beta test coming soon!

---

**From:** "Amy Homer" <[homera66@gmail.com](mailto:homera66@gmail.com)>  
**To:** "Cathie Conniff" <[cathiecon@gmail.com](mailto:cathiecon@gmail.com)>  
**Cc:** "Jay & Trisha Zimmerman ([t.zimmerman@fuse.net](mailto:t.zimmerman@fuse.net))" <[t.zimmerman@fuse.net](mailto:t.zimmerman@fuse.net)>, "reglian" <[r.eqlian@yahoo.com](mailto:r.eqlian@yahoo.com)>, "Jason Burgess" <[jason.burgess@fortthomas.kyschools.us](mailto:jason.burgess@fortthomas.kyschools.us)>  
**Sent:** Saturday, July 11, 2015 8:07:42 AM  
**Subject:** Re: New Highlands Theatre Boosters- SRO website and Action Items

Excellent Cathie! Thanks!

Line item(s) for Budget -- \$75 yearly for yearly fees and \$100 for possible additional charges based on purchases. Does that sound reasonable based on fee structure?

Make sure that the membership year coincides with the FY-Fiscal Year which is July 1st-June 30th. I'll take a look at it and send you any thoughts.

Amy

Sent from my iPhone

On Jul 11, 2015, at 12:43 AM, Cathie Conniff <[cathiecon@gmail.com](mailto:cathiecon@gmail.com)> wrote:

1) I was able to purchase a domain name and link it to our new website, The new name is [www.highlandstheatreboosters-sro.org](http://www.highlandstheatreboosters-sro.org). Unfortunately, "Standing Room Only" was taken as a domain name and adding it after the hyphen above made the name too long.

2) I have listed Jason as the Technical and Admin contact with the Highlands phone number and address. That way we don't have to change this information from year-to-year. The admin login for the website is  
(Information redacted for publishing on website)

Email associated with this site: [standingroomonly101@gmail.com](mailto:standingroomonly101@gmail.com)

3) The cost for the domain was \$14.95 per year, \$9.90 to make it private and protect the identity of the owner, and \$49.00 a year to link the domain name to the website. I have paid all of this and would ask that Amy add to the budget for next year.

4) **Amy-** Trish and I are going to go through the website and member planet to see what needs to be changed to make it more user friendly. We are meeting Monday evening which I know you cannot do. Please send me a specific list of your concerns and I will add them to what I already have. I will let you know a budget number for member planet this weekend. **Please send the revised budget to the executive committee and Jason prior to the vote on Tuesday to ensure we have accounted for everything.**

**5) ACTION ITEM: Please, everyone, let me know if you have any changes to the budget prior to Tuesday.** Amy will be bringing the final budget to the meeting on Tuesday for membership approval, then sending it to Brian Robinson on Wednesday per his request.

Let me know if you have any questions! Don't forget to invite your friends to Ragtime and Taste of the Season!

Have a great weekend!

---