

## **GHS THEATRE BOOSTERS' MEETING MINUTES:**

**MARCH 8, 2018**

**Website:** [www.genevatheatreboosters.org](http://www.genevatheatreboosters.org)

**Twitter:** gtboosters

**Facebook:** "Geneva High School Theatre Boosters"

Lisa Dinning called the meeting to order at 7:05pm.

### **In Attendance**

Lisa Dinning, President; Annie Styrna, Vice President; Christina Vrba, Secretary; Kate Smith, Treasurer; Letty Ebel, Phil Walker, Joni Sennett, Cathy Atkinson, Amanda McDonald, Mary Toledano, Cathy Ostergard, Kim Ayars, Ann Williamson, Mary Stith, Brenda Gonzales, Angela Kobylecky, and Laura Webb.

### **Approval of Minutes**

Amanda McDonald made a motion to approve the minutes. Letty Ebel seconded this motion. The motion passed unanimously.

### **Treasurer Report**

Kate Smith reported that our current balance. (Reported)

### **Membership**

Lisa reported that we currently have 39 members. Drew and Holly Miller have recently become members.

### **Discussion Items**

- Lisa asked the group to introduce themselves to one another and tell everyone the age of their children. Lisa thanked all the new attendees for coming to the meeting.
- Lisa reported that we have presold 18 flash drives for our upcoming musical production, *Into the Woods*. She is also in the process of updating our poster publicity list and will distribute it to our group via email as soon as it's done.
- Ms. Toledano, Technical Director, introduced herself to the new attendees and explained her responsibilities as Technical Director and Auditorium Manager.

- Ms. Toledano discussed her visit with the Sigman brothers at Pheasant Run. She explained that they write and perform musicals and have a large inventory of costumes and props, all of which are pictured on a flash drive. Ms. T has been given full access to their inventory in return for patronage from our families and spreading the word to our students about their program and their need for actors and patrons.
- Lisa Dinning discussed that the retirement home will be attending our Wednesday night dress rehearsal and that we will need help at the doors to direct them to the auditorium due to poor signage out front. Phil discussed the possibility of helping light up the outside with a sign, and Mr. Rogers gave approval to use the electricity out front to light up the area better.
- Ms. Toledano asked the boosters for reimbursement for a \$800 lighting board she had to rent due to ours being insufficient and unable to operate and perform the technical demands that she needs to handle for this show. Kate Smith will discuss with Mr. Rogers to decide if the expense is handled under boosters' budget or under the school's budget.
- Mr. Rogers stepped in to see if anything was needed. The group discussed wanting a 7pm start time instead of 7:30pm next year as well as the possibility of dropping the Thursday night performance and adding a matinee on Saturday. It was also brought up by Ms. Toledano that knowing what the fall play and musical is going to be from the school year prior would extremely help her in the planning the technical/stage needs and in turn would help the boosters and school better prepare their budget plans.
- Ms. Toledano reported that she needs ALL cast and crew to help with strike at 10am on Sunday after the show. She reported that she was able to rent out a lot of our *Into the Woods* set to St Charles North for their upcoming *Shrek* show so that the strike wouldn't be as cumbersome as it seems. She is estimating 4 to 4 ½ hours of work.

- Lisa reported that Brenna Castagna would be helping Mrs. Curtis submit the proper video and pictures to the Broadway in Chicago people for the Musical Theatre Contest she and Mrs. Curtis had applied for this past fall. The voting committee will come to see *Into the Woods* on both Friday and Saturday!
- Amanda McDonald and Brenda Gonzalez discussed their various catering ideas as well as the specific items they will be ordering for tech week. Meals are each \$5.00 and will be served between 5:30-6pm on Monday, Tuesday and Wednesday. They are collecting money through Ms. Toledano and hope that all can enjoy a good meal! Thank you to Amanda and Brenda for taking on this task!!
- Lisa Dinning discussed board positions for next year. Cathy Atkinson has volunteered to take over as Secretary for next school year. Lisa Dinning made a motion and Cathy Ostergard seconded the motion to make Cathy official. The motion passed unanimously. Lisa mentioned that Mrs. Nowak and others have emailed her about stepping up into board positions so that the boosters can continue to thrive. This is great news and all will be voted in at next meeting!
- Laura Webb volunteered to make prints and man the Photo Table. She will sell bundles of prints during intermission for the upcoming spring musical.
- Lisa Dinning reported that we have a fundraiser at CPK coming up on Tuesday, March 20<sup>th</sup>.

## Committee Reports

- **PHOTOGRAPHY:** Cathy Ostergard introduced everyone to her friend Kim Ayars, who is a photographer by trade. Kim will be helping Cathy take pictures at the Wednesday dress rehearsal as well as moving forward into next school year.
- **PUBLICITY:** Ms. Toledano explained as the ITS sponsor at GHS, that it is the goal of ITS to promote theatre everywhere. With this being said, it was decided that a student rep should come to our meetings each month.

- **WEBSITE/SOCIAL MEDIA/AD SALES/FLASHDRIVES:** Phil Walker reached out to Kilwin's, and they still haven't placed an ad. Christina Vrba will contact them and see if she can find out why they changed their minds since the fall. Phil is reaching out to other businesses off the beaten path of 3<sup>rd</sup> and State Streets. He got 2 new sales: Sigmund brothers (just for Fall Play and Musical) and GHSSA. Phil received a bill for web housing, service, storage, domain fees, and domain privacy. He paid the bill using his credit card and is asking for reimbursement from the boosters. He gave the bill to Kate Smith. Phil also explained that there are several features that we could be using if we saw a need such as e-commerce. He is currently shopping for a better rate from other companies for future consideration.
- **FRONT OF HOUSE/DISPLAY CASE:** Angela Kobylecky and Lisa Dinning went over the quotes that Angela received for purchasing drapes vs. renting drapes (for dressing up the front of house and helping to divide it from the cafeteria). They went over the pros/cons and pricing to renting vs. owning, and it was decided to rent this time. Cathy Ostergard made a motion to rent the drapes at the price of \$364.00. Lisa Dinning seconded the motion and the motion passed unanimously. Cathy Atkinson admitted that she sews, and the group was very appreciative of that information! :O) Ms. Toledano discussed that Megan Styrna and Maggie Hendrian would like to be in charge of decorating the "red velvet" display case as part of their duties for ITS. They will discuss with Angela Kobylecky to possibly start this for the Viking Revue. This will save Angela time and will fulfill their responsibilities to ITS so the group decided that it's a win/win. It was discussed that the fabric be changed out and stored in the prop room for all to use.
- **CAST AND CREW BOARD:** Annie Styrna explained that she has received and downloaded the pics from Cathy and will be preparing the cast and crew board for opening night.
- **FANAGRAMS:** Letty Ebel reported that she will be buying the movie-sized candy this week and will also be using some leftovers from the fall play. She said she is bumping up inventory on sour patches and sour skittles due to high demand! :O)

- **BANQUET:** Kate Smith reported that all is going very well with the planning. The banquet will be for all active cast and crew kids who have been involved in the fall play, one acts and/or the spring musical. It's May 6<sup>th</sup> from 6-8pm. Invites will be going out soon! Kate reported that there are approximately 19 seniors to be honored at this event! It was discussed that the boosters should recognize Mrs. Curtis' retirement at this event with some sort of a memorable gift. Ideas will be discussed and decided upon at the next meeting.
- **CAST APPRECIATION/PINS:** Letty Ebel and Christina Vrba passed around samples of the bags, which included the publicity button, gummy cows, Jack's beans and other themed items from the show. They reported that all goody bags were delivered to tech and pit and that cast would be delivered on Friday. Pins were also in process of being delivered to all students involved in *Into the Woods* who did not participate in the Fall Play or the One Acts. They asked for help with decorating the pit, crew and cast lockers on Friday at 3:15pm and explained that it was an easy job because the posters were already created!
- **TEE SHIRTS:** Lisa Dinning reported that the tee shirts are coming on Monday and that Kris Nims will order extra.
- **BIOS and SHOUT OUTS:** Christina Vrba reported that all students submitted bios except for 2. All shout outs (34) that Christina received were paid for and accounted for by Kate and Lisa. Christina gave Mrs. Policastro's \$10.00 check to Lisa at the meeting.

**Next Meeting:**

**April 12, 2018 at 7pm in the Guidance Office at GHS**

Lisa Dinning motioned to adjourn the meeting at 9:12pm, and Phil Walker seconded it. The motion passed unanimously.

Respectfully submitted by,

Christina Vrba