

## **GHS Theater Booster Meeting Minutes September 12, 2018**

Website: [www.genevatheaterboosters.org](http://www.genevatheaterboosters.org)

Twitter:gtboosters

Facebook: Geneva High School Theater Boosters

Instagram: [www.instagram.com/ghstheaterboosters](https://www.instagram.com/ghstheaterboosters)

Annie Stryna called the meeting to order at 7 pm.

### **In attendance:**

Annie Stryna, Co-President

Angela Kobylecky, Co-Vice President

Laura Webb, Treasurer

Kate Woodruff, Theater Director

Cathy Ostergard

Lisa Dining

Darcy Carberry

Brenna Castagna

Lisa Atkinson

Debra Nowak,Co-President

Christina Vrba, Co-Vice President

Cathy Atkinson, Secretary

Jess Palmisano, Choir Director

Joni Sennett

Letty Ebel

Phil Walker

Noel Rooks

Amanda McDonald

### **Introductions:**

The new board of the Theater Boosters introduced themselves. Attendees stated their names and their students' role in the current play and previous plays, and their current/past association with Theater Boosters.

### **Treasurers Report – Laura Webb**

We received incoming revenue from Theater Boosters memberships for the 2018-19 school year.

Theater Boosters has a starting balance budget – (Reported) (not including deposits of \$1,400).

### **Membership**

Currently there are 35 members of Theater Boosters.

## **Old Business**

### **Summer Acting Workshops**

Acting Workshops with Konnie Kay Sherry of Encore Theater Productions did not occur year. Late notice of workshop start dates may have been a factor in participation.

### **Cable system/Drapery**

Theater Boosters will be looking to purchase draperies. Previously, draperies were rented. Angela will get an estimate to purchase draperies. Phil asked about the cable to hang the draperies since the cable snapped at a previous show. Phil said he will send an email to Mr. Rogers to have a new curtain rod installed.

### **Lightings Systems – Angela Kobylecky**

The Geneva School district (and High School) is looking at new lighting for the theater. The current light boards are out of date and cannot handle our requirements. We received an estimate but there was a misunderstanding. The company providing the quote thought it was a rush job and inflated the price. The Geneva School District did not accept the price. Updates for the theater lighting system will be deferred for consideration until the next school year.

Factors for consideration regarding a light board - a new light board vs. LED lamps. We would need to pose the question to Mary Toledano, Tech Director, our needs for a lighting system.

### **Viking Review**

Question - Do we wish to have reserved seating for Viking review? Last time it did not work as students arrived very close to start time and lines were very long. The show started late to give time to get everyone through line. In addition, tickets take time to organize and they cost money to print. The future preference would be for student to pay at the door and have their hand stamped.

### **Spring Musical**

Jess Palmisano and Kate Woodruff will be directing the spring musical. Per Kate Woodruff, there will be reserved seating.

## **New Business – Annie Styrna**

Auditions for the fall play, Rimers of Eldritch held on Wednesday, September 5<sup>th</sup> with Friday, September 7<sup>th</sup> call-backs. Rehearsal started on Monday, September 10<sup>th</sup>. Kate will do photos of the cast and crew for the playbill and the cast and crew board.

New e-mail address for submitting cast bios and shout-outs –  
ghsbiosandshoutouts@gmail.com.

Thank you to Phil on ad sales from 17 companies - \$3,780 in estimated sales.

We need to hear from Grahams and Little Traveler. They typically purchase a ½ page ad in the playbills, which provides about \$1,800 income.

Sales for spring musical – the sponsor spreadsheet has been updated to not contact companies no longer interested in advertising in our playbill.

Four businesses for have provided donations for silent auctions.

Mr. Vrba's (Christina's spouse) business has taken the back page of the playbill for this theater 2018-19 year to replace our previous sponsor that has dropped out.

## **Cast Appreciation - Letty Ebel**

Toucans T's in South Elgin will be screen-printing our fall play t-shirts. Letty said that their pricing is reasonable. Kate Woodruff will get sizes for the t-shirts from the cast and crew.

Letty plans on decorating lockers for fall play cast and crew.

## **Publicity**

Debra Nowak will be working on having posters printed for fall play (Laura Sprague handled last year posters). Local businesses have traditionally allowed us to hang our play promo posters in their windows. Annie Styrna will provide the list of businesses for distribution of posters.

## **Website/Social Media and Flash Drives – Phil Walker**

We currently have 3 people following our Twitter account.

Phil is currently looking at software that allows captions for photos for the website.

The Theater Boosters has paid for website hosting for three years. The fee was included in last year's budget \$30 for our name per year.

We currently have an excess of unsold photo flash drives. Phil can wipe them clean for loading pictures for the next show,

Phil emphasized the need for more and new revenue streams. Theater production T-shirts were previously sold to produce a revenue stream but currently they are a cast appreciation gift. Though he's all for making them free to kids, ad sales have become more challenging over time as other groups are reaching out to these same companies for funding. Every year our revenue decreases. He mentioned that we need to be careful with spending. Our future revenue focus should be on school plays.

Videotaping productions and selling the tapes as a revenue stream would require purchasing a license. The cost of a license is dependent on the musical and it can vary. Jess Palmisano will check on costs for videotaping the spring musical. We will need to check with Tom Rogers for being able to purchase licenses. We are looking to GTV for video production.

There was a \$250 charge still outstanding from "Into the Woods", however it has just been paid (per Ms. Palmisano).

As many of theater functions are still need volunteers, Darcy Carberry mentioned the Remind app created by Kate Woodruff as a good tool to ask theater parents to volunteer.

### **Concessions/Fan-a-grams – Letty Ebel**

Letty Ebel will continue with managing Fan-a-grams if nobody else steps up, but would prefer to mentor a new volunteer.

Letty will take care of candy for concessions.

Information will need to be included on Theater Boosters website for theater parents interested in purchasing Fan-a-grams. Tables will be set up at theatrical events as in the past for parents to purchase Fan-a-grams and flash drives.

## **Photography**

Cathy Ostergard and Kim Ayers have offered to do photography for future theater productions. This year's plan is to streamline our photography with less photos and better resolution images.

Final dress rehearsal will be on October 31<sup>st</sup>. Kate Woodruff will be the photographer. Monday and Tuesday will be used for photos of the cast in full dress. Yearbook photographers will come in as well. Laura Webb offered to have pictures printed, but she will need 24 hours for turnaround. Cathy Ostergard also stated that a tech group picture would also be required.

Tech days will be Tuesday, Thursday and Saturday. Photos will be taken for one day.

## **Cast and Crew Board**

Annie Stryna will create the Cast and Crew board – each cast member's head shot posted on paper and pinned on curtain. Debra Nowak will also assist.

The Riverside Banquet facilities have been reserved on Sunday, May 5<sup>th</sup> for the year-end Theater Banquet. Volunteers will be needed to organize the banquet.

## **Fundraising**

Fundraising efforts in the past have included a silent auction basket for intermission during the musical.

Ideas for fundraisers:

- Local businesses. Some restaurants and businesses that support fundraisers include The Chilled Palate, Corner Bakery, Mc Alister's Deli, California Pizza Kitchen and School of Art.
- A participation fee for students that wish to be part of any production. Many clubs and organizations have membership fees. Other groups allow participants to opt out of individual fundraising if they pay a fee.

## **Auditorium Lighting – Annie Stryna**

There was a discussion of a need for a spotlight or signage for finding the auditorium entrance on theater performance evenings. An “A frame” sign was listed as a possibility with balloons tied to it to attract attention and direct people to right doors. A spotlight would be used to make the sign visible at night. Laura Webb will look into the cost of a sign and put it as an expense in the budget.

An item to be included in budget is the cost for a storage container for the new drapes we will be purchasing. The plan is to store the draperies backstage. We will need to consult with Mary Toledano on the availability of backstage space for a storage tub with wheels.

## **Important Dates/Times**

Fall play start time moved up to 7pm (last year start was 7:30). Fall play will be Thursday, Friday and Saturday with dress rehearsal on Wednesday. The spring musical will have a Sunday matinee planned.

Future production dates - Kate Woodruff

- Student directed One Acts -7pm
  - Saturday April 12
  - Sunday April 13th
- Spring Musical
  - Friday March 15th at 7pm
  - Saturday March 16th at 7pm
  - Sunday March 17<sup>th</sup> Matinee 1pm
    - Strike on Sunday after musical
- Viking Review April 26 & 27

Annual year-end Theater Banquet will be at Riverside Banquets on May 5, 2019

Illinois Theater Fest - January 10-12, 2019

- Thirty five students have registered and paid
- Four chaperones will be required
- Question - can Theater Boosters pay \$308 total for 4 teachers and \$77 per person for transportation?

- Proposed - a fundraiser to earn \$2800 to help for a coach bus rental. Students can participate in a cabaret style entertainment evening. There would be an admission charge for tickets of \$5 (minimum).

### **Equipment - Jess Palmisano**

Theater Boosters is interested in a drop down microphone system. Such a system would also benefit the music department. Rental for such a system is approximately \$4,000 and Theater Boosters looking to go in with Music Boosters to buy a system that includes wireless microphone and pack. Regarding the calibration of a soundboard that would accompany this microphone system, Jess Palmisano said she has experience with setting up soundboards.

Phil asked about the priorities for a new lighting system versus an audio system. For a new lighting system, the cost would be approximately \$50,00 for a basic system (not including the cost for installation and accessories). Jess Palmisano says the approximate cost for a sound system is about \$3,000. Darcy Carberry proposed contacting the Geneva Academic Foundation for funding for theater equipment.

Update regarding rental of lighting system for spring play by Tech Director Mary Toledano – there was outstanding bill for \$880. Geneva High School has reimbursed Mary T. for this expense but is looking to Theater Boosters to reimburse the school for the lighting rental.

### **Next Meeting:**

**Wednesday, October 10<sup>th</sup> at 7pm in the GHS Community Room**

Motion to adjourn the meeting proposed at 8:34 by Debra Nowak. Lisa Dinning seconded the motion. The motion passed unanimously.

Respectfully submitted by Cathy Atkinson