

THEATER BOOSTERS MEETING MINUTES

October 10, 2018

Website: www.genevatheatreboosters.org

Twitter: gtboosters

Facebook: Geneva High School Theatre Boosters

Instagram: www.instagram.com/ghstheatreboosters

Annie Stryna call meeting to order at 7:05

In attendance:

Annie Stryna, Co-President

Debra Nowak, Co-President

Christina Vrba, Co-Vice President

Laura Webb, Treasurer

Cathy Atkinson, Secretary

Phil Walker, Webmaster

Letty Ebel

Joni Sennett

Angela Koblecky

Introductions

Each attendee stated their name and their role in Theatre Boosters as a member and/or officer.

Approval of September Meeting minutes - copies of the September meeting minutes were distributed and approved.

Treasurer's Report- Laura Webb

Laura produced copies of the Theatre Boosters ledger starting May 22nd to current date.

The ledger documents revenue from memberships, fundraisers and ad sales, as well as expenses from the 2018 spring musical and the Theatre Banquet. For the beginning of the

2018-19 fiscal year, there was a positive starting balance. The September 30th month end balance. The current balance as of 10/10/18. (Reported)

Currently, there is an outstanding expense of \$1,000, which is The Phil Walker Theatre Scholarship awarded to Jediah Nims. The scholarship was awarded in the form of a check. However could not be redeemed as it was issued from an account now cancelled (*the Theatre Boosters checkbook was stolen and the account was frozen promptly with no loss to Theatre Boosters*). A replacement will be issued.

Revenue -

Currently add revenue is listed at \$4,015.00. Phil Walker said the ad revenue expectation will be \$4,540 since ad sales from UPS is still pending. Phil is also expecting ad sales from Fox Jewelers.

Membership revenue is currently at \$1,700 with the recent addition of two members.

Expenses -

There is an outstanding \$800 expense from the spring musical, a light board rental, to Tech Director Mary Toledano. [*Since Geneva High School theatre light system has not been updated in several years and could not handle the lighting requirements, Mary Toledano rented equipment*]. Geneva High School paid the \$800 to Mary Toledano, however GHS wants reimbursement from Theatre Boosters. Theatre Boosters is looking to Geneva High School to split the cost. The school typically helps with payment for some of the cost for plays. Laura Webb plans to send an e-mail regarding splitting the payment with GHS.

Discussion – Budget planning

Going forward “are we giving Mary Toledano a budget?” per Phil Walker. Annie Styrna stated funding requirements would depend on the size of the show. Budget planning for 2019-20 school year should include Mary Toledano expectations for tech, for supplies and equipment. Mary Toledano would need to present her expectations for a show budget at Theatre boosters board meeting. The board can then vote on a budget.

Ad Sales – Phil Walker

Ad sales currently have been restricted to the Geneva area namely the Downtown Geneva. Ad sales territory can be expanded with the Randall Rd corridor.

Cast Appreciation – Letty Ebel/Christina Vrba

The cost for cast appreciation gifts is approximately \$500. Going forward, instead of gift bags, t-shirts and buttons will be distributed as gifts. Buttons will be supplied by the ButtonMan in St. Charles. The cost is \$.65 per button. T-Shirts will be supplied through Toucan T's in South Elgin. The cost is \$9.22 per t-shirt.

Discussion – theatre participation pins

A question was raised on allocating the cost of theatre participation pins in the budget. For consideration is to include the pin cost in the year-end banquet budget. Christina will place an order for pins through Crown Awards. One pin is awarded to each participant for their involvement in theater plays and One Acts (Viking Voices is excluded) for the school year. The cost is \$3.19 per pin, and the expectation is that approximately 150 pins will be ordered. The order will be placed in November.

Posters/Locker decorations

Debra Nowak showed a sample of new poster for Rimers of Eldritch play. Phil Walker stated that Geneva Commons restaurants will allow the posting of play posters in windows but not clothing stores.

Christina Vrba plans for locker decorating on Wednesday, Oct 24 at 3PM. Volunteers will be able to sign up via www.signupgenius.com. Volunteers will meet in lobby and place posters on lockers of cast members and tech crew. There will be 47 lockers to decorate.

Front of House – Angela Kobalecky

Angela Kobalecky has ordered drapery panels. Cathy Atkinson has offered to sew together panels.

Publicity

The marquis banner was ordered for the Rimers of Eldritch play.

Angela Koblecky will put together a press release for local newspapers, The Daily Herald and The Kane County Chronicle. Play information will also be posted on the GHS webpage and Geneva 304 Connects.

There was no parent meeting for the fall play this year. Communication was provided through the Remind app.

Photography/Cast and Crew Board

Cast and Crew Board – head shots are complete. There was a discussion of using photo editor software to include names on each photo. Debra Nowak mentioned she would try to add the names to pictures for the board.

For the fall play there will be a picture table. Photos will be available for purchase for attendees of the play. Photos will be taken at dress rehearsal. Costco has a 1-hour turnaround; pictures can be available Thursday.

Website and Social Media – Phil Walker

Lisa Dinning has flash drives from last theatre season. Flash drives containing play photos were offered for \$10 last year. Phil will pick up the flash drives for loading current play photos.

Phil will work with the GHS Theatre Instagram accounts. He currently has a program that scans followers and will block followers outside the country. Phil is also working through our Facebook account to update and make changes. Additions to our website will include new members of the Theatre Boosters group. He will also use our social media to get new people involved.

Phil listed other sources of media that can be used to help give us more publicity. For example, GHS can display images of spring musical on monitors in the cafeteria. The tech crew can also be featured to show students building the set. He also mentioned posting information on the Facebook sites “What’s Happening in Geneva”, “What’s Happening in Batavia” and “What’s Happening in St Charles”.

Concessions

Angela Koblecky currently has the Fan-A-Grams box. Letty Ebel has candy for concessions

Boosters members, cast and crew parents will be invited via www.signupgenius.com to volunteer donations and for help. Phil suggested www.volunteerspot.com as a better way to coordinate volunteer efforts, since it can better organize reminders and provide a list of items needed. Cathy will forward emails of member list for meeting invites to Annie.

Fundraising

Upcoming fundraisers:

Chipotle - Monday, November 12th

McAlister's - Monday, December 17th

Other restaurants and stores available for fundraising:

Charming Charlie

Starbucks

Culvers

Chilled Palate

CPK

A proposed fundraiser by Letty Ebel - "Cabaret at the Roundhouse" is considered for November. If the event cannot be organized as a Cabaret, participating theater students (and guests) can do a karaoke or "open mic" night. A room can be reserved reserve for dinner. Theater Boosters would get a percentage of food sales. There could be a cover charge of \$5 (pay at the door) if attendees were not planning for dinner. The event can be promoted on social media.

Display Case

ITS will do the display case.

Old Business

"A" frame

According to Laura Webb the cost for would be a maximum \$100 for a standard A frame sign with weighted feet. For the A Frame to include a custom sticker, the cost would be about \$150 total. We can get a custom sticker from the Button Man. Sign messaging would be "Theater this Way" on both sides and the A frame sign will sit on sidewalk. A motion was made for Laura order a sign. The funding for the sign is currently in the budget.

Theater Fest/chaperones and registration fee

Illinois Theater Fest – Jan 10th – 12th, 2019

The question was raised if Theatre Boosters would play for chaperones and teachers attendance. Four chaperones will be required (per Kate Woodruff). Kate Woodruff will be attending, as well as Jess Palmisano and Mary Toledano. The total cost would be \$308, which includes transportation fees. A motion was made for funding with Christina Vrba being first, and Debra Nowak seconding the motion.

New Microphones

A new microphone system has postponed as a priority for the fall play but will be reconsidered for the spring musical. According to Mary Toledano microphones are needed to hear actors singing and speaking over the pit orchestra.

Jess Palmisano conducted a more extensive investigation of what we require from a microphone system. Our initial quote of \$4,000 has been expanded to \$60,000. A better sound system would also benefit Choir. There was a discussion of splitting the cost of a sound system, as Choir would also benefit from the improvements. At the currently cost level it may take a couple of years to get a good system.

Open discussion/Thoughts/Concerns

Concerns for the current microphone system for future productions. We currently have face 17 mics along with and 6 hanging mics. The spring musical will require actors to be “mic’ed” to be able to be heard over the pit orchestra. Phil Walker suggested a sound check of the sound equipment, face mics, drop down mics and speakers and will talk to Mary Toledano. Given the re-evaluation of what will be required of a sound system and the higher cost, it may take a longer time to implement a new sound system. We need to know how the status and our current sound system. It was suggested to consult with the company that installed the hanging microphones regarding a service contract. Mary Toledano would have company records and contact information.

Final business for the fall play - The Rimers of Eldritch

Final check of play program is being conducted and setting deadline dates. Debra Nowak will be checking to be sure we have everything for the program.

Photos of cast will be taken Monday October 29th and Tuesday October 30th when students are in costume and make-up.

Strike will be Sunday Nov 4th. The expectation is that it should not take longer than 2 hours at it was a limited set and with the focus on the painted floor.

Important Dates:

Spring Musical: Beauty and the Beast - March 15, 16, 17, 2019

One Acts: April 12, 13, 2019

Viking Review: April 26, 27, 2019

Theatre Banquet: Sunday May 5, 2019

Next Meeting - Wednesday November 14, 2018

Respectfully submitted by Cathy Atkinson, Secretary