

# **GHS Theatre Boosters Meeting**

**January 9, 2019**

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

**Twitter:** gtboosters

**Facebook:** Geneva High School Theatre Boosters

**Instagram:** [www.instagram.com/ghstheatreboosters](http://www.instagram.com/ghstheatreboosters)

## **In Attendance**

Joni Sennett

Cathy Atkinson

Laura Webb

Letty Ebel

Annie Styrna

Angela Kobylecky

Debra Nowak

Christina Messino

Christina Vrba

Cathy Ostergard

Annie Styrna called the meeting to order at 7:00 pm.

The December meeting of Theatre Boosters was cancelled.

## **Treasurers Report – Laura Webb**

Laura Webb reported our current balance. (Report) Reimbursement of \$400 bill was paid to tech director, Mary Toledano. Currently outstanding is the Phil Walker Scholarship \$1000 awarded to Jedidiah Nimms. The check has not cleared and Jedidiah was issued a new check.

## **Committee Reports**

### **Cast Appreciation – Letty Ebel**

The fall play cast appreciation gift consisted of t-shirts. Previously the t-shirt was a revenue producing item at \$10 per shirt. The cast for the musical, including pit band and crew will exceed 60 people. Future considerations include a donation for a T-shirt or substituting a

button (\$.67). Lockers for cast and crew will be decorated the week of the play. Also under discussion was an all cast picture button and a candy bar wrapper. Letty mentioned it would take 1 hour to print a wrapper and about an hour to wrap each candy bar. The previously budgeted amount of \$750 for t-shirts can be applied to the button and candy bar cast gift.

### **Publicity**

Theater Boosters is always looking for ways to promote themselves and get volunteers to help with productions. Cathy Ostergard suggested teams for contacts for each grade level. Parent meetings are needed for each production to communicate with parents and get volunteers. Debra Nowak e-mailed Kate Woodruff to recruit a class leader parent liaison at information meetings.

Spring musical publicity will include posting on the Geneva Theater marquis. Lisa Stone is our Geneva schools contact for posting musical information on 304 Connects.

In regards Senior Citizen Outreach, the discussion concerned hosting groups for Wednesday dress rehearsal or the official opening day Thursday. A Thursday 6:30 start was recommended, as it is a school day. Invites will be extended to Greenfields and The Reserve. The directors will be consulted for their opinion of the best option.

### **Front of House – Angela Kobylecky**

Angela ordered more draperies to cover the cast and crew board. Angela will check on storage containers to store the draperies.

There have been discussions between Kate Woodruff, Konnie Kay, Annie Stryna and Debra Nowak to create a makeshift dressing room. The tech crew is being called on to build something to accommodate the large cast. Tom Rogers reported he is willing to help with this endeavor. Also discussed were portable dressing rooms on wheels. The conclusion was to consult with Mary Toledano about different options.

### **Website, Social Media, Ad Sales – Phil Walker**

Phil was not in attendance for the meeting.

His previous report indicated our flash drive supply should be sufficient for this show. Revenue from the sale of flash drives was \$200 from fall play.

### **Concessions/Fanagrams – Letty Ebel**

We currently have two cases of water. Our plan is to ask for candy donations from parents. We currently have fifteen candy boxes leftover from the fall play for Fanagrams.

### **Photography – Cathy Ostergard**

Kim Ayers will do the headshot photography. Kate Woodruff will need to coordinate a date and time to get kids come in for photos. Every cast member will create a biography

### **Shout-outs/Biographies/Programs**

Fagans will again provide printing services for play programs. The deadline for information submission will be Feb 1<sup>st</sup>. It will include cast biographies, photos and shout-outs. The program will also include directors's note, and photos of pit band and tech with names of the participants.

Because of the large cast for this production Shout – Outs (and bios) will have a limited length. No more than 50 words for each biography and name and role will be listed first.

Bios and shoutouts are submitted to [ghsbiosandshoutout@gmail.com](mailto:ghsbiosandshoutout@gmail.com).

Fagans new pricing structure will charge for labor. Changes to layout \$65 is regularly but Debbie of Fagans will charge \$32.50 for Theatre Boosters. Work submitted must be a finished product.

Cover artwork is a work-in-progress and there is a question of a current license for artwork. Debra Nowak said she can do a mock-up of artwork.

Annie will get a list of names of the cast and pit and tech crew. Kyle Donahue, the choreographer will be grouped in with the Director's notes submission to the program.

Dane County will produce the play banner.

## **Fundraising**

### **Restaurants**

Chipotle and McAlister's restaurant fundraisers were successful netting over \$300. Cathy said she could follow-up with other restaurant fundraisers.

## **Raffle**

Theatre Boosters plans raffle baskets for each show. Laura will wrap the gifts and Phil will work on the donations.

## **Candle fundraiser**

Music Boosters has had a very successful fundraiser selling wickless candles according to Joni Sennet. Candles were sold at \$7 each, 3 candles for \$20. Theatre Boosters would need to provide the artwork for the candle canister. The vendor is willing take back unsold supply, minimizing our investment risk. Annie made a motion to order 100 candles with a sandalwood scent, a rose/floral scent , and a vanilla/crème brulee scent. Letty seconded the motion.

## **Other Business**

### **Video rights**

The rights to videotape and sell recordings of the GHS musical production is still under investigation per Kate Woodruff and Jess Palmisano. GTV has a competing event the weekend of the musical so GTV staff availability may be limited. GTV has recorded the winter choir concert and orders were taken at the concert for later delivery. A similar format can be used to sell recordings of the spring musical.

### **Tickets**

Musical tickets are sold with assigned seating, usually at students lunch period or ordered via e-mail with will call. Debbie Hansen will take on ticket sales. Under consideration are ticketing purchase options such as Ticket Peak and payment options such as Square or Apple Pay for credit card transactions A factor is this consideration is the responsibility of the service fee.

### **Tech Week**

Addie McDonald has offered to organize meals for tech week. Volunteers will be needed to help set up and serve. A \$5 donation will be requested for meals.

### **Play Week**

With the candle and raffle basket fundraisers, in addition to Fanagrams and concessions sales we will need more cash boxes.

### **Boosters requests**

Kate Woodruff has requested for the upcoming Theatre Fest trip that Theatre Boosters pay for bus drivers lodging \$296.04. Annie made a motion to grant her request first, Angela second the motion.

### **Theatre Banquet**

Theater banquet is scheduled for Sunday, May 5<sup>th</sup>. Volunteers will be needed to coordinate the event. Cathy Atkinson posed the question of the Senior gift of the sewn pillow case. Darcy Carberry is the Seniors parent contact and can provide more information on requirements.

### **Meeting dates**

The next scheduled Theatre Boosters meeting is Feb 13<sup>th</sup>. The scheduled March 13th meeting falls in the middle of tech week. The March meeting will be moved to March 6<sup>th</sup>.

Annie made a motion to close the meeting at 8:54. Debbie seconded the motion.

### **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**