

GHS Theatre Boosters Meeting September 11, 2019

Website: www.genevatheatreboosters.org

Twitter: [gtboosters](#)

Facebook: Geneva High School Theatre Boosters

Instagram: www.instagram.com/ghstheatreboosters

In Attendance:

Cathy Atkinson
Christina Vrba
Denise Cowett
Letty Ebel
Christine Messino
Tom Rogers

Joni Sennett
Angela Kobylecky
Sherry Hayman
Cathy Ostergard
Laura Webb
Becky Busch

Debra Nowak
Kristi Gartrell
Kate Woodruff
Kim Ayars
Brenna Castagna

CALL MEETING TO ORDER

Debra called the meeting to order at 7:02.

INTRODUCTIONS OF 2019-2020 BOARD

The Theatre Boosters board introduced themselves to attendees

Debra Nowak and Christina Vrba - Co-Presidents

Angela Kobylecky – Vice President

Laura Webb – Treasurer

Cathy Atkinson - Secretary

APPROVAL OF MINUTES FROM MAY 2019 MEETING

- VICE PRESIDENT'S REPORT

- Publicity

Angela displayed artwork for the Freshman play. Publicity for the play includes posting information at GHS, Geneva elementary schools and middle school, Connects and Online Backpack Information was also posted in the Kane County Chronicle and the Daily Herald newspapers.

Kate Woodruff sent information through her online Drama Digest.

- Membership

Current Theatre Boosters membership is 67 members, up from 40 from the 2018-19 school year

- **TREASURER'S REPORT**

- Laura Webb distributed copies of the 2019-2020 finalized budget from summer Board Meeting and the board voted to approve the budget
- Current balance (Report) Projected expenses over \$1700. The 2018-19 Theatre year was over \$18,000.
- Looking for Tech director Jon's wish list and prioritize his equipment need before the October 9th meeting. We will be requested to attend next meeting to present his list.

- **2019-2020 COMMITTEE CHAIRS AND REPORTS**

- **AD SALES:**

Lisa Dinning and Phil Walker were absent. Currently ad sales are projected to be \$4620.

- **PHOTOGRAPHY**

- Kim Ayers and Cathy Ostergard will come in for dress rehearsal for the Freshman play to take pictures. There will be no photo table. Kim proposed for future plays instead of a photo table she can upload photos to a photo sharing site. Customers can access the site to view photos. The software would watermark photos until purchased. The photo hosting sites can handle financials.

- **FRONT OF HOUSE** set-up and coordination with school for ice, tables, curtains, unlocking of storage role is currently vacant.

Denise Cowett mentioned she will consider taking on this role.

- CAST/CREW BOARD for Fall musical and Spring musical:
Debra Nowak will handle the cast/crew board.
- SMALL DISPLAY CASE
Debra Nowak and Christina Vrba will handle the small display case.
- LARGE DISPLAY CASE
GHS ITS club and: Kate Woodruff will take care of the large display case.
- PHOTO TABLE FOR FALL MUSICAL AND SPRING MUSICAL
Laura Webb mentioned two volunteers will be needed for the photo table sales.
- OUTDOOR SIGN AND LIGHT
Becky Busch volunteered to set up our A frame theater sign and light.
- NEWSPAPER PRESS RELEASES, ONLINE BACKPACK, GHS CONNECTS, ONLINE TICKET SYSTEM
Christina Vrba has worked with Tom Rogers for the on-line ticketing system Ticket Peak to provide reserved seating.
- ONLINE NEWSPAPER LISTINGS
Angela Kobylecky posted information in local newspapers Daily Herald & Kane County Chronicle concerning the Freshman play. Becky Busch recommended posting in the online Geneva Patch. Cathy Atkinson will post information on Facebook site "What's Happening in Geneva".
- MARQUEE ON STATE STREET, BANNER OUTSIDE OF SCHOOL FOR FALL MUSICAL AND SPRING MUSICAL
Debra Nowak will arrange for these promotions.
- FANOGRAMS for fall musical and spring musical
Letty Ebel will continue with coordinating Fanagrams and volunteers for their sales for both productions.
- COORDINATION OF 5 PLAYBILLS AND BIOS AND SHOUTOUTS
Bios and shoutouts will be only for freshman play, fall musical and spring musical
Angela Kobylecky, through Kate Woodruff, will get bios from students for production for the playbill edit them for spelling and space.
- PUBLICITY POSTERS distribution for fall musical and spring musical
Laura Webb will pick up posters. Distribution volunteers will be b asked to help

hang posters around town. Drama Club, ITS, Tri-M and Key Club can use this opportunity for service hours.

- **FRAMING OF ALL 5 PUBLICITY POSTERS**

Will be handled by Debra Nowak.

- **RESTAURANT NIGHT FUNDRAISING**

Cathy Atkinson will arrange fundraising efforts with Chipotle, California Pizza Kitchen and Portillo's. She is also looking into 5 Below retail store to schedule a fundraiser in December.

- **CAST APPRECIATION (T-SHIRT, BUTTONS, LOCKERS AND CANDY) FOR FALL MUSICAL AND SPRING MUSICAL:**

Letty Ebel will get locker numbers for decoration lockers.

Angela Kobylecky and Christina Vrba will assist in the coordination of these efforts.

- **THEATRE BANQUET**

Christine Messino will organize this year's Theatre banquet.

- **SPRING MUSICAL TECH WEEK DINNERS**

Amanda McDonald has graciously volunteered again this year to organize tech week dinners.

- **FALL MUSICAL AND SPRING MUSICAL STRIKE LUNCH**

Debra Nowak will coordinate lunches for strike.

- **GENERAL VOLUNTEER AND DONATION COORDINATOR**

Christina Vrba will assemble a Sign-Up Genius and Phil Walker will work through our social media to enlist volunteers.

- **OPEN DISCUSSION ITEMS**

- Kate woodruff has asked us if the theatre boosters would be willing to pay for the bus driver's hotel accommodations for the IL theatre fest weekend in January 2020. The price will be \$250 plus tax. We need to take this to a vote at tonight's meeting.

- Possible purchase of 2 large coolers to keep at school for all theatre programs: 1 to keep water cool for backstage actors and crew and 1 for concessions to alleviate asking for coolers to be donated.

IMPORTANT DATES

Next meeting Wednesday, October 9th

- **The 25th Annual Putnam County Spelling Bee** - Nov 7th, 8th and 9th
- The Spring musical **Legally Blonde** - March 19th - 22nd.
- **One Acts** - April 17 and 18th
- **Viking Revue** - May 15th and 16th