

September 16, 2020

GENEVA HIGH SCHOOL THEATRE BOOSTERS

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Website: www.genevatheatreboosters.org

Twitter: @gtboosters

Facebook: [Geneva High School Theatre Boosters](https://www.facebook.com/Geneva-High-School-Theatre-Boosters)

Instagram: www.instagram.com/ghstheatreboosters

2020-2021 Theatre Boosters Board:

Presidents - Debra Nowak and Angela Kobylecky

Vice Presidents - Kristen Gartrell and Denise Cowett

Treasurer - Tammi Sowinski

Secretary- Laura Anderson

Meeting Attendees:

- Angela Kobylecky
- Debra Nowak
- Denise Cowett
- Kristen Gartrell
- Tammi Sowinski
- Laura Anderson
- Phil Walker
- Julie Beyer
- Terran D'Andrea
- Jennifer Dodds
- Idy Spezzano

AGENDA

Call to order

At 7:05pm Angela Kobylecky called the meeting to order.

APPROVAL OF MINUTES

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VICE PRESIDENT'S REPORT -Denise Cowett & Kristen Gartrell

Current membership 16, Donor total \$875. *Last year 29 members, Donor Total \$4,025* Reasons? So many unknowns due to pandemic, no registration packets went out, back to school events were cancelled, and the graduated seniors.

TREASURER'S REPORT - Tammi Sowinski

Current Balance and Revenue and Expenses Report

Board agreed to use the budget from last year as is due to all unknowns. In regards to the current balance we ended last year \$2,800 positive due to lack of expenses from the Spring musical. We will take this into consideration when funding this year's wish lists.

Debra Nowak moved and Angela Kobylecky seconded the budget

2020-2021 COMMITTEE CHAIRS AND REPORTS:

AD SALES: Phil Walker

There are 9 new advertisers. Geneva Commons and Little Traveler could not place ads this year due to pandemic. Currently there are 10, possibly 11 ads in programs for Freshman Fall Play. Total revenue \$1,538. The amount received as of this meeting is \$770 (this includes a \$50 donation from Bruce and Willy's Natural Pet Food & Supplies). Board decided to run the ad for Bruce & Willy's Natural Pet Food & Supplies anyway due to their continued support of the Theatre Boosters. Last year ad sales totalled \$5340. Board decided to waive the requirement that we must have a check in hand before an ad runs in the playbill. Phil will continue to email and call local businesses.

THEATRE BOOSTERS' SOCIAL MEDIA, WEBSITE MASTER, QR CODES: Phil Walker

Phil stated the website was updated over the summer with 2 main goals: to make the website more user friendly/accessible by redesigning the layout and to make changes in the website security. The old website used HTML. It was switched to HTTPS which will increase the website security. There is a cost for the upgrade and an invoice will be sent to Boosters. Phil stated the new package has the option to include Google Suite applications and allows for 30 gigs of free storage. If we choose Microsoft there is an added fee. Angela Kobylecky told Phil to go ahead with the GSuite option.

Viking Revue will most likely be virtual. Phil was asked to create a virtual program and post the link to the website. Phil stated he will have digital copies to post.

PHOTOGRAPHY: Kim Ayars, Cathy Ostergard

Angela Kobylecky gave an update on Freshman play. Ms. Woodruff conducted a workshop on how to write bios for the playbills. Head shots were taken of all freshman participants. Parents will have access to head shots online. The same headshot will be used for the remainder of the year. Kim said she is coming back to take missing pictures. Kim Ayars will take pictures at the Dress Rehearsal on Thursday night starting at 5:30pm. She will also take pictures of tech and the show.

Jennifer Dodds related to the board that her son, Brendan Dodds did not have his headshot taken yet for the play. Angela Kobylecky said she would follow up with Kim Ayars to see if she can come in to take his picture.

FRONT OF HOUSE: Kristin Gartrell, Denise Cowett, Shannon Mccall

Attempts were made to look for an outside venue for Freshman play but none of the options were feasible. The production will be in the GHS auditorium. Shows will be on Friday and Saturday at 7PM. There are limitations to using the auditorium due to social distancing guidelines.

Guidelines and space requirements only allow for 50 people to gather. This means 26 guests will be allowed to attend the show after taking the number of cast and crew into consideration.

The show will be recorded to share. Live streaming the show was considered, however the auditorium is not set up for it. It may be an option in the future but not for the freshman play.

On Thursday night for the Dress Rehearsal Booster Members who qualify for free tickets can attend as well as Geneva 304 staff members. Cast members can invite 2 people each night.

Last year, tickets for the freshman play cost: \$3 students, Adults \$5, seniors were free. Board wants ticket prices to be \$10 for students/seniors and \$15 for adults. Principal, Tom Rogers will have to approve pricing for tickets.

People will have to socially distance in the auditorium and seats are marked off where patrons are not allowed to sit.

Items Needed:

- Social Distancing signs
- Print out of Show posters
- No food allowed for auditorium sign
- Ticket price poster
 - Copies of signs for program table
 - Hang one on glass case by entrance.
- Hand sanitizer on program table

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- 2 people for tickets needed, 2 people for ushering for Friday 25 and Saturday 26 night
- If you want to help, send email to Angela.
 - Volunteers:
 - Tammi S. Friday
 - Jennifer Dodds - Friday
 - Terran D'Andrea- Saturday
- **CAST/CREW BOARD FOR FALL MUSICAL AND SPRING MUSICAL, FRAMING OF PUBLICITY POSTERS FOR SCHOOL:** Debra Nowak
 - Do we have enough frames?
- **SMALL DISPLAY CASE:** Debra Nowak, Angela Kobylecky
 - We will decorate as usual by Thursday/Friday of show.
- **LARGE DISPLAY CASE:** GHS ITS/DRAMA CLUB (SPONSOR: KATE WOODRUFF)
 - Can Phil help get the large display case lights working? and we would like to discuss maybe featuring a mini cast and crew board in the case the week of the show — in addition to ITS' decorations
- **PHOTO TABLE FOR FALL MUSICAL AND SPRING MUSICAL:** **Juli Beyer**
 - No photo table for this show
- **OUTDOOR SIGN AND LIGHT:** **Phil Walker**
 - Outdoor sign is needed for the show and Phil will put it up.
- **OUTDOOR BANNER, INVITATIONS TO SENIOR CITIZENS FOR DRESS REHEARSAL, DISTRICT 304 AND GHS PUBLICITY, PRESS RELEASES TO PAPERS, ONLINE TICKET SYSTEM COORDINATOR:** Angela Kobylecky
 - We will not be posting in Online Backpack due to size of show. No outdoor banner or step and repeat banner for this show. Email will go out to booster members and cast parents.
 - No press release for Kindergarten. Will need to send GHS online headline banner and/or photos of show. Do we need dedicated district emails as well as GHS Connect? On the table - discuss advertising with KCC for future shows.
- **ONLINE DIGITAL NEWSPAPER LISTINGS (PATCH, ETC) AND FACEBOOK POSTS:** Angela Kobylecky, Debra Nowak
- **MARQUEE ON STATE FOR FALL MUSICAL AND SPRING MUSICAL:** Debra Nowak, Kim Ayars
- **FANOGRAMS FOR FALL MUSICAL AND SPRING MUSICAL:** Deedee Mehren

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- **COORDINATION OF ALL POSTERS, PLAYBILLS AND BIOS AND SHOUTOUTS: Kristin Gartrell, Denise Cowett**
 - 200 playbills will be printed. Same cover of show artwork will be on the playbill, boosters information will go on the back of playbill. Debbie Fagan requested better artwork for Boosters logo. Phil will send logo.
 - Should we print some posters? Yes, if there is no charge, yes have Debbie at Fagan's print. Otherwise we will ask the office to print 11 x 17 posters.
- **POSTER BLITZ DAY: CAST OF THE CURRENT SHOW (SPONSOR: KATE WOODRUFF)**
- **RESTAURANT NIGHT/STORE FUNDRAISING: Laura Anderson**
 - Report on any new revenues and any new plans for this year
 - Laura will reach out to restaurants and update the board at the next meeting.
- **CAST APPRECIATION (T-SHIRT, BUTTONS, LOCKERS AND TREATS) FOR FALL MUSICAL AND SPRING MUSICAL: Juli Beyer, Angela Kobylecky**
 - Waiting for district update whether we can decorate lockers
 - For freshman play, Boosters are paying for the printing of T-shirts for cast and tech crew for cast appreciation
 - Ella Kobylecky will bring T-shirts next week and students will wear on A/B days
- **THEATRE BANQUET: Christine Messino**
 - Date needs to be chosen and banquet scheduled with Riverside Banquets. Kate Woodruff will need to choose a few dates so we can check on availability.
- **SPRING MUSICAL TECH WEEK DINNERS: Christine Voreis**
 - No fall play, move Viking Revue virtual up to winter
 - Spring play "Leaving Iowa" and spring musical
- **FALL MUSICAL AND SPRING MUSICAL STRIKE LUNCH: Stephanie Tresemer**
- **GENERAL VOLUNTEER AND DONATION COORDINATOR: Deb Nowak, Phil Walker**
- **BOOSTER AD SALES FORM, INFO SHEET AND NEW MEMBER FORM, TRI-FOLD BOARD: Phil Walker, Angela Kobylecky, Debra Nowak**
 - Trifolds need to be updated
 - New member form has gone out
- **VIDEO RECORDING/GTV COORDINATION: Debra Nowak**

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- Debra gave an update for the Fall Freshman Play. Quotes for recording are running around \$3,000. GTV cannot record due to equipment not able to be shared cause of COVID (Juli Beyer provided insight)
- CAST AND CREW BASKETS: Tammi Sowinski
- FLOWER TABLE FOR SPRING MUSICAL: Jen Perez, Stephanie Tresemer
- SWAG TABLE FOR FALL AND SPRING MUSICALS: TBD

OPEN DISCUSSION ITEMS — Wish List items from Directors / Storage for Curtains / Sound issues / Repair of spring rod between side stage and main

- Miss Palmisano has asked for help in purchasing additional wireless microphones to use for musicals. We need to find out the cost. Could the Theatre Boosters and Music Boosters split the cost? Firm numbers are needed on cost prior to vote on Wish List items.
- Debra Nowak suggested that the board possibly entertain an optional family donation request. Such as, “If you child is going to participate in the 2020-2021 please consider a donation”. Should we have Ms. Woodruff add a note about donation to the Drama Digest? Will need to talk to Kate Woodruff.
- Terran D’Andrea made a suggestion to have a table top sign with a “COVID Wishlist”, to ask for donations. Need to ask Kate Woodruff. Terran D’Andrea suggested a Facebook blast of the wishlist.
- Jennifer Dodds will send out theater booster information to freshman parents including a Pushcoin link for the donation option. Angela Kobylecky will send her information.
- Phil said there is an advertising link on top of the website and he will change the link to add a donation option. Phil also brought up the idea to do a silent auction possibly- get items from local businesses. Needs further discussion

- CLOSE MEETING

Please consider joining a committee if not tonight by our next meeting! We need your help!

Thank you for your consideration! **MEETINGS TO BE HELD IN THE GHS**

COMMUNITY ROOM and Zoom throughout the year.

**ALL THEATRE BOOSTER MEETINGS IN THE GHS COMMUNITY ROOM AT 7PM
AND VIA ZOOM**

- Sept 16, 2020
- Oct 14
- Nov 18

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- Dec 16
- Jan 13, 2021
- Feb 17
- Mar 17
- Apr 14
- May 12

Join Zoom Meeting

<https://us02web.zoom.us/j/81852197382?pwd=TU1lejdQNFM3ZkQ3d2tKakUxajkxUT09>

Meeting ID: 818 5219 7382

Passcode: 812689