



Drama Booster Meeting

Date: January 9, 2023

Location: Tech Room, Lavilla School of the Arts

Attendees:

- Melanie Moore, President
- Emily Carpenter, VP Communications
- Kate Chung, VP Patrons & Special Events
- Amber Amerson, Drama Teacher
- Nicole Holloman, Volunteer Coordinator
- Rebekah Hutto, VP Merchandise
- Melissa Kolterjohn, Secretary (meeting recorder)
- Melinda Malkewitz, Drama Teacher
- Rachel Gunter-Shapard, VP Concessions
- Jackie Tabun, VP Show Support and Carrie Rogers (shadow)
- Romecca Terrones, Thespians Chair
- Angela Turk, VP Fundraising

Key Points

- Minutes from last meeting approved.
- Teacher spending account needs to be replenished with amount that went out being put back in.
- Do not have 2023 budget completed; vote on budget occurring in near term.
- Three open board positions need to be filled President, Treasurer and Patrons/Banquets.

Upcoming Due Date & Events Calendar

- March 6: Next Booster Board Meeting @ 6:00 pm
- March 8,9 & 10: Spring Show “When Bad Things Happen to Good Actors” at 7:00 pm
- March 29: Issue-Based Theater
- April 15: LaVilla Showcase
- May 13: Drama Banquet

President, Melanie Moore

- Reviewed financials (see page 2)
- Purchasing two new readers.

VP Communications, Emily Carpenter

- Push Spring patron membership on website.
- No newsletter in January.

VP Patrons & Special Events, Kate Chung

- 70+ people attended for patron dinner each night for Godspell show.
- Patrons’ dinner will happen for Spring Show.
- Kate shared theme with photos and look and feel for patrons’ dinner and all approved.
- Seeking even more assistance with set-up and clean-up for Spring Show patrons’ dinner.
- Romecca and Melissa volunteered to assist with Patrons & Special Events position when Kate leaves at end of school year. I believe Rachel volunteered to assist with banquets.
- Banquet will have Cirque du Soleil theme with Mexican food. Board members looking into looking for space at church fellowship hall. Plan for attendance of ~175 people. 8th graders will receive first opportunity to buy tickets and may invite 2 parents, then 7th graders (1 parent only), then 6th graders (1 parent only).

VP, Show Support, Jackie Tabony

- Seeking photographer for Spring Show. Photos to be taken during dress rehearsal.
- Amber Amerson mentioned she has found a photographer that would only charge for materials.
- Posters will be created and purchased from same vendor who produced Godspell posters.

- Idea from group to sell Spring Show posters for \$5 each. It was recommended to purchase between 50 to 55 posters in total. Group also proposed t-shirt/poster bundle for cast. A pre-poll will be done with the cast to get final tallies. They will also get to select their t-shirt size during pre-poll.
- Marjorie will be doing the printing for Spring Show program (artwork to be same as poster).
- Posters need to be printed two weeks prior to show opening.
- Tickets need to be ready 10 days before show opening.
- Jackie needs list of cast and crew from Rebekah for the program.
- Program ads require two days for predesign or just create your own as done for Godspell.

VP Merchandise, Rebekah Hutto

- T-shirts will need to be black and white due to cost.
- Plans to make t-shirts for Spring Show and Issue-based Theater programs.
- Putting Godspell shirts on clearance.
- Still have merchandise, no need to replenish.

VP Fundraising, Angela Turk

- Still have 8 zoo tickets, no one bid on them. Amber will put this in as part of the show and make it a bit.
- Angela to email Kate with name of place that made cake donation.
- Total collected for Godspell silent auction was \$1,370.

VP Concessions, Rachel Gunter-Shapard

- Plan to do bouquets again for Spring Show.
- Will have Amazon wish list ready for February newsletter timing.
- Checking on leftovers from Thespians.
- Spring Show may not have an intermission.

Volunteer Coordinator, Nicole Holloman

- No updates at this time.

Thespians Chair, Romecca Terrones

- Program went smoothly.
- Kids did not like the lunchboxes. Next time can just order there vs. paying for lunchboxes.

Financial Review

Account #2256 - Teachers' Spending Account			
	Balance	Deposits/Credits	Withdrawals
Starting	\$ 6,699.09		
Amazon			\$ (10.74)
The Home Depot			\$ (91.40)
First Watch			\$ (40.34)
The UPS Store			\$ (12.63)
FSCJ Artist			\$ (1,657.50)
Recurring Charge, Home in London			\$ (14.74)
Ending	\$ 4,871.74		

Account #2744 - Business Checking			
	Balance	Deposits/Credits	Withdrawals
Starting	\$ 37,413.51		
Godspell pizza cast party [#1347]			\$ (94.05)
Godspell rehearsal pizza [#1348]			\$ (94.16)
Thespian additional chaperones [#1349]			\$ (160.00)
Combat class [#1350]			\$ (1,000.00)
Godspell misc [#1351]			\$ (179.94)
Thespian lunch [#1352]			\$ (168.97)
Godspell patrons dinner [#1398]			\$ (287.03)
Godspell cast party cake [#1400]			\$ (44.99)
Square		\$ 2,463.10	
Cash deposits		\$ 1,926.00	
Ending	\$ 39,773.47		