



Drama Booster Meeting

Date: October 2, 2023

Location: Tech Room, Lavilla School of the Arts

Meeting Attendees:

Carrin Simmons, Co-President	<input checked="" type="checkbox"/>	Rachel Heiser-Layton, Co-President	<input checked="" type="checkbox"/>
Dan Hedrick, Co-Treasurer	<input checked="" type="checkbox"/>	Emily Carpenter, VP, Communications (social media) and Banquet Committee	<input checked="" type="checkbox"/>
Melissa Kolterjohn, Secretary and General Helper	<input checked="" type="checkbox"/>	Amanda Ferrelle, Communications (Website)	<input type="checkbox"/>
Romecca Terrones, VP Patrons and Thespians Chair	<input type="checkbox"/>	Rachel Gunter-Shapard, VP Concessions and Banquet Committee	<input checked="" type="checkbox"/>
Angela Turk, VP Fundraising and Banquet Committee	<input checked="" type="checkbox"/>	Keri Rogers, VP Show Support	<input checked="" type="checkbox"/>
Rebekah Hutto, VP Merchandise	<input checked="" type="checkbox"/>	Mike (Treasurer in Training)	<input checked="" type="checkbox"/>
Indy Greer, Volunteer Coordinator	<input checked="" type="checkbox"/>		

Key Items

- Next board meeting is on 11/6
- Tentative date of May 11, 2024 at 6:00 pm for 8th Grade Banquet. Board will vote on date during next meeting
- Meeting minutes/notes have not been getting through via Melissa’s Yahoo account. Will now send (in PDF form) to Carrin, Rachel and Amanda for sharing with rest of board and posting on website
- Welcome Indy Greer to the board! Indi will be assisting with volunteer coordination

President (Carrin Simmons and Rachel Heiser-Layton)

- Ms. Frye has a guest artist that is still deciding (will probably say yes). DA is able to do housing and transportation
- Ms. Amerson is going to send an email to Sean Hendry (sp?) to get a donation letter

Ms. Frye

- Will get all shirt sizes to Rebekah (Merchandise) this week
- Has checked cast list and has texted it to Rebekah (Merchandise) and Keri (Show Support)
- Will need food/snacks/water for tech during shows. Last year they liked mac n’ cheese and chicken fingers from Publix. Need to get some vegetarian food options that are fun and not ‘vegies and hummus’. Ms. Frye to follow-up with quantities at later date
 - Will need food donations for this effort
- Ms. Frye will need 1 additional adult backstage to help out during shows
- Cast photos to be taken during dress rehearsal
- 4 performances for Matilda
 - 1 matinee (Wednesday)
 - 3 evening shows (Wednesday, Thursday and Friday) – believes shows will sell out

Merchandise (Rebekah Hutto)

- Will need 200 shirts for Matilda
- Needs estimate for number of cast t-shirts (Emily has list)
- Lead time for shirts is about a month. Will get shirts by 11/2

- Can't take orders from Compass (shirt vendor) until 10/16. Comment to go with DA vendor now and reassess after show.
- Would like to be restocked on hoodies and tie-die items by time of show

Show Support (Keri Rogers)

- Need to get the show posters 2 to 3 weeks prior to show. Get 40 to 45 posters. Last year a lot of kids in the cast bought them, and there are 30 kids in the cast
- Tech should be listed in the program
- Will not do bios but will do director's note in program
- Back and forth on number of programs needed (~500 is estimated). Mentioned that none will be handed out during matinee and just give them to main teacher
- Figuring out who will take video – more to come (TBD)
- Needs assistance with double-checking ads for programs – would like 3 to 4 people to help out
- Emily has put all the ads in the ads folder in Gmail email folder

Fundraising (Angela Turk)

- Will auction two signed and framed cast photos for Matilda. Cast signs the white mat around the photo, so just give Ms. M the mat for cast to sign
- In process of updating fundraising letter to send to potential donors
- Silent auction will be on Thursday and Friday
- Information for businesses who donate items about ads is on the website. Angela is fine with giving larger donors ads but need to inform Keri of any ads
- Last year the program listed all businesses/people who donated
- Last year there were 15 items that went up for the silent auction
- Will auction off one Spring Patron membership

Treasure (Dan Hendrick)

- Revenue in August was \$9,178, and we spent \$6,080
- 86 students have not paid enrichment fees out of a total of 158 students
- Deadline for enrichment fees is Oct. 31 – wait until this date before any other fundraising options considered
- Emily created a flyer that Ms. Amerson will give to kids to help collect enrichment fees

Patrons (Romecca Terrones)

- Faye is offering to help with food
- Total of \$1200 in budget for food for Patrons. That's total year (\$600 per show)
- Melissa trying to get dessert donations
- Will know by 11/1 which kids are in which plays for Patrons to determine when they want to see show

Communications (Emily Carpenter)

- Has document on how to do the matinee with the select schools for guidance next year

Concessions (Rachel Gunter-Shapard)

- Will make Amazon wish list for items
- Once Sign-Up Genius for volunteers is created will get out an ad and link for concession donations
- Will keep cash straight between Concessions and Merchandise by separating cash into labeled baggies

Volunteers (Indi)

- Will create Sign-Up Genius for Matilda show volunteers
- Volunteers are able to put a sheet down to reserve a seat at the show

8th Grade Banquet Update

- Can no longer use religious-affiliated locations for banquet venue
- Many recommendations for locations were suggested for board members to examine, including: Mandarin Community Theatre, Fire Station at Stockton, FSCJ, Cork Art District, etc.
- Plan to use Lola's Burrito Joint for food again this year