



Drama Booster Meeting

Date: October 10, 2022

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
- Laura Frye, Drama Teacher
- Vania Goldman, Treasurer
- Nicole Holloman, Volunteer Coordinator
- Rebekah Hutto, VP Merchandise
- Melissa Kolterjohn, Secretary (meeting recorder)
- Abbie Malkewitz, Drama Teacher
- Rachel Gunter-Shapard, VP Concessions
- Jackie Tabony, VP Show Support and Keri Rogers (shadowing)
- Romecca Terrones, Thespians Chair
- Angela Turk, VP Fundraising

Key Points

- Next Drama Booster meeting is being moved from November 14 to November 7.
- Melanie sent out September meeting minutes. September meeting minutes did not include that planners have brought in just over \$2,000 per Rebekah (included here instead).
- Teachers should email all their show-related expenses directly to Vania for cost itemization purposes. Vania wants to itemize expenses more than has been done before. Send her your itemized expenses.
- Jackie needs the following for the program by November 9:
 - Show synopsis
 - Cast and crew list
 - Patron's list
- Emily is checking the mail account three to four times per week. She forwards on emails to each person based on their role, then saves them into the topic folders in gmail.

Upcoming Events

- Murray Hill-O-Ween parade on October 22.
- Last day to sign-up to be a Patron is November 1.
- Next newsletter will be sent out November 7.
- Next Booster meeting is November 7.
- Production: Godspell
 - Wednesday, November 16 (matinee – closed to public, students only)
 - Thursday, November 17 (7:00 to 9:00 pm)
 - Friday, November 18 (7:00 to 9:00 pm)
- Florida Jr Thespians District Festival on December 3.

Melanie Moore (President)

- Reported that 117 theatre majors have paid their enrichment fees. That is 62%. Three non-majors have also paid.

Vania Goldman (Treasurer) (Melanie gave report)

- Budget vote is being moved to November.
- Looking to itemize expenses more than have done in the past. Send your itemized expenses to Vania.

Emily Carpenter, VP Communications

- October newsletter was sent out on October 7, 2022.
- Next newsletter will be sent out on November 7, when tickets go on sale. Please send Emily any content you would like to add to that newsletter. Patrons will be taken out of the November 7 newsletter.
- Asked Ms. Frye about doing sneak-peak video for Godspell show in newsletter. Ms. Frye suggested starting to do sneak peaks a couple of weeks prior to the show would be a good idea. Ms. Frye to connect with Emily and send her information for newsletter as she sees fit.

Jackie Tabony, VP Show Support

- A photographer has been hired (Chris) for \$150. Chris has been given a full-page ad in program as well.
- Program will include a 'no recording' statement. Photos of show by professional photographer will be available.
- On October 20, Jackie will get a picture of the cast and crew to put in the program. Kids should wear colorful clothes that day for the photo.
- Jackie should send her spreadsheet of who has paid/not paid for ads in program to Vania. Vania will reach out to those who have not paid and collect payment.
- Jackie is going with Raintree for the show posters. Posters will be 12 x 18, 14 pt with thicker stock.
- We will be using Go Fan for show tickets. When go to Go Fan, need to search up Lavilla. Emily can make the QR code.
- Tickets will be \$10. This price will be displayed on the poster, and Jackie can add in something about the canned food drive as well.

Rachel Gunter-Shapard, VP Concessions

- Amazon prices for candy have gone way up so people may want to make purchases locally and drop them at school.
- If purchasing on Amazon Wis List, you need to copy and paste the address in - it's not automatic.

Kate Chung, Patrons & Special Events

- To date there are 16 who have paid to be patrons and two in kind.
- Kate is looking to reach ~20 patrons and posted on Facebook site.
- One Patron has asked for extra tickets. For patrons who want additional tickets (over four), they will be charged \$25 per extra person.
- Kate to let board know if anyone requests 10 or more tickets. Recommendation was if they do request 10 or more, have them go on Thursday vs. Friday night. If ask for four extra tickets, it's okay to go on Friday.
- Ordering rainbow-themed balloon arch, plates, and napkins for Patrons' dinner.
- Ms. Frye volunteered to get the theater cast team put together encouraging quote posters to put up in the dining hall where the Patrons' dinner will take place.

Laura Frye, Drama Teacher

- Would like to do a service project. Recommended hosting canned food drive during the week of show (collecting canned foods). Ms. Frye suggested donating items to a local shelter that uses Lavilla as a hurricane shelter.
- There is a parade in Murray Hill neighborhood on Saturday, October 22 that she would like the theater kids in the play to join. Parade starts at 7:00 pm, but she wants them to line-up at 6:00 pm. This will help get word of mouth out for the show.

Angela Turk, VP Fundraising

- In the next newsletter will ask for donations for the silent auction.

- Several items have already been collected for the silent auction including Whit's, Greenlight, Purabean, Pinch a Penny, Fish Company, FL Theater, a drone lesson.
- Angela has a letter you can send or take with you to ask for donations for the silent auction.
- Based on number of donations, Angela will determine if it will be one night or two. Melanie doesn't recommend having same auction items on both nights, as the people on Friday will just outbid those on Thursday. If do an auction both nights need enough items to do some on Thursday and remainder on Friday.

Rebekah Hutto, VP Merchandise

- Announced the new lanyards came in.
- She is working on details for the Godspell general sale shirt. How many to sell and in what sizes?
- Emily mentioned doing a poll to better understand number of people who would purchase shirts to provide Rebekah with volume estimates.

Nicole Holloman, Volunteer Coordinator

- Has one person who has signed up for volunteering to date. Expects that between Halloween and the show the number of people who sign-up to volunteer will greatly increase.

Next Board Member Meeting

November 7, 2022, 5:30 to 6:30 pm (Tech Room, Lavilla School of the Arts)