



Towson High School Theatre Boosters

69 Cedar Avenue • Towson, Maryland • 21286



January 10, 2023 Meeting Minutes

Meeting Participants: Sydney Marks - Director, Monica Leigh- President, Liz Cohen – Vice President, Tracey Hamelin - Secretary, Pamela Steinik - Treasurer, Zoe Prue- ITS President, Colleen Krimm, Natalie Krimm, Dani Schuman, Tom Ritterhoff, Megan Prue, Kyle Prue, Jen Tosh, Terri Dwyer, Shelly Bell

Meeting began at 6:03 pm in the senior cafe. We moved locations due to a heating issue in the main cafeteria and will be having all meetings in this location going forward.

Director's Report: Ms. Marks had to leave early so presented first. She was very excited about the opportunity to direct our kids in Mean Girls and is very much looking forward to the production. She reported there were about 45 students who auditioned for Mean Girls and it went well and she was hoping to find a way to get all students that auditioned a place in the show. Ava Coriella(sp?) is the new choreographer and both were impressed with the talented dancers who auditioned. The poster for Mean Girls should be available by Feb 1st to print and start using on the website and social media from Wylie. The art department asked Ms. Marks if they could have a poster design contest for the show so Ms. Marks will let us know and we may end up with more than one poster if that happens. Monica asked if there would be an assistant director for the show and Ms. Marks said not at this time but TBD. Ms. Marks announced there would be no pit orchestra for this show as had been previously reported. So in total there will be around 45 cast and 20 run crew members. Also based on crew feedback from the previous show there will not be a run crew announced early on, it seemed to demotivate kids from attending crew if they were not going to be a part of the run crew to attend crew meetings. Monica will send information to Ms. Krimm about the parent who volunteered to help out with Tech Week meals at the last meeting, Nora Pierce. It was also discussed that we need to get t-shirt sizes asap so that shirts can be ordered earlier to use as advertising and get them distributed in a more efficient manner to make sure they are all picked up.

Playbill: Margaret Bell will work on it again. Monica made a new checklist so that no groups are missing again. She asked Ms. Marks when would be a good date. Suggested date was possibly Wed the 18th at the table read but Monica could not make it. Tom Ritterhoff volunteered to help with photography, so we will coordinate with Tom and Ms. Marks about the best time to do headshots so we don't miss any groups. We need to have the board review the Playbill before printing. We need to include a Theatre Boosters ad in every Playbill going forward with a QR code.

Stars: Jen Tosh is the Stars Coordinator. We suggested not using the dots going forward and stapling them. They will take up more room in the lobby during the spring show because there is a larger ensemble. Ms Marks said we'd have options for using the small corridor between the two lobbies. We have already purchased the stars for the spring show so will need to use them up but Jen said it isn't as many as we thought. We may want to look for some smaller stars for next year. Ms. Krimm said we can use the die cut machine at LakeShore for free to cut the stars ourselves.

Show T-Shirts: Monica made a motion to charge \$5 for the spring T-shirts since it will cost more with more students and give students a reason to pick up shirts. We need to get the shirts in earlier so kids can wear them more than once in the weeks leading up to the show for advertising purposes and can wear on A and B days. It was noted that several shirts were still in Ms. Marks office that students didn't pick up. We need a better plan for making sure students get shirts especially if we paid for them. Liz volunteered to help pass out the t-shirts. Zoe also said ITS could help if needed. Motion to charge \$5 was approved, and boosters would pay for the difference.

Membership: Last fall a flyer and email was sent out congratulating the cast and crew and requested they join the boosters. Pamela will make a flyer for the Mean Girls cast/crew and Monica will send out, hopefully giving us a boost in membership.



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Flower Sales: It was noted that this would be difficult with little room to set it up between concessions and spirit wear and we would need more volunteers,, so this item will be tabled until the fall show next year.

Concessions: Tracey will purchase again in the spring with a good idea of what and how much to purchase based on the fall show. She will coordinate with Ms. Marks on ticket sales to see how many are expected at each show for comparison to the fall show with how to account for attendance and concession amounts. Prices used in the fall worked well.

Photography: Jonathan Ku is interested in being paid for future photography, right now we have enough in house people that will do photography for free. Mr. Tom Ritterhoff was in attendance and offered his time and materials to do photography for us at no cost. He asked Ms. Marks about a no photography form that BCPS has parents fill out to see if there were any students that should not be photographed or published on the website and social media. Ms. Marks was going to look into this. Mr. Ritterhoff offered to photograph the performance as well as head shots and presented beautiful posters he can print from home.

Director Acknowledgement: We were assessing the number of gifts we would need to budget for the spring. Ms. Marks, Mr. Jackson, Zareiff and the choreographer, Ava are all at this time.

Cast/Crew Party: Tracey said she could host again. Ms. Krimm volunteered her house as an option as well. Monica mentioned maybe doing something off site like Blaze Pizza or at a picnic pavilion. We would need to look into the costs associated with these last two options. Typically kids bring dessert, drinks and chips based on last name so boosters usually only need to provide the pizza. Blaze may cost more than the option of Marias which was 50% off. And renting a place plus the cost of pizza may not be in the budget. We can discuss more at the next meeting. We need information from Ms. Marks about when Strike will be since there is a concert on the school calendar the following Monday after the show. That will determine what time/day the cast and crew party can take place.

ITS Report: Zoe reported they had an open cast party in December with ITS members doing a gift exchange and karaoke. It was a good time. They are planning an end of this month meeting with the full ITS body. Zoe reported there were a lot of new faces at the auditions which was exciting to see. They plan to hold a general winter interest meeting. Zoe said they had fun with the poster hanging last fall and planned to do it again for the spring show and she would develop a list to know for future where they should plan to go. Also discussed sending information to feeder elementary and middle schools to advertise the show, but considering the content of this show, elem will not be targeted but many felt we could send to the middle schools, and it would be up to them if they would distribute the information for us. Ms. Marks asked for reimbursement for the pizza at the winter ITS party.

Treasurer's report: Bank balance is \$6,463.67. We are finally making money with concessions and membership. We need to find ways to get meals to cost less for the spring show since there are more people to feed. We can ask for donations possibly to have a restaurant "sponsor" the meal as an idea. A participation form will need to be sent to the cast and crew. We discussed the need to get a Square account and Pamela was going to look into it. We already had to get a login for the website since Weebly was acquired by Square.

Tech Week Meals: Colleen Krimm will lead with Nora Pierce as assistant. Colleen is working on establishing relationships with places like Seasons Pizza to see if they could possibly sponsor a dinner night for us to cut our costs. Colleen was able to make the meals about \$6/7 a person which is a very reasonable cost. But with more students in the spring show, will likely need to cut costs to be able to have the boosters cover the entire costs. In previous years we had to have people send in money and opt in to the meals, but it was hard to keep track of who had paid for meals etc. so we would like to be able to cover or subsidize all meals for cast and run crew. Hopefully more families join as members and that will help cover the cost of the meals and t-shirts for students' participation in the show. Colleen will start calling places using a



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number of about 75 students as a baseline to discuss pricing or look into making meals ourselves. Families already provide water, side salads, fruit and dessert with boosters typically covering the main dish.

Communication/Social Media Update: Monica was able to get the THS school website linked to the theatre website at the beginning of the school year. Tracey added a link to the THS theatre page from the Weebly theatre website. Tracey reported that Weebly, which is our website program, was purchased by Square, hence requiring us to set up a Square account. Pamela was going to look into getting our banking information linked so Tracey can continue the process of trying to set up an online store for membership, Halloween tickets and our new spirit wear. As soon as we get the poster on Feb 1st from Ms. Marks, Tracey will put it up on the website and Facebook accounts. Zoe said to send anything to Tori to put up on the student Instagram account. We discussed possibly setting up a boosters-run Instagram account as well, it is easy to post to both accounts at once, so Tracey will look into it. Tracey reported traffic on the FB page seems lower after the fall ticket sales, so maybe not as many people saw the posts about the auditions but could be because that was primarily over the winter break.

Spirit Wear: Liz got pricing for different items. It would cost \$80 for a 2-color screen fee and 1 color was \$40. These are 1 time set up fees. It is \$7.50 for a shirt with 2 colors and \$7 for 1 color (these are prices using 100 shirts as a base ordering number). Crewneck shirts are \$12, hoodies are \$19. Add .50 for the 2 color options for each. Stickers are \$.30 each with a 500 min order and one color. Magnets are 5x4 and cost \$11.30 for 200 plus shipping and will probably be expensive due to how heavy magnets can be. Water bottles are \$8 for 40 and a \$50 set-up fee. Stickers could be used as a giveaway to people who buy memberships.

Music Boosters Bingo Basket: Pam Chen will put together. Monica is going to send out a sign up genius and will have a theatre theme with Mean Girls "pink" focus. Mr. Prue offered tickets to the Everyman Theatre show.

Clothing Drive: Monica said we are aiming for 4/29 as the date for the next clothing drive. It is the weekend after the production and Earth Day.

Red Carpet Party: Monica added to the agenda so that this will be on our radar with more time to plan than last year which turned out well but was thrown together in less than 2 weeks. We are looking for a volunteer to head up the Red Carpet Party. If anyone is interested they can email Monica. We explained that this includes ITS induction and end-of-year senior gifts, etc. Monica suggested we add 30 more minutes to the party than we had last time, it was a bit rushed. Most likely the party would be 6-8:30. Monica is looking at dates with Ms. Marks and the administration and because the show is so late it will likely be May but the administration is not often fond of events in May due to testing and graduation activities.

Senior Scholarships: Monica added this to the agenda to get it on our radar that applications will be coming up for seniors and that a committee will need to be formed to review applications.

Spring (end of year) cleanout: Monica said we need to start thinking about this and let everyone know it will be planned after graduation, in June probably and hopefully seniors will come back to help and we could make it a fun picnic event with open mic, etc. possibly, BYO picnic. We need to look into options for getting a dumpster or trucks with people willing to take items to the dump or donate to Habitat for Humanity or other charities, etc. Anyone willing to lead this project should reach out to Monica. We would also like to secure a lockable storage shed to have somewhere on campus (backstage or in the basement) to store booster materials (instead of in individual members' basements/garages).

Meeting adjourned at 7:45 PM. The next meeting is 2/14/2023 at 6:00 PM in the Senior Cafe.