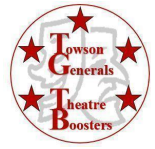




# Towson High School Theatre Boosters



69 Cedar Avenue · Towson, Maryland · 21286

## October 18, 2022 Meeting Minutes

**Meeting Participants:** Sydney Marks- Director, Monica Leigh- President, Liz Cohen – Vice President, Tracey Hamelin - Secretary, Maureen Zingo - PTSA president, Pamela Steinik - Treasurer, Zoe Prue- ITS President, Colleen Krimm, Natalie Krimm, Mansoor Johnson, Jen Tosh, Pam Chen, Laura Dover, Megan and Kyle Prue, Margaret Bell, Melissa Banister

Meeting Began at 6:05pm with introductions of all participants.

**Director's Report:** Ms. Marks said she is having a wonderful time working with the cast and crew for the production and she would save her directors report comments for when we got to the Little Women agenda items.

**ITS Report:** Zoe reported that they held their 2nd meeting today during the advisory period and wanted to know if the ITS could provide a basket for the raffle at the Halloween Party with a theme of "midterm survival basket" with gift cards and items students would send in. Zoe also mentioned that some of the students were wondering the status of getting needed props for the play. Ms. Marks said she would send a list to parents requesting items that are needed. She would read the list off at the end of the meeting so that anyone present who wanted to volunteer items could do so to reduce the amount of duplicates she has received in the past. Zoe said the ITS members have been promoting the Halloween party and letting kids know about the deadline to purchase tickets and that about half the members that attended the ITS meeting that afternoon had already purchased or planned to purchase tickets. The ITS also decided they would have a "promoting party" for Little Women including all cast/crew not just ITS members as a bonding event to go around to local businesses to distribute Little Women posters in the area around the high school. Zoe also said that they would be organizing an event in December for just ITS members for a fun activity to be determined. Zoe was asked about what the regular meeting schedule for ITS meetings would be and she responded that they have had a difficult time trying to get everyone's schedules to mesh and that after school is too hard with play rehearsals so they plan to meet during the school day during advisory but the schedule is still not finalized, but they think Tuesdays look like the best day of the week for everyone and hope to meet twice a month. Later in the meeting Zoe also reported that the ITS bulletin board had been updated as well.

**Treasurer's report:** Opening Balance - \$5020.75; Expenses - \$364; Deposits - \$1305.64 for membership and 526.46 for Halloween party and 600.10 for clothing to cash and 0.64 in dividends. Balance should now be \$7089.59, but we need to subtract T-shirt expenses once we have an exact number. T-shirt estimate is between \$400-\$450. Monica reported that the clothing to cash drive brought in \$600.10 (we earn .10 cents a pound).

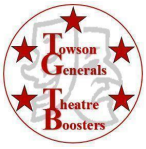
**Halloween Party Update:** Pam Chen is the lead on this and reported that as of this morning there were 28 tickets sold. There was discussion about how many tickets were sold last year and it was estimated that it was around 50 people. Pam said she needed a head count one week in advance to give to Barley's Backyard Uptown. Pam said Barley's is charging \$12/person and we are selling tickets in advance for \$20 with an upcharge price of \$25 at the door. It was noted by the treasurer that we do lose some profit on the ticket sales because PayPal takes a fee out of each sale, so we aren't making as much as it looks like on the pricing of tickets. Monica mentioned we don't really need to charge extra at the door, it is more of an incentive to buy tickets early so that we can give a reliable headcount to the restaurant. Since tomorrow is the last day of advanced ticket sales Pam requested we provide her with the estimated number of people to tell them. Monica and Pam agreed that last year there was a ton of food left over

with the head count we gave them of 50 people, so it was agreed that we should tell the restaurant 50 people. Zoe said she thinks there will be kids who want to buy tickets the day of the party once they realize others are heading there after rehearsal. Ms. Marks said she let the kids know the deadline was tomorrow. Pam said she needs more people to sign up to help with set up. Right now they have 3 for set up and 5 for breakdown. Pam reported she has about 20 raffle prizes including tickets to local theatre shows and many gift cards, some tie dye kits, swag bags from THB and she just acquired a donation from Papi's tacos including a t-shirt and gift card along with many other donations. She said if the ITS does want to put something together for a raffle basket they are welcome to but that we had 20 raffle items and only 28 tickets sold so far. Zoe said they would like to do a basket by the students for the students and they would do the "mid term survival basket" as mentioned in the ITS report. It was explained that each attendee will be given 2 raffle tickets to place into a bag/bucket for the prizes you would like to win, just write your name on the ticket. Monica mentioned people can buy more raffle tickets and they would likely be \$1 each and possibly a deal with 12 for \$10 or something similar. Monica asked Pamela if she could bring change to the party for the ticket table and asked Pamela if she could work the table, then Colleen Krimm volunteered. It was discussed that we need to have greeters at the door to check off people as they come in. Zoe said they could get 2-3 ITS members to work the door. Monica explained she would give them an alphabetized list with a family last name and number of tickets purchased. Pam said she needed a master of ceremony and Monica suggested Ms. Marks. Zoe suggested maybe Anna S's father, who MC'd the Red Carpet party last year. Monica will contact Anna's father and if he is not available, Ms. Marks will be the MC. Monica and Pam said we needed to discuss the timeline of the Halloween Party. There was some discussion about the events and it was decided that 6:30-7 would be Meet & Greet as everyone arrives; 7-8 the food would be served; 7:30 ITS would run a game and 8:00 ticket winners would be pulled for the raffle prizes followed by the announcement of the winner for the costume contest. There was discussion of how voting for the costume contest would take place - slips of paper, kahoot, etc. It was decided that slips of paper would be simplest. The ITS students in attendance discussed some game ideas. Monica and Pam also discussed there would be a jar of spiders game people could guess the count and closest wins a prize. Pam said there is a SUG and needs 1 or 2 more helpers for set up. She also is having anyone who wants to help over at her house Thursday at 7pm to put together the raffle baskets.

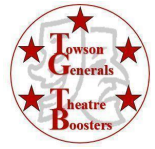
**Little Women Update:** Ms. Marks said if parents volunteer to work concessions or stars they don't need to buy a ticket that night for the play, but all other members of their party would need to and if they want to sit together they would need to purchase them together, otherwise they can just sit in the back of the auditorium. Monica brought up that this would be the first chance for students graduating last year to use their "lifetime ticket gift". Ms Marks said she would let teachers who will be working the event know what to look for and where to direct the students to sit.

**T-Shirts:** An email had been sent out to students and directors asking for shirt sizes, Liz only had about 50 and we were expecting about 75. Monica said maybe some kids don't want the shirt but some may have just not completed the form yet. Monica asked for a motion to approve the boosters buying the shirts for the cast, crew and directors which was estimated to cost around \$400-\$450. Liz said it is \$6 a shirt with larger sizes costing more. The motion was approved. Liz showed everyone the artwork for the t-shirt and that the color would be the teal color on the poster.

**Playbill:** Margaret Bell has been working on the Playbill. Tracey will pull the bios from the website submission form and send them to Margaret early next week, we are still waiting on a few bios to come in. Ms. Marks asked if the boosters would be able to pay the \$75 fee for the playbill builder and she would pay the playbill printing costs. The motion was approved. Ms. Marks said in the past she has paid \$50-\$100 for the poster/playbill/t-shirt artwork per show and asked if the boosters could pay the artist this year. In past years students at THS have sometimes provided the artwork. We discussed if we would



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continue using the professional artist or maybe switch to student artwork going forward but for this year we agreed to use the professional artist and pay him \$250 for the year. The motion was approved.

Liz mentioned we also wanted to do a general theatre tshirt but needed additional artwork, so it was decided as part of the artist work we could ask him to design something for that as well. This would be one design we could use on tshirts and possibly other items such as hoodies, water bottles, etc. We discussed possible colors of gray/maroon/white and Zoe suggested we incorporate the use of stars since that is part of the THS theme of 5-Star generals and we sell stars for the cast/crew on performance nights. We could possibly sell the shirts during shows, but not sure we will have them on hand in time for the Little Women performances. Suggestions were made about making a survey to see what merchandise may sell well. Possibly using a QR to link to a google form to collect the data. Liz will work with the Baltimore T-shirt Company regarding quote and ordering.

**Tech Week Meals:** Monica let everyone know we need a volunteer for this fall to collect information such as allergies and get pricing for restaurant meals. She said we have information from Samantha Apel who did this for us in the past. The tech week meal coordinator would set up a sign up genius and ask for additional items such as bottled water, desserts, side dishes, etc. In the past we have done pizza, sandwiches, Qdoba, spaghetti, etc. Last year we did things differently because of covid restrictions. The students in attendance said that they loved the Qdoba night. It was suggested that all kids with food allergies go through the line first to reduce any chance of cross contamination. Monica said that the theatre boosters have a sign up genius account we can use. Ms. Marks said there are 19 cast and 25 run crew plus 3 adults for a total of 47 people to provide food for. Ms. Krimm volunteered to be the Tech week Meal Coordinator.

We announced that there would be one more meeting before tech week and the performances which would be held on WEDNESDAY November 9th at 6pm due to the school being unavailable on the 8th due to Election Day.

**Stars:** Jen Tosh is the Stars Coordinator. Monica said we have paper and a die cut star shape but didn't know where a machine was that we could have access to. We discussed if it would be worth investing in a die cut machine of our own and Monica asked Jen to look into it if it would be cost effective and asked her to research the cost of precut stars. We estimated we used around 100 stars per night at each of the fall and spring productions.

**Other Sales:** Monica brought up the possibility of other sales in the cafeteria besides the concessions. A few ideas were suggested but seemed like single stem flowers would be the easiest. Ms. Krimm suggested asking a few local floral shops (Radabaugh/Ramondi's) about either donating them or conducting sales that night for us. Monica suggested selling them at \$1 a piece. Megan Prue said she would contact the florists. Monica said we did well with concessions last year but some of the candy was expensive and we didn't make much profit selling for \$1 a piece, so maybe candy would be \$2 each, everything else \$1. She said the mini cans of soda were better since people didn't have much time to finish a bigger can during intermission. Monica asked Tracey if she could pick up concessions at Sam's Club and she agreed. She will work with Monica to figure out the appropriate amounts to purchase. Zoe mentioned that if we are doing sales in the cafeteria again, could we limit people going out the back door of the cafeteria and down the hall where the choir room is since it should be an actors only zone.

**Photography:** Costumes will come in on November 10th. Ms. Marks said a former student who wants to work as a professional photographer offered to come in on the 14/15/16 to take dress rehearsal photos. Tracey will do some rehearsal photos as well and some shots of the crew in action to add to the new website page for Technical Theatre.

Ms. Marks mentioned that Adam Mendelson from UMBC was very helpful coming in on a Saturday to help the lighting crew and she would like us to do something for him. A gift card for \$50 we suggested. The motion was approved. There was discussion about other gift card acknowledgement for the directors and Ms. Marks didn't think that was necessary, but that it may be nice to do something to Zareiff as a welcome to the team because they jumped right in and have been doing a great job taking over this year.

**Cast/Crew Party:** Ms. Marks was asked when strike would happen after the production and she said Monday the 21st, so it was decided the cast/crew party would take place on Sunday the 20th in the afternoon, most likely around 2:00 start time. There will be a sign up genius to ask for drinks, chips, desserts, etc. and the boosters would provide pizza. Tracey will host.

**PTSA:** Maureen Zingo, PTSA president attended our meeting. She let Zoe know that the PTSA provides each club at the school \$50/year and that they just need to submit receipts to get the money from the PTSA. Ms. Zingo asked if there were Playbill ads, she would like the PTSA to have an ad in the Playbill. Tracey let everyone know that PTSA has been reposting all of our flyers and meeting information on their Facebook page and Ms. Zingo said she is also putting it in her weekly newsletter mailed out to members and encouraged the theatre members to also join PTSA for \$10, \$5 for students. Ms. Marks said we would be happy to put a PTSA ad in the Playbill and thanked her for her support. Ms. Zingo let us know that the auditorium is considered an historic landmark and that is a holdup for the renovations for Towson High School. She passed around a QR code to give feedback about how the THS theatre community feels about the current state of the theatre and what we would like to see in the future. Ms. Zingo invited all members to attend the PTSA meetings the 2nd Wednesday of each month in the Library and they lasted about 1 hr. 15 minutes and she encouraged us to have a liaison there.

**Help Needed:** Monica went over the list of open positions. She said her and Pamela are currently working as the Membership committee. We are also setting up a new committee called the Audit Committee. They will go over the draft of the by-laws we have set up and see if anything needs to be changed since ours were set up based on the Music Boosters which is a much bigger organization and not everything may apply or be necessary at our current size. They will also look into us becoming a 501c3 organization. Monica said she has spent a lot of time going over this and it is a lot to try to understand where we fit as an organization and there are still many questions we could use someone with some background in this to help. Maureen said that Kim Beard her co-president of the PTSA had just gone through some steps regarding this process getting re-established and she volunteered her to speak with us about this.

Ms. Marks read off the prop list materials she needs and said after those in attendance let her know what they could provide she would send out a list to all families in the cast/crew for the additional items.

Meeting adjourned at 7:30 PM. The next meeting is 11/9/2022 at 6:00 PM.