



Towson High School Theatre Boosters

69 Cedar Avenue · Towson, Maryland · 21286



December 6, 2022 Meeting Minutes

Meeting Participants: Monica Leigh- President, Liz Cohen – Vice President, Tracey Hamelin - Secretary, Pamela Steinik - Treasurer, Torri Kerr- ITS Publicity, Pam Chen, Terri Dwyer, Laura Dover, Nora Pierce

Meeting Began at 6:10pm in the senior cafe. We moved locations due to a heating issue in the main cafeteria and started a little late so that people could find our new location.

Director's Report: Ms. Marks was not able to attend the meeting and did not have any notes for us to present on her behalf.

ITS Report: Zoe was not able to attend, so Torri Kerr was the ITS representative. She said they were having an ITS meeting the following day, Dec. 7th after school in the auditorium. They would be drawing names for secret snowflake gift exchange and would be planning a winter meeting date at that meeting depending on feedback from the group with the gift exchange hopefully between the 17-19th of December. They are hoping to plan a winter interest meeting to let kids know what they need to do to earn points to join ITS. She will add it to their Instagram account. Tracey will add the ITS points chart to the website and FB. Tori will share the chart. Zoe is working on possibly setting up a theatre festival.

Treasurer's report: Bank balance is \$6,708.01. We spent \$434 on shirts; \$567 for tech week meals. \$70 on Playbill; \$250 for piano movers. We made approximately \$800 on concessions and star sales (costs still need to be deducted). Last year's concessions and star sales profit was approximately \$150.

Communication/Social Media Update: Tracey reported that within the last 4 weeks with the big advertising push for the show, we have 21 new Facebook followers, which is a huge increase in our following. Crew and Cast rehearsal photos got a lot of views and especially our "sketchbook" photos. Tracey requested that everyone please "like" and "share" as many posts as possible as well as saying if you are 'interested' or 'going' to the meetings on the event links. Commenting on posts is also helpful. The more people do those things, others in your Facebook friend group can see what we are doing and may attract more followers. Tracey has updated the website with the new show information and has moved Little Women to the previous production page and added Mean Girls to the Current Production page. She will post audition and crew application information as soon as we have it. FB stories aren't getting many views Tracey noted and wanted feedback if people were seeing them, to know if it is worth continuing to post stories or should we focus on regular posts. Tracey also posted about the theatre courses at THS since it is the beginning of course registration and Tori said she would post on the ITS page as well. Tracey noted she is making a website calendar and media calendar on Google Drive so we have a laid-out plan of what needs to be done and when going forward.

Spirit Wear: Liz had the artwork for the new spirit wear and showed everyone. We discussed ideas for what items to order and colors. T-shirts, sweatshirts, stickers, and car magnets as well as water bottles were all mentioned. Tori was going to ask the students at the ITS meeting if they would be more interested in T-shirts or sweatshirts for our initial offering. Colors were discussed, and gray with white letters was a possibility. Monica can make a drop-down payment option for the spirit wear like she did for the Halloween Party tickets and different booster levels. Liz suggested we use something from our spirit wear to include in the basket for music booster's bingo night (see agenda item coming up). Liz was going to discuss with the vendor if there is a separate set up fee for each item we want to print or just one for the artwork. Monica was going to talk to Ms. Marks about getting some cabinet storage space to house the spirit wear and other booster supplies on school grounds so booster members do not need to find someplace at their home. Tracey will look into setting up a spirit wear page on the website.



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Fall Play Recap: Show was great! Instructions are still needed for Playbill, Stars, and Tech Week.

Spring Musical:

T-Shirts: We need to consider charging for the spring T-shirts since it will cost more with more students. Do kids in the pit get/want 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. So making kids pay for a portion of the shirts may ensure they are picked up. Or maybe ITS can pass them out during advisory? Or a booster member needs to help pass them out at one of the rehearsals.

Playbill: Margaret Bell will work on it again. Tracey will update the link on the website for the new show and send it to Margaret. Monica made a new checklist so that no groups are missing again. We need to have the board review the Playbill before printing. We need to include a Theatre Boosters ad in every Playbill going forward. Feedback from families was that they missed not having the scenes with the Act I and II and intermission laid out in the Playbill. It's particularly helpful for volunteers to know when intermission will occur.

Tech Week Meals: Colleen Krimm needs a buddy/shadow to help. We discussed it needs to be someone who will definitely be able to help the following fall. Issues have been that if kids don't get a part in the play, then the parent doesn't volunteer. We need someone who will still do crew if their student doesn't get a part or a crew parent possibly. Nora said she would be possibly interested in helping but needs more information. The dates for April are the 17-19 for tech week meals and discussed that meals would possibly need to be ready around 5:30 depending on Ms. Marks rehearsal schedule. Again a cabinet at school with all of the serving supplies, etc would be helpful.

Stars: Jen Tosh is the Stars Coordinator. Jen was not at the meeting, but we discussed the issues with the stars falling off the wall when Ms. Marks came in on Monday morning. It was noted that due to the rescheduled production date, the stars are not usually up that long, and they were heavier this year. 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 will be a pit. We discussed 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. We may want to look for some smaller stars for next year. If we use backdrop paper for the stars again, we should not roll the tape on the back but rather use a strip across the top stuck directly to the wall.

Flower Sales: The Prue family were not in attendance to give an update about flower sales for the spring. We feel it would be difficult for us to do on our own unless the florist donated the flowers directly or sold them for us. We do not want to give away the ability for us to do this in the future by letting another club or organization run this. Maybe ITS students could help more with volunteering on performance nights if they are not in the show such as ushering. Tori said Ms. Marks could add that to the application for crew or cast.

Concessions: Tracey reported a bit was unsold, some would be saved for the spring, the rest that would expire before then was given to the kids in the green room. It was hard to judge how much to buy due to the one show being canceled and rescheduled for Monday night. Tracey made detailed notes about what was purchased and sold and guidelines for how to do concessions in the spring.

Photography: Jonathan Ku was interested in publishing a book of THS theatre. He was not in attendance. At this time we are not planning to put money up front for publishing his book. He is welcome to present an offer/idea in the future. We also aren't sure if/when we will get the photos that he took of Little Women. We were not able to use any of them in our online advertising of the show. We need pictures with quick turnaround so we can post them to social media to hype up the show, so we will continue to use a parent to take pictures for that purpose. We leave the option for formal pictures



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open (via John Bowers or similar), but right now feedback was that the parent pictures were good enough for our purposes.

Director Acknowledgement: Gifts were given to Ms. Marks, Melissa and ZariEFF after the show as well as gift card for the UMBC lighting person that helped us in the beginning of the school year. We discussed our plans for the spring show.

Cast/Crew Party: Tracey reported the party was very cold outside but successful. They watched Mean Girls! We will discuss the spring party at a later meeting.

Music Boosters Bingo Basket: We discussed at last meeting we would do a bingo basket with a theatre theme. We discussed should it just be theatre in general or based on the current show, Mean Girls? We can try to get tickets to Everyman Theatre, possibly VIP parking passes for the Mean Girls show DVD/BluRay of Little Women or Mean Girls or both? We can put together a sign up genius to get donations for the basket. Pam Chen said she could put the basket together.

Clothing Drive: Monica said she would start looking into setting up a date for the spring clothing drive. A suggestion was made to tie the drive in with the April 22nd Saturday date of Earth Day. It is also the Saturday of show weekend. We discussed maybe getting some reusable yard signs and advertising during the lacrosse games. Liz was going to ask the T-shirt vendor about yard signs.

End of year cleanout: Monica said Ms. Marks was interested in possibly doing an end-of-year cleanout. We discussed maybe getting a bagster and donating what we can to Habitat for Humanity or other charities to help organize the theatre storage room, and that may free up space for boosters to house our bins of supplies. We could make it a picnic event with open mic night, etc.

Senior Gifts: We discussed a few ideas for senior gifts and were going to look at options to discuss at the next meeting, maybe related to the Tony awards.

Meeting adjourned at 7:30 PM. The next meeting is 1/10/2023 at 6:00 PM.
