



Towson High School Theatre Boosters



69 Cedar Avenue • Towson, Maryland • 21286

March 14, 2023 Meeting Minutes

Meeting Participants: Sydney Marks- Director, Monica Leigh- President, Liz Cohen- Vice President, Tracey Hamelin- Secretary, Pamela Steinik- Treasurer, Colleen Krimm, Natalie Krimm, Shelly Bell, Pam Chen, Margaret Bell, Ella Bell, Addie Howard, Ethan Howard, Terri Dwyer

Meeting began at 6:10 pm in the senior cafe after spirit wear sales from 6:00-6:10.

President's Report/Treasurer's Report: Monica and Pamela gave a report on Finances. A bank balance sheet handout was given to those in attendance. The current balance is \$5,044.82. We have 26 members and collected \$1550 in membership fees this year which is more than last year (\$600). Monica let everyone know she really appreciates their efforts this year and we are at a good place with our budget since we have a small increase from our starting balance and that includes the money we had to put upfront for the spirit wear. We made \$150 on our first Trivia Night at Neo Pizza and there was positive feedback to do this event again. It was explained that there are fees with PayPal and Square so cash is better but can be difficult to collect. Ideas were given about building in the fees to the PayPal account on the website to encourage cash transactions and ways to collect cash better since students and teachers are not supposed to collect cash. Monica asked Ms. Marks about our Boosters Mailbox in the office that used to be there but Ms. Marks said mailboxes were moved to the faculty lounge and we no longer can get access to a mailbox. Ms. Marks suggested one of us could pick up money at the end of each rehearsal if that was possible. This will need to be discussed more to figure out a better way to collect cash for t-shirts/red carpet party since they are a smaller amount, the fees charged with PayPal and Square are a larger percentage of the transactions.

Red Carpet Party: We are checking to see if May 11th from 6-8:30 will work instead of the 12th since there is a conflict. Ms. Marks will check with Mr. Stevens to see if it's okay since there are a few AP exams the next morning. Set up will be at 5pm. We discussed keeping the \$5 fee advanced or at the door. We need to get a better head count than last year since many students showed up without RSVP to pay at the door. Monica suggested an evite this time so that they can RSVP. Monica will create a button to pay for the Red Carpet Party on the website. Monica will discuss more with Shelly Bell about possibly being the coordinator for the party and Colleen Krimm said she could help give guidance as well. Senior gifts will not be a part of the coordinator's responsibilities and neither will the ITS induction (Ms Marks will take care of ITS induction). It was also discussed that if students leave the party, they will not be let back in this year. We are building in an extra 30 minutes for the party from last year since things seemed very rushed last year.

Senior Scholarships: We discussed that last year we did 5 scholarships for \$200 each but that is 1/3 of our entire budget and needed to decide on how many/amount we want to do this year. We decided to keep with the \$1,000 budget but the number of scholarships will be decided during the review process. We suggested maybe going forward using the spirit wear sales to fund the scholarship and putting signs up with that message during the sales at intermission during the shows. We will reassess scholarship funds next fall. Monica asked for 5 volunteers to read the scholarships and explained the point system used in conjunction with the essays.

ITS Report: Natalie Krimm gave the ITS report. They will be hanging posters and doing the thrift event to find costumes on Friday. They are going to have 2 meetings this month or possibly 1 meeting over spring break. They had a very successful interest meeting. They are possibly going to be doing an ITS trip to see Romeo and Juliet though this isn't approved by the school yet.

Director's Report: Ms. Marks said ticket sales are going well. Currently just over 300 sold for all performances total with 4 weeks to go. (For comparison she said Little Women was 629; Emotional Baggage total was 342; Fiddler was 1197;



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Beauty and the Beast was 1630; Clue was 721). There are 612 seats in the lower part of the auditorium. Ms. Marks said there are 4 new microphones for this show with another one still to come in. Monica reached out to the administration about doing the robocalls to promote our show. Ms. Marks mentioned there may be a need over spring break for whomever is around to help with crew. Ms. Marks said she would like adult help as well as the students for strike. The show will be 2 ½ hours long with intermission. Ms. Marks said Ms. Krimm's friend John has been helping get the sound system updated and is working with Zareiff. John has a theatre sound degree and previously worked for Bose and has volunteered his time.

Show Shirts: Liz got a quote but they used the wrong number so she is waiting on an additional quote but should be around \$7 again. There is a \$40 set up fee. The pink shirt won the voting contest and they will have a black imprint. Liz showed everyone a sample shirt in Safety Pink color.

Playbill: Margaret Bell is working on it. Tracey sent the initial bios last week to Margaret but there were not many done. Tracey will put another reminder on Schoology to remind students of the deadline this Friday. Then Tracey will send all bios received to Margaret on Saturday. Colleen will get Margaret any sponsors that need to be included in the playbill by the March 31st acknowledgement deadline.

Tech Week Meals: Colleen Krimm has been working on coordinating this. She reached out to Music Boosters to ask for them to help pay for one night of meals. Colleen was given a budget of \$1500 for 4 meals. She has reached out to Kanes' and Seasons to help get a discount or sponsor a meal. Kanes uses no nut or soy oil. Colleen priced doing taco bar and it would come to about \$6. Colleen is looking into doing a cookout for "strike" meal instead of pizza. Colleen asked for us to possibly purchase metal chafing dishes with lids. She can get 3 for \$85 and said we should consider 2 sets. Each show would need to purchase additional sternums. She said for \$56 you can buy disposable trays to put inside for easier clean up. She will create a sign up genius for additional items like drinks and desserts. She put out a google doc to collect allergy information and is waiting for many to still reply. Tech meals will be served at around 6 or 6:30. She will collect some extra water and fruit/snacks to keep in the green room on show nights. Monica has many serving utensils to use. It was approved by those in attendance to purchase 1 set of the dishes. There is some concern as to where/how we will store these.

Stars/Photography: Jen Tosh is the Stars Coordinator. Jen found smaller stars that are precut and Tom will print the photos for the headers. Tom has taken all headshots and group shots and everything is in the Google Drive. Tom has been working on posters - some are already up around school. Tracey will reach out to him to get the posters electronically to use on social media.

Spirit Wear: Liz reported all items - T-shirts, hoodies, and stickers were in. We had a few sales at the Saturday rehearsal and a few prior to the meeting. There were requests for some larger sizes to be ordered for the next run of items, hopefully we can offset those costs with the items we have already sold. Liz is going to try to add larger spirit wear sizes to our show shirt order.

Spring Textile Truck: Monica asked everyone to advertise it on their own social media accounts and via Nextdoor, etc.

Meeting adjourned at 7:30 PM. The next meeting is 4/11/2023 at 6:00 PM in the Senior Cafe.