



Towson High School Theatre Boosters

69 Cedar Avenue • Towson, Maryland • 21286



April 11, 2023 Meeting Minutes

Meeting Participants: Sydney Marks- Director, Monica Leigh- President, Liz Cohen- Vice President, Tracey Hamelin- Secretary, Colleen Krimm, Natalie Krimm, Shelly Bell, Jen Tosh, Margaret Bell, Addie Howard, Terri Dwyer, Zoe Prue, Lynda Baker, Laura Dover, Katherine Ritterhoff, Tom Ritterhoff

Meeting began at 6:05 pm in the senior cafe.

Playbill: Margaret Bell said it looked great and appreciated the proofreading done by the board and it was sent to the printer. Ms. Marks needed a check for the download fee which Monica provided during the meeting.

Tech Week Meals: Colleen Krimm has been working on coordinating this. Sign-up genius went out asking for donations. Colleen was able to get Monday's meal donated from Raising Cane's along with some swag bags. She asked if we could get a photo of the kids on Monday to post on social media and tag Raising Cane's to thank them. Tuesday will be taco night; Colleen is preparing the items and Tracey will pick up the Doritos bags during the shopping trip for concessions. Music Boosters is covering the cost of this meal. Wed and Sun are pizza nights provided at 50% cost from Season's Pizza. Tracey will pick up GF chicken tenders on Monday and GF cupcakes for Sunday. Colleen also asked for mini water bottles and some additional snacks on the sign-up genius for the green room on performance nights. Ms. Marks requested some additional snacks for this Saturday's long 12-4 rehearsal as well. Colleen will take care of this. Colleen was able to acquire 2 chafing dishes for \$25 and is estimating the food cost of about \$800 total for the week.

Stars/Photography: Jen Tosh is the Stars Coordinator. Tom Ritterhoff is providing photography. Jen showed a sample header that Tom was able to print. Jen also showed the smaller stars purchased. She will plan on setting up the headers during the Saturday rehearsal. There was discussion about fitting all the headers around the lobby but due to no pit this time we felt they should fit (this show has 25 run crew, 40 cast and 4-5 directors). There was discussion about having 2 tables for stars but that would require 4 volunteers instead of 2 plus 2 cash boxes. Alternative ideas were discussed. We will use the small area between the Cafeteria and Auditorium lobby to set up one table to purchase stars with 2 volunteers and one cash box and have an additional table in this space with the markers and staplers set up to try to alleviate some of the congestion in the main lobby. Tom showed samples of large photography prints he intends to put up around the top of the lobby above the stars (hopefully prints from dress rehearsal).

Concessions: A sign-up genius was sent - no kids should be handling cash but can work concessions handing out items to guests. There will be a separate table for spirit wear sales in the cafeteria.

Cast & Crew Party/Strike: We let everyone know that since this play is so much later than past years and with so many activities taking place, AP exams, senior events, etc. it was too many parties to have a separate cast party and we already were planning to provide food during strike that we would combine strike with the cast & crew party. Pizza and cake will be provided. Discussion about the timeline on how to best do this ended up with us deciding that after the performance, the kids will get out of costume, and the party will be in the cafeteria with karaoke while the parents work on strike which will include vacuuming, sweeping, carrying items to the basement, and breaking down the set. We will add 10 parent volunteer slots to the sign-up genius.

Director's Notes: Ms. Marks had a few requests - Command hooks, pop-up tents and a prop bottle. All items were volunteered by those in attendance. Ms. Marks said the rehearsal prior to spring break went very well, and she is really looking forward to opening night.



Towson High School Theatre Boosters



69 Cedar Avenue • Towson, Maryland • 21286

ITS Report: Zoe Prue gave the ITS report. They are having an executive board meeting this week and hope to have a general meeting by the end of April. They have all been very busy with the show. Election of a new board will be taking place soon. ITS Induction applications will be made available this week as a Google form. May 1st, students will be notified if they made it in. End-of-year "Red Carpet" party is when the inductions will take place. The date has been moved to May 11th 6:30-8:30 in the cafeteria.

Spirit Wear: Liz reported on possibilities for additional orders for larger sizes. We have 3 options, one was to order 24 with the same 2 color logo for \$491; or order 20 with 1 color for \$380. It was discussed that we would like to keep the larger sizes the same 2-color option. The 3rd option is that we could email out a Google form and also have a QR code at the spirit wear station on performance nights that links to the Google form, where people can place orders for the larger sizes and we can then place maybe a larger order and get a better price with correct quantities of the larger items that we actually need. People could pre-pay for them as well to help off-set the upfront cost. Liz is going to make a Google form and QR code to have at the spirit wear station.

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

Red Carpet Party: Shelly Bell will coordinate with Monica to go over details. Party will be May 11th 6:30-8:30. Ms. Marks will do ITS inductions. Tracey will try to set up a ticket payment option on the website online store. Monica asked if Tracey could coordinate with Pamela to create the PayPal buttons needed. Monica/Shelly will send an evite for the party requesting RSVP so we have a better head count in advance, and we can have students pay via the online store or cash at the door. Zoe will coordinate with Melissa about the Superlatives Award template. There will be a cutoff that if you do not pre-register for the party, you will not get a superlative. It's not fair for the kids to have to miss the beginning of the party trying to write up all the last-minute awards. Senior gifts were discussed. Monica had a few suggested changes from last year's gifts and discussed a few options for this year. Monica was going to price out the items discussed. There will be a card-signing station again this year. Monica is looking into purchasing a 3x10 red carpet that can be reused for around \$100. It was agreed we would ask Mr. Stefano if he would MC again this year. Monica asked Terri Dwyer to help with the mocktail station. We will only have 1 station this year instead of 2 and will keep options simplified to the theme of only this year's shows. Zoe suggested maybe doing an ice cream bar this year since we will not have access to the chocolate fountain used last year, and it was messy, and there are allergy contamination concerns. Monica will work with Shelly to duplicate the sign-up genius from last year and give her access to the booster's SUG account to make edits. They may set up an additional meeting between now and the next regular boosters meeting on May 9th.

Senior Scholarships: We discussed when to open/close the senior scholarships. It was decided to open them tomorrow and close them on 4/26 to give students approx. 2 weeks to submit. 250 word minimum with 500 word maximum parameters were set. Scholarship applications need to be reviewed and decided by 5/1 to have time to get the names to the administration for the awards night so families can be notified about attending the ceremony and to give us time to get the plaques made. Monica showed a sample of the plaque from previous years. The ceremony will be on 5/18.

Meeting adjourned at 7:30 PM. The next meeting is 5/9/2023 at 6:00 PM in the Senior Cafe.