



Towson High School Theatre Boosters



69 Cedar Avenue • Towson, Maryland • 21286

May 9, 2023 Meeting Minutes

Meeting Participants: Sydney Marks- Director, Monica Leigh- President, Tracey Hamelin- Secretary, Pamela Steinik - Treasurer, Colleen Krimm, Natalie Krimm, Shelly Bell, Jen Tosh, Margaret Bell, Addie Howard, Terri Dwyer, Tom Ritterhoff, Isaac Dover

Meeting began at 6:10 pm in the cafeteria.

Mean Girls recap: 1564 Tickets Sold!!

Photography: Tom Ritterhoff - Tom will post more photos on Schoology tomorrow. There was discussion about seniors not being able to access Schoology and what date that will happen (we believe it will be their last day of school which is May 19th). Tom wasn't comfortable providing a link for the general public to access so photos will be limited to Schoology but if someone wants their photos they can contact Tom directly to coordinate.

Stars: Jen Tosh - Jen said everything went well and she brought in all the supplies to pass along to the next Stars Coordinator. Jen said she will upload all the templates and documents and type up notes after graduation. Monica sent her a link to access the shared google drive to keep everything centralized.

Ushering: Note for next time. Apparently in the back of the auditorium the numbering/lettering of rows is inconsistent and caused confusion for ushers and attendees. Ms. Marks is going to look into getting it fixed before the next show. She speculated that since we don't usually sell seats that far back, we never noticed.

Playbill: Margaret Bell: Ms. Marks printed 1200 which ended up being enough due to some people recycling them and some repeat families attending more than one show that didn't take programs each night there were enough for everyone.

Social Media: Tracey Hamelin reported we acquired 12 new Facebook followers over the course of the show, which is large growth for our group.

RoboCall: everyone was very happy with the robocall advertising our show and simultaneous email from the school to all families. It's great free advertising and we need to remember to do this for all future shows!

Next years' show: Ms. Marks said they need to do the show earlier in the spring semester next year, it got too busy with final concerts, testing and senior activities. The goal is to try to get the show in before spring break but because spring break changes each year it makes it difficult to plan around sometimes. Next spring break is early, so that would mean tryouts will likely be in December and kids would get music/scripts before winter break to try to get a jump start on the spring production.

Tech Week Meals: Colleen Krimm: Everything went well. Colleen only spent \$950 out of the \$1500 budget due to the sponsorship of Cane's for one meal and THS Music Boosters for another meal. The \$950 included 2 meals from Seasons Pizza as well as water and snacks for the green room and extra snacks and water for the Saturday rehearsal. Colleen reported that the THS Music Boosters has agreed to sponsor one tech week meal for next spring as well; they have already added it to their budget for next year (this is only for spring shows).

Cast & Crew Party/Strike: It was discussed if the party in the cafeteria after the last show worked. There were mixed reviews about if we should do this again. Kids were just so tired, again probably because of the busy time of year, so moving it to a few weeks earlier in the school calendar may alleviate some of the issues. Kids do like just crashing on a couch at someone's house and maybe weren't able to relax in the school setting after the show and many just had too much to do so left the party earlier. Also cleanup of the green room and costume area wasn't done before the kids came into the cafeteria, so it was hard to manage the in/out of the students, and it was so hot in the cafeteria that it wasn't a great environment. We discussed maybe if we were able to use the picnic table area and do some lawn games next time, maybe that would be better. More to be discussed in the fall. The fall and spring shows are different too with size of cast and weather so it is hard to generalize one plan. And if pit crew is involved, it's more people.



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Meet the Director's Night: Tracey brought up the idea of having a meet the director's night before each show to get all the information out to parents about our production and a sort of social event to meet other parents in theatre. This would be done after the cast list was announced. Boosters would discuss our benefits of being members, we could collect t-shirt sizes and \$ for the show shirts on the spot. ITS could explain what they do and how to become a member. Ms. Marks could talk about the show schedule and mandatory dates of attendance and requirements like black clothing for the run crew. We could sell spirit wear as well. We could collect food allergy information for tech week. We could get kids to proof names for the playbill, etc. One stop shop for all the items we need to spend a lot of time on each show could be done in one night. Ms. Marks would need to get this on the schedule over the summer for the fall.

Textile Truck: We made \$357 on the textile truck, not as much as usual, but found out 2 other local schools in the area had planned a similar event in the two weeks following ours so people may have saved items for their events. Also, Ms. Karsos donated items left over from another event at school, and Ms. Marks said we should coordinate these two events again so we can have her drop off unused items after her event. Also the suggestion was made that we should put flyers around Towson U. to have kids donate unwanted clothing as they are cleaning out for the end of the semester.

Financial Report: Stars brought in \$685-\$107=\$578; Concessions brought in \$1283-\$475=\$808; spirit wear brought in \$197 (minus cost). Tech week we spent \$950; cast and crew cost \$167; show shirts we got reimbursed for \$5 for each shirt from students. Overall, we broke even, and we are in good shape for next year. Bank balance is \$5,725.03 but there are some checks that still need to be written as reimbursements for the show. Also for the Senior Scholarships.

Director's report: Ms. Marks just interjected as needed throughout the meeting.

ITS Report: Natalie Krimm: ITS pictures are tomorrow, induction form was sent out to students who had 2 weeks to submit. They are thinking induction will be the week seniors are off between the last day of classes and graduation, but nothing is set. It is undecided if this will be during the school day or in the evening at this time. Natalie said the playlist and superlatives are ready for the Red Carpet Party tomorrow.

Red Carpet Party: 40+ students RSVP'd. \$5 fee paid at the door, most who RSVP'd had not paid. A few people paid Monica during the meeting. Monica said the Evite seemed to be working well. There were still several spots on the sign up genius that didn't get filled, and Monica coordinated with a few parents about picking up additional items. Paul Stefano agreed to be MC again, and Tracey will photograph the event and put a link to photos on Schoology and the theatre website. Monica showed us the proposed schedule, Ms. Marks noted she needed to leave early, so we flipped the Senior Gifts/ITS cords with the ITS Superlatives.

Senior Scholarships: Monica reported that 2 students were selected to received \$500 scholarships in addition to 2 scholarships Ms. Marks is doing from her school funds of \$500 each. Ms. Marks said that she has more money to give in scholarships going forward and that she put some of the proceeds from Mean Girls into a scholarship fund that is unrelated to the Boosters Scholarship. Monica said she has the plaques ready to go for the Senior Awards night on 5/18.

Board Elections: Colleen Krimm volunteered for President with Shelly Bell volunteering as VP. Pamela stated she would stay on as treasurer. Nobody volunteered to sign up as Secretary, so Pamela said she would take the meeting minutes. Tracey will continue to do the website and Facebook page but will not be a board member. Pamela said if we can get someone else to volunteer for one of her positions, she would be okay with that too.

Next Meeting/Last Meeting: Discussion was had about if we should have a last meeting. The scheduled date was moved since the county changed the last day of school (a half day) to the same date as our originally planned meeting. So we moved it to the week before on 6/8/23 at 6:00 pm, and it will be a social event at an offsite location. Please contact thstheaterboosters@gmail.com for meeting location details.



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Meeting adjourned at 7:10 PM. The next meeting is 6/8/2023 at 6:00 PM and will be a social event. Please email thstheaterboosters@gmail.com for location.