



Towson High School Theatre Boosters



69 Cedar Avenue • Towson, Maryland • 21286

September 12, 2023

Meeting Participants: Andrew Worthington- Director, Colleen Krimm- President, Shelly Bell- Vice President, Melissa Johnson- Secretary, Pamela Steinik - Treasurer, Terri Dwyer, Tom Ritterhoff, Monica Leigh, Pam Chen, Tracey Hamelin, Lynda Baker, Liz Cohen, Dani Schuman, Mansoor Johnson

Meeting began at 6:10 pm in the senior café.

GREETINGS & INTRODUCTIONS

The meeting began with new Theatre Board introductions and meeting attendees and a special welcome to the new Director and Towson High Theatre Teacher & Performing Arts Department Chair, Mr. Andrew Worthington. He shared with the group his excitement to be joining Towson High School and a little bit about his background and how he is excited to have help from so many supportive parents.

AGENDA:

DIRECTORS REPORT:

Mock auditions for the Fall play, *Peter, and The Star Catcher*, will be **Monday, September 18th 2:30 pm in the auditorium**. The members of THS International Thespian Society to practice the scenes and host this event. Auditions will be **Wednesday September 20th and Thursday, September 21st 2:30-4:30 in the auditorium**. **Call Backs Friday, September 22nd**. If possible, Mr. Worthington will post cast list during the weekend. Mr. Worthington shared his excitement about a new event this year- Meet the Director Night. This new event will help kick-off the theatre season and the Fall Play.

This year we will have an upgraded the sound system thanks to a large donation. We have \$2500 worth of equipment ready to purchase. The alumni- a previous sound engineer and is going to help with training and installation. Balancing improvements with future renovations are a challenge. New floor plans feature a large lobby, and supporting areas like a dance room, costume room, and a new black box theatre. "Peter and The Starcatcher" roles will be gender-neutral, and a survey for the Spring musical has sent out. Announcement on Musical TBD. Mr. Worthington had to leave after his report due to a performance.

HALLOWEEN PARTY:

Pam Chen discussed the upcoming event at Barley's Backyard on **Tuesday, October 24th from 6:30-8:30**. Set-up begins at 5:15 pm, and doors open at 6:15 pm. Limited tickets will be available at the door, and a sign-up genius created to gather more volunteers. Last year had a great turnout we ended up at 66 ppl with most buying tickets last min or at the door. This year, turn off link for tickets 24 hours in advance to encourage advance sales.

Menu options voted on and we will sell the Spaghetti Dinner for \$20 in Advance and \$25 at the Door. Monica will communicate to Barley's the week of with current number to avoid food shortages. Emails will go out for solicitations for donations for raffle and table covers.

Volunteer Needs: Need Set-Up and door guards with lists to check people. Donations and Table Covers.

Action Items Outstanding: (Collen) We discussed adding an RSVP but did not conclude. Also, Monica had the idea to raffle off a prime parking spot at the party – Collen needs to check on this possibility of getting a second spot.

TREASURER'S REPORT:

The budget, provided as a handout, described by Colleen as an estimate. This detailed line-item budget is a brand-new approach for us. Changes and additions to this budget anticipated. The membership dollar amount estimated based on last year's budget, with \$6,000 in the bank account.

There was a review of line items, including a question about Mr. Worthington's discretionary fund, which



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covers expenses for vendors not payable by the Theatre group and unforeseen items not in the budget.

Additional software costs incurred due to the need for more Google Drive storage. The Playbill art position is open since the previous artist left, and the ability to download the playbill needed to help offset printing costs. The cast party expenses involve pizza cost. The show shirts budget is based on last year's seventy-five participants. Stars' cost, which is usually around \$70, generates approximately \$400. Concession spending is higher in the Spring than in the Fall. The Tech week budget item retained since donations cannot be relied upon. The estimated Fall budget of \$1,445 is based on membership donations of \$1,800.

Action Items/ Outstanding: (Colleen) Add the Ice Cream Social expense. Remove Fall Gifts expense. Also, will look at a line item for a donation to ITS, possible additional line item for Tom/Photography TBD

The budget approved with the first motion for approval by Monica Leigh and seconded by Terry Dryer.

MEMBERSHIP LEVELS- NEW CORPORATE LEVEL:

We have the same levels as LY however we have a new "Corporate" level. Min \$250 which includes 2 tickets to both Fall and Spring shows, mention on website (not an ad). \$500 get the above plus a ¼ page ad in the playbill and swag bag. This corporate focus was designed to help with marketing in the community. Colleen is a resolute supporter of giving back to the community that supports us. The new membership tabs are on the website listed out by membership options.

Action Item/ Outstanding (Monica) The idea to have press packets with the various membership levels is a great idea. These could be handed out at the various events we do to increase membership.

ALUMNI GROUP (FB/ Instagram/ Website) & NEW MEMBERSHIP:

To involve alumni and drive membership numbers there will be a focus on Alumni Groups. This initiative follows Collene's focus on giving back to those that have given to us. For \$10 an alum can join and get a Theatre Booster T-Shirt. We want to have a showcase night where seasoned alum can come and perform and /or share their experiences outside of THS /Theatre and an alumni night to watch the show for free and meet the cast. There will be marketing on Instagram and Facebook as well as a website coming soon.

Volunteer Needs: Help for Mason who is currently running the group. Reach out to Colleen for any Alumni wanting to help get information distributed and help with this effort.

NEO PIZZA NIGHT: FALL & SPRING TRIVA NIGHT:

Colleen to follow-up with Neo contact. More details to come.

MEET THE DIRECTOR NIGHT:

Thursday, September 28th 7:00-9:00. Location: Auditorium. Attendees: Cast, Crew, and parents. This is new this year and will be beneficial to the success and flow of communication for the shows. The goal is to get all the information out to parents about our production and social event to meet other parents in theatre. Boosters will discuss our benefits of being members, we could collect t-shirt sizes and \$ for the show shirts on the spot. ITS will explain what they do and how to become a member. Mr. Worthington will 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. On- stop-shop for all the items. Packets to be distributed to cast which will include assorted items including an agreement. There will be a push for membership and mention of the various membership levels including rewards for \$75 level \$100 level you get entered a raffle for a prime parking spot for the show and a shirt. All membership level details are on the website.

<https://towsonhightheatre.weebly.com/boosters.html>

Volunteer Need: Volunteers for staffing tables. There could be a table for shirt size request. A volunteer sign-up table, membership table, etc. Dani Schuman offered to assist in the efforts. This will repeat in the Spring and



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there could be a cost implication to the budget. This will be mandatory attendance for those in the play. There was an idea about making a mandatory parent volunteer commitment (volunteer commitment can take

the form of many ways not necessarily an in-person activity). New this year rewards for \$75 level \$100 level - you get entered a raffle for a prime parking spot for the show and a shirt. All membership level details are on the website. <https://towsonhightheatre.weebly.com/boosters.html>

Action Item/ Outstanding Items: Need ITS slides, intro content and formulate the agenda.

POSTER & T-SHIRT & PLAYBILL ART:

We have a vacancy. Collen will talk to the THS Art Department. Anyone that knows an artist that would be willing to do it please let us know. We have \$150 budgeted. Monica may have someone she knows, and Dani mentioned her brother is a graphic designer. LY Art was displayed between the two lobby's inspired by "Mean Girls Musical" We will make it voluntary for artists and check with Art Dept and the Honor Society to make art.

Action Item/ Outstanding- Fill role for Artist as well as ask about art for show lobby.

ITS REPORT:

Announcement about Mock Auditions. The event will also include a presentation about ITS. Open to all members of the student body interested in Theatre, including, but not limited to current inducted members of ITS.

Discussion on when to do the induction ceremony for new LY accepted members- talk of having it at the Ice Cream Social and another one in Spring with anyone who applies this Fall.

Ideas from ITS President for this year: 1- Thespian Newsletter to go out before the shows to get the greater THS students and community involved and excited about the events.

2-Master Classes of 1:1 or smaller groups. 3- More show related activities, an idea for a thrifting/costume event, and activities centered around the show. Colleen to discuss a line item for a donation to ITS from Theatre Boosters.

"TEAM DINNERS" / "TEAM PARENTS":

A new idea this year is to have a Cast Parent and a Crew Parent to help organize and spearhead events or meals. The idea is to create synergy and help the cast and crew to gel and create bonding. There will be a host for the dinner/event which could be anyone that wants to volunteer- Colleen and Dani raised their hands for host location as well as Lynda Baker (Thank you!). There will also be Team Dinner Sign Up Sheets for those that want to help as well.

SPIRIT WEAR:

This year we are looking into getting larger sizes. Several people requested them 10+ people at a minimum or more. There is a google form for shirt sizes. We need to order in time for the show. After meeting on the 28th we should be able to order and have an idea of sizes.

FALL TEXTILE TRUCK:

Shelly- Discussion around the clothing to cash truck. She is going to check with John on the date of **Saturday, October 21st. From 10:00am-2:00pm**

Action Item/ Outstanding: (Collen/Shelly) to get the form to have the truck at THS. Advertise a week before at the game.

503c STATUS:

We have a company that provided a large donation that will help us with the non-profit paperwork and help with the legal work for 503c status. We need a commitment from a few individuals from Theatre Boosters to help them with these efforts and serve as a liaison between them and THS Theatre Booster. This commitment needs to be at least 2 years as the process will carry over to next year and we need consistency in the team working on this. The responsibilities of the liaisons are around communication in getting the company what they need to fill out forms etc. Dani volunteered to do this along with her husband Ben- Thank you!



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CHESS- SHOW AT VAGABOND PLAYERS.

Let us get a group of students/parents etc. to go to see Chess as Mr. Worthington and Ms. Marks are in the cast.

We will pick a night, and everyone can just go on their own. Carpooling recommended. Location is Vagabond Players in Fells point. <https://www.vagabondplayers.org/season/>

Show run: **October 20th – November 19th, 2023. Details on the website.**

DISCUSSION OF MEETING TIME:

Agreement to change the meeting time from 6:00 to 6:30 Starting next meeting which is October 10th.

PHOTOGRAPHY:

Tom Ritterhoff – Tom has *Mean Girls* pics on his Google Drive. He will investigate transferring ownership of those to someone. The group shot of Mean Girls will stay in the lobby the rest of the pictures will be taken down and each show will continue to have a group photo displayed for legacy. Tom will do Fall headshots, forty-five people between cast and crew. If he needs budget, he needs to let Colleen know.

Action Item /Outstanding: (Colleen) need to investigate getting Tom certified by BCPS to provide payment directly.

INTREST MEETING / ICE CREAM SOCIAL:

Monday, September 18th after school 2:30-3:30. The packet is on-line for audition and crew on Schoology. Open to anyone interested in Theatre.

Volunteer Needs: 2-3 people needed to help serve ice cream, etc. Dani? Shelly family? Show up at 2?

Action Item/ Outstanding: Need to clarify going forward how it works if you do not get cast can you still be on crew. In the past the deadline had passed for Crew before results were out for cast. Colleen to discuss with Mr. Worthington.

ADDITIONAL ITEMS / COMMENTS/ QUESTIONS:

ITS asked about induction ceremony. The majority suggest the need to do the inductee ceremony for those that have been waiting sooner rather than later.

Meeting adjourned at 7:35 PM. Next meeting is October 10^h at 6:30 PM