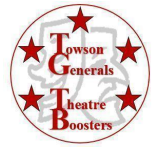


# Towson High School Theatre Boosters

69 Cedar Avenue · Towson, Maryland · 21286



## September 13, 2022 Meeting Minutes

Meeting Participants: Sydney Marks- Director, Monica Leigh- President, Liz Cohen – Vice President, Zoe Prue- ITS President, Colleen Krimm, Dani and Ben Schuman, Terri Dwyer, Laura Dover, Megan and Kyle Prue, Margaret Bell, Shelly Bell, Melissa Banister

Meeting Began at 6:00pm with introductions of all participants.

We discussed the upcoming meeting conflicts. The next three meetings will be held on October 18, November 9, and December 6. It was also decided that we will keep our Booster meetings at 6:00 PM. The motion was approved. The meeting in February will stay on the 14<sup>th</sup>, but we will discuss it again when it gets closer.

Financial Update: Current balance- \$5265.02 (after pending two transactions for \$164 and \$200). There was a discussion about whether the Boosters should pursue non-profit status- 501(c)3 or stay a club. If we stay a club, we have a \$5000 cap on our annual income, but we will not have to file taxes. As a club, 35% of our money should come from membership dues (\$1750 if \$5K budget). If we are going to pursue the 501(c)3, we would need a Booster to volunteer to take this project on. Ben Schuman said that he has done this before for corporations. As a group, we will need to start preparing to apply to ensure that we would qualify.

Director's Report: Ms. Marks explained how her budget works. She has a Student Activities Fund that is limited to what is approved by BCPS (including BCPS-approved vendors). She uses her budget for such things as costumes, sets, lighting, posters, etc. She also adds to this budget through ticket sale revenue. What Ms. Marks needs from the Boosters is funding for food (including Tech Week meals), t-shirts, scholarship funds, emergencies, and anything that is needed that is not BCPS-approved. Ms. Marks is not able to collect money from students. The auditions were successful for Little Women, and the cast list is out on Schoology. There are 19 students in the cast. Applications are being submitted for crew. For Little Women, Ms. Marks needs a person to help with technical crew, preferably a teacher. She was meeting with one person this week, who will hopefully be able to help. She will send out other needs for parents via Schoology. Performance photos are allowed. Rehearsal shots are great, and she has a student who will take pictures. Tracey may also want to take pictures and either she or Monica will take headshots. Videos are allowed via the contract, but only for educational purposes. Looking forward to the Spring Musical, Ms. Marks said that we may have an orchestra pit. She said that the dates are April 20-23, and there may be a rehearsal or two during the second half of Spring Break.

ITS Report: Zoe reported that the ITS bulletin board has been updated with the Little Women cast list, ITS meeting info, etc. They plan to update it every month. ITS held mock auditions, which were well-received and helpful to students. The first ITS meeting is being held on September 15 from 2:30 – 3:00. They will need to determine a better time to hold meetings. Thespian ID cards will be handed out to ITS members. They are looking at the Thespian Festival. It will be held at a local college. More information is forthcoming. Tori (the social media chair) has been working on the ITS social media and posters. She also started a Towson Theatre TikTok.

Fundraising: The Textile Truck is scheduled for October 8 from 10-2 in the THS parking lot. There will be no tag sale this time. Possibly in the Spring. We may have yard signs (cost~\$15/each) around the school. We have not yet received permission to have the signs. We would also like to post signs during the Homecoming game on October 1. Monica will ask Nash. We may have a Blaze pizza night. Tracey's daughter works there (\*it was later noted after the meeting that Pamela's daughter works there, not

Tracey's). More information to follow. The Boosters will be selling stars and concessions during the shows this year. We may expand to selling flowers and/or Kisses for the Cast and Crew.

Halloween Party: The Halloween Party will be held on October 26 from 6:30 – 8:30 at Barley's Backyard Uptown. Pam has been working to get area businesses to make donations for auction or baskets. Samantha was able to get 4 swag bags from THB. Kyle Prue may have theatre tickets. Colleen recommended that we have a donation form to provide to area businesses. She will provide a sample. The Backyard is charging \$12 per person for the party. There was discussion on how much the Boosters should charge. We may charge \$20 per person, with a discounted price for families. The exact amount per family was discussed, but no decision was made. The price includes spaghetti, salad, and soft drinks. (\*After the meeting, it was discussed that we may charge \$25 per person at the door to encourage an early head count.)

Shirts: There was discussion about having general shirts that all supporters of Towson Theatre could purchase. We need art. We may go through the Baltimore T-shirt Company for those shirts, as well as other merch (e.g., magnets, stickers, etc.). It was also suggested that we use an online store like music or sports. The issues with the online store are that the items are more expensive, they tend to run out of inventory, and it takes a long time to get the items. The benefit is that the Boosters would not have to keep inventory or collect money for the items. Little Women show shirts will only be sold to cast and crew of the show. Each student is limited to one shirt if they request financial assistance. There was discussion on whether financial aid would be provided. Artwork is needed for the show shirt. Shirt color may be determined by the cast and crew via a short survey. Once the artwork and shirt color are determined, Liz will work with the Baltimore T-shirt Company regarding quote and ordering.

Publicity/Communication: For our shows, we could put posters around the community such as restaurants, stores, senior community centers. ITS may help coordinate. Also, we could send information to local middle schools. For our social media, we should be promoting our events and coordinating with ITS and their social media. Boosters and other theatre supporters should follow our social media, like, and share our posts. The Textile Truck and Little Women auditions were included in the last Towson High newsletter. The Halloween Party will go in the next once ticket prices are decided.

Cast Party: Tracey may host unless another parent is interested. We will need volunteers to help.

Open positions/Boosters Help Needed: The Boosters has various positions open for volunteers. One of these positions is to oversee the Tech Week meals. Samantha has been involved and is willing to walk someone through the process. It was discussed at the meeting the importance of having representation at other booster meetings and the PTSA. As of now, Tracey is involved with the Sports Boosters and Liz with the Music Boosters. We are looking for more volunteers for these and the other parent organizations.

Meeting adjourned at 7:35 PM. The next meeting is 10/18/2022 at 6:00 PM.