

EXTER DRAMA CLUB BOOSTER MEETING MINUTES

January 14th, 2020

ATTENDEES

Jodi Helmholtz, Karla Butters, Margie Portice, Laura Kelly, Julie Arnold, Martin Ruhlig, Kristin Tomczak, Kathy Withrow, Nicole Durbin, Beth Brooks, Jen Mast, Meghan Urbin, Abbey O'Haver and Student Officers Kesley Walter, Emma Brooks and Jackson Helmholtz

General Discussion

Volunteer Forms

Maryanne was unable to attend the meeting, but Jodi believes we are almost complete with completing all the volunteer forms.

Costumes System

Maryanne had requested this item be added to the agenda but was unable to attend the meeting, so the item was tabled for a later date.

Booster Duties Restructuring/Streamlining, Gaps?

Jodi would like each booster member to think about their role and responsibility, what members each do and what they want to do for a discussion in the March meeting about possibly modifying and streamlining certain activities and job functions.

New Boosters

Jodi introduced three new booster members looking to lend their support including Jen Mast, Meghan Urbin and Abbey O'Haver.

We are in immediate need of a Set Build lead for our spring show. Several names were suggested, and several booster members are investigating their possible availability. The set build lead will need to be available every Saturday until Tech weekend and will work closely with Martin and students to complete the needed sets.

Fiddler on the Roof

Dexter Pub's Dine to Donate will be Wednesday January 22nd. Everyone is encouraged to eat in, order take-out, hand out flyers to friends and family. Overall, support the Drama Club.

There are 111 students participating in this show and for the first time ever, all students and parents have submitted their paperwork on time before the start of winter break.

Tickets - need coverage second weekend, Laura can train

Laura will be unavailable for ticket sales the second show weekend due to a family commitment nor will she be able to commit for next year. As a result, the boosters need someone to train with Laura to not only sell tickets the second weekend for Fiddler, but also continue through next year.

Publicity

Overall publicity is on track. The posters have been ordered, the billboard is set to be completed Saturday morning January 18th, the A-frames and yard signs will start being set up the weekend of January 25th. The banner will go across Main Street on Monday January 27th and will be up for two weeks.

Swag/Flowers

The DVD's are still being delivered although in the meeting exchanges were made to possibly complete the process. The 3D DVDs are expected to be completed next week. The artwork for the Fiddler shirts is set and the shirts should be completed before Tech Week. The long sleeve Drama Club general swag are also here and available for sale as demonstrated by Jodi during the meeting.

Set Build

Set build continues as we are 90% complete and should be ready for showtime.

Photography – Billboard

This was also discussed as part of Publicity. Photos for the billboard will be taken on January 18th starting at 8am at the high school to get ready and photos will be taken in the orthodontist's office at 9am. There are 6 kids included in this billboard and everything seems on track.

Programs/Sponsorships

No members attended the meeting to discuss this item.

Hospitality

Kathy needs the allergy list and special consideration will need to be given for Lent. Kathy will be checking on the status of paper plates and supplies and will report to Jodi if any items are needed. Beth will be running Tech weekend and stepping in to also handle the water coolers as Kathy is unavailable.

Concessions

Kristin will be set. The numbers are ready for what's needed for the shows. There will be pretzels and Cheez-its which are selling well. Trying not to buy too much to ensure everything is used up before they expire.

Volunteers

Jodi will ensure Maryanne sends out the Sign-up genius notices shortly.

Thespian Festival

Lots of positive feedback for the festival overall. There was lots of walking, lots of workshops and lots of scholarship money available for students. There is an incredible amount of money these kids should be ensuring they take advantage of trying to obtain.

NYC

The plans are pretty much in place for the trip. The hotel and bus are all set and lined up. Tickets have been obtained for some shows and they are still working on obtaining others.

Miscellaneous

There will be an upcoming Encore Theater workshop on Wednesday February 19th from 4:00 – 8:30pm. The cost is \$50 and will be available to the first 12 students to respond. Students need to bring a monologue or prepared song as part of the workshop. Jodi will be sending an email Friday to everyone about this opportunity.

Booster Meeting Schedule *Please mark your calendars!

February 11th

March 10th

April 14th

May 12th

June 9th

Next Meeting - February 11th, 6:30 pm, Mill Creek Middle School Media Center

2019-2020

President	Jodi Helmholtz	Set Build Coord. Fall	Chris Calleja
		Set Build Coord. Winter	Aaron Ward
Secretary	Karla Butters	Set Build Coord. Spring	
Treasurer (acct reporting)	Michael Baker	Sponsorships Coord. (Sales)	Erica Ward
Drama Director	Erin Palmer	Sponsor Assist (Post-Sales)	Angie Markel
Graphic Design Coord.	Martin Ruhlig	SWAG Coord.	Margie Portice
Hospitality-Concessions	Kristin Tomczak	Technical Coord.	Michael Baker
Hospitality Green Room	Kathy Withrow	Thespian Society	Nicole Durbin
Hospitality- Tech Weekend	Beth Brooks	Tickets Sales Coord.	Laura Kelly
Photography	Anne Carlson	Volunteer Coord.	Maryanne Leadbetter
Programs	Katie Seale	Website Coord.	Angie Markel
Publicity	Julie Arnold		

*Board members attending this meeting are highlighted in yellow.

2020-2021

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		Set Build Coord. Winter	
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