

DEXTER DRAMA CLUB BOOSTER MEETING MINUTES

November 12th, 2019

ATTENDEES

Jodi Helmholtz, Karla Butters, Maryanne Leadbetter, Margie Portice, Laura Kelly, Julie Arnold, Martin Ruhlig, Susan Zale, Kristin Tomczak, Kathy Withrow, Nicole Durbin, Anne Carlson, Chris Calleja and Student Officers Kesley Walter, Noelle Whipple and Jackson Helmholtz

General Updates

501c3 Tax Return Update

Tax returns were due November 15th, but we have filed for an extension which was approved. We now have 6 months to complete and submit the required paperwork. There is a meeting November 25th to ensure all the forms are filled out properly. There was discussion that we only collect sales tax on the items we sell like swag & concessions and then send the collected sales tax to the state; the show income is not taxable. The club as an organization does not pay sales tax on the items we purchase.

Volunteer Forms

Katie Seale still needs to submit her required form. An email reminder will be sent.

Wizard of Oz – Review

General recommendation was to never do a raffle again. Overall sentiment was the effort and cost did not deliver enough of a return.

Publicity

WOW – excellent publicity!! Everyone thought the signs saying, “Today at 7pm” and “Today at 2pm” were an excellent addition although everyone thought they needed to be longer. There was also a recommendation to put those signs on the top of the A-frames so people could still see the actual dates of the performance at the bottom. Unfortunately, while the banner was a good addition, it was only up for 4 days & then broke. With a two week turn around to have gotten another one there was no way to obtain a replacement. The banner was taken back to the printer who claimed there was an issue with the manufacturer. Apparently the corners needed to be wrapped & sewn. We also had to pay for the hooks to hang the banner but we now own them so they will be available for use in subsequent productions. We definitely had lots of publicity for the show, including the radio spot which was awesome. Lesson learned is to schedule the radio even before scheduling the teaser day.

Swag/Flowers

Sales went pretty well; we only had a few short sleeve shirts left and all the sweatshirts were sold. We ordered long sleeve Drama Club shirts to sell for 3D. The flower stand was pretty but needs to be fixed so it doesn't leak. We may also want to purchase some plastic sleeves to hinder the water dripping from the stems. There was also discussion regarding the buttons and the decision was to only create show buttons for the next show.

Tickets

There were lots of ticket sales with no issues and not many credit card sales which was good. We decided we need to add \$2 per ticket when using credit cards due to the increasing fee cost. There was also discussion about teachers wanting a discount which stopped a few years ago due to complications with how far to offer the discount as the school district employs over 1800 people. The biggest concern were the negative comments being made to students' which people felt was inappropriate.

Hospitality

The students ate well and both tech weekend and tech week were a success.

Volunteers

Had lots of parent volunteers supporting the show. Only had one parent who was a no show and one who was late. Decided the people helping with ticket sales need people to be there early. The biggest concern was finding available parents for teaser day.

General Comments

There was one comment about having the upcoming drama schedule, including improv shows, in the program. Agreement was to include them. There was also discussion regarding the financial status of the show.

3D

All is going well even though there is one show where people keep getting hurt. Everyone was reminded to be safe.

Publicity

Posters are printed and ready to be hung. The A-frames are getting done this weekend. Instagram & Facebook have notices up and the newsfeed is dropping the show every two days.

Swag

All set, no issues to report. The numbers are in and swag has been ordered.

Flowers

All set, no issues to report.

Hospitality

Drama club is feeding the students Tech weekend which is this weekend. Green room snacks will be available during performances and the water table needs to be set up for sure every day. We do have the senior center to utilize all week. We will need to remove all of our drama club equipment during strike as this is our last production at this facility. Angela & Clara need to update the website to clarify who needs to be there on which specific days.

Tickets

All set, no issues to report.

Volunteers

Sign-up genius notices have gone out already and more will be sent shortly. There was a request to include parent boosters on all notices for them to be able to sign up.

Programs

They are moving forward with no issues to report. There are usually no sponsors listed in the programs for 3D although this time there will be one sponsor listed who was missed in the prior show's program. The upcoming drama events will be included on the back page also.

Fiddler on the Roof

Auditions

Auditions will be the week of Thanksgiving, Monday November 25th with call backs on Tuesday. Tech signups will be the following Monday December 2nd. There was feedback that we will be missing not having set builds the weekend of Thanksgiving but the decision to have the weekend off remains. Jodi will be looking for parent booster support at set builds as this is a significant time commitment. The company meeting is scheduled for Tuesday December 3rd and the parent meeting is Monday December 9th.

Due Dates Input

There was discussion regarding the due dates for submitting contracts, paying the enrollment fee, purchase of swag and presale tickets. There may be too much confusion with having too many days, but the goal was to determine if due dates should be before or after the holiday break. A final decision will be made later.

Publicity

No issues or concerns.

Set Build

The first scheduled set build is the Saturday after Thanksgiving, December 7th.

Thespian Festival

Plans are being settled to be ready to go. We have received a price for the suite from Marriot. The bus is scheduled, and the students will be leaving 7am Friday morning. There is still an opening for one male student.

New York Trip

They have started looking for New York show tickets. They also have room for two male students who may be interested in attending.

Booster Meeting Schedule

*Please mark your calendars!

Next Meeting - December 10th, 6:30 pm, Helmholtz Home 6757 N Meadows Way

January 14th

February 11th

March 10th

April 14th

May 12th

June 9th

2019-2020

President	Jodi Helmholtz	Set Build Coord. Fall	Chris Calleja
School Post	Laura Kelly	Set Build Coord. Winter	Aaron Ward
Secretary	Karla Butters	Set Build Coord. Spring	Chris Calleja
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 (Fifelski)	Website Coord.	Angie Markel
Publicity	Julie Arnold		

*Board members attending this meeting are highlighted in yellow.