

# DEXTER DRAMA CLUB BOOSTER MEETING MINUTES

August 13th, 2019

**Welcome to Everyone! Here We Go into 2019-2020!**

## **Attendees**

Jodi Helmholtz, Laura Kelly, Karla Butters, Martin Ruhlig, Kristin Tomczak, Kathy Withrow, Katie Seale, Angie Markel, Margie Portice, Nicole Durbin, Maryanne Leadbetter, Joerg Walter, Jennifer Walter, Jenny Whipple and Student Officers Jackson Helmholtz, Jake Kapasansky, Kesley Walter, Noelle Whipple and Angela Garza

Jodi welcomed everyone and started the meeting by encouraging everyone to look at the financial reports from last year provided for each individual production along with the year-end numbers. Jodi welcomed any questions and wanted everyone to know how the money is spent as the reports are intended to provide transparency.

## **General Updates**

Welcome Anne Carlson who will be our photographer (Christie Maline (sp?) will be assisting as needed and will continue taking the individual show shots).

Welcome to Aaron Ward who will be the Set Build Coordinator for the winter show after making a switch between the winter and fall shows.

## **Parade Review**

Everyone seemed to have positive feedback on participating in the parade. People liked the “small” banner on the back of the truck with suggestions for possibly putting it on the front of the vehicle. The students handed out fliers that listed all the show dates and included the open house date. There was discussion about the music playing as it may not have been loud enough to be heard by the people watching.

There was a suggestion to participate in the Memorial Day parade which received lots of positive feedback for doing it. The students could dress in costumes from previous shows, maybe do some singing or dancing, with the intent to highlight the fun that is had in Drama Club.

## **Sponsorships**

Ordered Dexter Drama Club Thank You notes to send to our sponsors. To date, sponsors have been obtained for the inside front, inside back and back of the program covers for this year. A full colored ad in the center is still available for purchase.

## **New Swag**

Lots of positive feedback for the new swag worn in the Dexter Daze parade. Students seemed to like the overall design and feel of the new shirts. There was some feedback that perhaps the Drama wording wasn't being highlighted enough to be seen, and a question on the arrows pointing in and what it meant, but overall everyone acknowledged the need for a much-needed refresh.

## **Homecoming Trailer Needed**

Friday September 27<sup>th</sup> is the Homecoming parade and a trailer is still needed. After discussion of several possibilities, Maryanne Leadbetter agreed to obtain the trailer and Laura Kelly will provide the truck and driving!

## **Financial Updates**

Jodi again pointed back to the printed financial sheets for each individual production and the overall annual numbers. The goal is to spend what we think we should spend to make a great production without either accumulating too much or spending more than we have available.

**Production Fees** – Reviewed the suggestion previously made last year to have one fee for paying by check & one fee for paying with PayPal. The new production fees will be \$100 per student for those families paying by check and \$105 per student for those families paying by PayPal. Please note this is ONLY for registration fees and does not impact the purchase of SWAG items or any other purchased. ALL members in attendance supported the change and no one responded with a dissenting vote when all were asked.

**Taxes** – The time is here to begin the preparation. Mr. Kelly has agreed to complete the taxes and all required forms and will ensure everything is submitted on time to ensure there is no reoccurrence of previous issues.

**Board of Directors Change for 501c3** – Need two volunteers to be on the 501c3 form, two members graduated out so two more are needed. In addition, an additional check signature is needed as we must have two signatures for signing a check. Volunteers were to reach out to Jodi for consideration. Nicole Durbin and Karla Butters volunteered after the meeting and will be added to the 501c3 form.

## **Volunteer Forms**

Dexter School System requires each of us to fill out a volunteer form since we work with their students. The form must be filled out once a year every year. So even parents who completed the form last year must complete the form again for this year. The form does include providing a copy of your driver's license. Maryanne Leadbetter is taking care of ensuring the forms are completed and will be sending them to everyone before the end of this week.

## **Communication Issues**

### **School Post to Blackboard**

The transition to Blackboard has not been as smooth as expected. People have reported they are no longer receiving emails and hundreds of the Drama Club emails were deleted.

### **Remind Texts**

In addition, Remind is starting to charge customers for their service based upon the number of phone numbers associated with the account. Dexter Drama Club would need to pay close to \$1600 per year to use their service so the decision was made that this is simply not a feasible option anymore.

Blackboard will be able to text messages same as Remind and contact people via email. However, as a result of the transition issue, almost all the contact information needs to be recreated. There is going to be a lot of data entry that Jodi has started that needs to be conducted to rebuild the database in Blackboard. Once Jodi gets the framework and system set up and going, all the forms will be sent out for people to update their information.

## **Save the Date Possible Changes**

DHS Administration may move graduation to the Uof M Hill Auditorium in an effort to save money. With the lateness in deciding this option, Sunday May 31st is unavailable at Hill so there is consideration in moving graduation to possibly the Friday night before (May 29<sup>th</sup>). This would definitely impact the Senior Night Improv Show & the Lock-In currently scheduled on that same day. Hopefully they won't move graduation, otherwise there may need to be a reschedule of drama activities which becomes difficult due to already scheduled activities like choir and music concerts also using the High School. More information to be provided once a final decision about graduation is made.

## **Wizard of Oz**

**Audition changes** - *“Auditions for our production of Wizard of Oz will be Tuesday, August 27th in the Dexter High School CPA. No monologue needs to be prepared. Review songs posted on the website (dexterdrama.org) and prepare one for your audition. We will offer TWO audition sessions, 3-5:30 and 5-7:30. Come to whichever session works best for your schedule. Expect to stay the entire time of your chosen session, but you may be released early. You only need to attend ONE session. Callback list will be posted Tuesday evening. Callbacks will be held on Wednesday, August 28th, from 3:30-6:30.”*

## **ZFX Flying - Save the Date October 6<sup>th</sup>**

We have again rented ZFX Flying for use in the Wizard of Oz production. Five characters will be flying including Dorothy in her Kansas form, the Bad Witch, Glenda the Good Witch, the Wizard, and one monkey. Installation of the equipment will be on Sunday October 6<sup>th</sup> at a still undetermined time. Parents will be needed to assist this process, and all are encouraged to attend.

## **Publicity -**

**Banner** – Received approval for hanging a banner across Main Street by the Dairy Queen advertising the Wizard of Oz show dates. The order for the banner has been placed already and will be displayed for two weeks starting October 14<sup>th</sup>.

**Adjustment to A Frames/Permits** – Permits have all been approved for displaying the A-frames around the city for every production this school year.

**Set Build** – August 31<sup>st</sup> is the FIRST set build date. The fall production will be a complicated set build as nothing can go on the stage until after September 14<sup>th</sup>. Then the shop must be empty of Drama materials by the 21<sup>st</sup> and then we can't get back into the shop until the 27<sup>th</sup>. Time is a definite consideration for this production. There was a request to allow weekday set builds to accommodate working students which is being taken into consideration.

## **Open House Sunday August 25<sup>th</sup> (5pm -9pm) at the Helmholtz House**

**DDC to Provide Hamburgers and Hotdogs**

**Booster Members to Sign Up for Sides**

This is a great opportunity to bring in new students and families into the Drama Club. Maryanne to develop the sign-up list for side items which will be sent to all booster members before this Friday. There will be lots of potential activities and events which are weather dependent, but fun will be held by all who attend!

## **Sponsorships - Team Effort**

Everyone was encouraged to continue to ask businesses to commit now before the Fall fundraising starts. Erica Ward does confirm with sponsors but any help anyone can provide would certainly be appreciated.

There was discussion regarding ink cartridge recycling and whether it was worth it and in the end the decision was made that it probably was not worth the effort and coordination it takes for such a small return.

## **Open Topics**

There was discussion about New York and Thespian (December). There sign up deadline for New York was August 10<sup>th</sup> and the first of three pre-payments was due August 1<sup>st</sup> and the second is due September 1<sup>st</sup>. There was also a request to provide the list of who all is going to NY and explain how those individuals were selected, i.e. who gets to go and how this selection process works. The boosters have requested to meet the parents who are going to NY.

Thespian membership drive will start in strong force when school begins. The Thespians offers college scholarships many of which can be a significant amount. Several prior students having received scholarship money were referenced as examples.

## **Booster Meeting Schedule \*\*Please mark your calendars for the following Tuesdays! \*\***

### **Next Meeting – Tuesday September 10th, 6:30 pm Mill Creek Media Room**

October 8th  
November 12th  
December 10th  
January 14th  
February 11th  
March 10th  
April 14th  
May 12th  
June 9th

2019-2020

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

\*Board members attending this meeting are highlighted in yellow.