

# DEXTER DRAMA CLUB BOOSTER MEETING MINUTES

April 4, 2023

**Attendees:** Sheri Meloche, Angie Beach, Karrie Carpenter, Andria Althoen, Kerri Hudson, Kristi Treat, Miriam Rossow, Jen Moraschinelli, Amy Jordan, Danielle Ritchie, Ellie Katz, Mary Lynch, Stacey Roys, Averi Rose, Kennedy Lint, Connor Gleespen and Kate Rossow

Meeting called to order at 6:30 p.m.

**Notes from Erin Palmer:** The NY trip was a huge success!!! Thank you to Mrs. Palmer for everything involved to make the trip fun and educational. Thank you also to the chaperones for your help. It was a huge highlight of the year.

**Next Improv Show:** Scheduled for Friday, May 5th (not 19th as stated in a previous meeting). The show was moved to accommodate Dr. Moore's retirement party in the CPA. The Improv show on the 19th has been shifted to May 20th. Concessions are needed for both shows.

**Descendants:** The total show numbers are still pending, but hopefully they will be finalized and provided at the next meeting. Hoping to have updates on the financials next meeting.

## Sound Of Music updates:

**Hospitality- Concessions:** Concession prices will be increased for this show to \$2.00, so signage needs to be updated for Sound Of Music. Jen and Danielle will work on a list of items that were sold at Descendants to give us an idea of what to buy for Sound of Music. It will likely be another large show, but possible more adults compared to Descendants.

**Hospitality Green Room snacks/ water station:** The "End of the Day" donuts have been ordered for Tech week. Danielle and Jen will rotate pick-up. Karrie will bring veggie meatballs for the Busch's food table on Friday. We have 140 kids in this production. Jen to give out list of food allergies. Kerri and Stacey will do an inventory of the serving items and order the food from Busch's as soon as possible.

**Hospitality- Tech Weekend:** Plan to order Jimmy John's and Classic Pizza, with salad and breadsticks!

**Publicity:** On track! Updates listed below.

- Billboard - **Dexter Orthodontics:** Up this week on Baker Road!!! They would like us to post something on Facebook and Instagram
- Small banner- At the roundabout by Creekside
- City Banner - Art is approved. Check signing Sheri please!
- A-Frames - Looking great!
- Yard Signs - Ordering 30 for this show
- Posters - Plan to Hang around town & school.
- Teaser Day Schools - Confirming
- Teaser Day Senior Center - In progress
- Teaser Day W-4 Country Radio - In progress
- Community Flyer - In progress
- Digital marquis at Creekside - In progress

**Volunteer Coordinator:** New method for volunteer sign-up seemed to go well! Ellie K. is working on the sign-up geniuses and assembling the parent list, also company party location/address. Everything is built but need to be edited/updated for this show.

**Sponsorship Coordinators:** Will follow up with Kate Seale on any updates to the program ads for Sponsors.

**Shout outs to Sponsors on social media:** Danielle volunteered to help and will add in a few Sponsors this time.

**SWAG Coordinators:**

- New water bottles (400) are on the cabinets in the Makeup room.
- Shirt design is almost complete. Waiting on final quote today. Short sleeve, long sleeve and zip up hoodie. REMINDER: Jen needs to give creative team sizes. Sent an email for 2 additional orders today (paid already).
- Hearts and Flowers: Amy will reach out to confirm the flowers for this show.
- Amy to order the charge mechanism for electronic payments soon.

**Set Build:** Set looking great! Many items donated or prices reduced. Too many to list! Set is up!!

- Projects: Sunny looking into new, safer, saw. Approved by Palmer.
- Sales of stored items (summer games, thrones, etc.) on pause for now

**Tickets Sales Coordinators:** GoFan is up and ready to go, as of April 1st! Sunday will likely be a big show. Plan to have extra chairs lined up in the CPA just in case.

**Website Coordinator:** The website contractor has a bunch of suggestions to update the website after it was rebuilt. There is a list to go through as a group. A team including the Communications officers, and Boosters (Miriam, Sheri, and Jen) can work through the suggestions together. Hoping to finish up the list and divide/conquer after the show so that the website is all set for the end of the year. Plan to meet the 2<sup>nd</sup> week of May.

**Photography Candid Photos:** Need to fulfill list of all participants. Looking for additional parent volunteers to take candid photos, but there are several students lined up to assist from Publicity crew. Kennedy will reach out to Publicity Head of Tech to make sure photos are transferred over to Kate.

**Photography Headshots:** Brian Hobbs is scheduled for 4/23.

**Photography Company Photos:** Elisa Schultz scheduled for 4/30.

**Programs:** No updates, Ongoing.

**Date Reminders:**

- Film Festival: **DATE CHANGE** to Thursday, May 11th
- DDC Award Gala, June 7th.

**Senior Booster Members/Documentation of Tasks:** Ongoing, no updates

**FYI-** On Tech weekend, there's a Memorial Service in the CPA for a few hours. Jen will check with Mrs. Palmer on timing and if food delivery needs to be adjusted.

**2022-2023 Meeting Dates:** First Tuesday of the month (all meetings scheduled to start at 6:30 pm in the Media Center): **May 2** **June 6**

**2022-2023**

<b>President</b>	Jennifer Moraschinelli	<b>Set Build Coord. Fall</b>	Jen Moraschinelli, Brad Prall, Sunny Beach
		<b>Set Build Crew, Winter</b>	Jen Moraschinelli, Brad Prall, Sunny Beach, Brent Sedlar
<b>Secretary</b>	Stacey Roys	<b>Set Build Crew, Spring</b>	Jen Moraschinelli, Brad Prall, Sunny Beach, Brent Sedlar
<b>Treasurer (acct reporting)</b>	Michael Baker, Jen Moraschinelli	<b>Sponsorships Coord.</b>	Jen DeGregorio, Kristi Treat, Andria Althoen, Jen Moraschinelli
<b>Drama Director/ Advisor</b>	Erin Palmer	<b>SWAG Coord.</b>	Amy Jordan & Miriam Rossow
<b>Graphic Design Coord.</b>		<b>Technical Coord.</b>	
<b>Hospitality- Concessions</b>	Jen Fillion, Danielle Ritchie	<b>Thespian Society</b>	Karrie Carpenter Angie Beach
<b>Hospitality Green Room</b>	Stacey Roys, Kerri Hudson	<b>Tickets Sales Coord.</b>	Sheri Meloche & Angie Beach
<b>Hospitality- Tech Weekend</b>	Karrie Carpenter, Melissa Gleespen	<b>Volunteer &amp; Coord.</b>	Heidi Biggs
<b>Photography Candids</b>	Kate Seale, Brian Hobbs	<b>Website Coord.</b>	Sheri Meloche
<b>Programs</b>	Kate Seale	<b>Publicity</b>	Heidi Biggs