

Meeting Minutes

Date: Tuesday, November 16, 2021

Time: 6:00 PM

Location: Theatre Classroom

Attendees:

Michael McIntyre 26 (MM)
Sam Bridger (SB)
Vickie Rundbaken (VR)
Laura Thetford (LT)

Stacey Gross (SG)
Sarah Lindahl (SL)
Stephani Moseley (SM)
Jared Williams (JW)

I. **Call to order by Michael McIntyre**

II. **Welcome Guests**

Jared Williams was greeted as a guest.

III. **Approval of Oct Meeting Minutes**

Motion to approve (SB) and accepted (SM).

IV. **President's Report – Michael**

A. Kudos on Outsiders

- a. Went well! Good success!

B. Update on shadowbox initiative

- a. Per J. Lane, no wall space for a shadowbox, but we have been given permission to utilize the monitor in the lobby
- b. **ACTION:** SL follow up by putting Christmas Carol info on monitor in lobby

C. Marketing shows

- a. Christmas Carol poster - MM print 8x11 flyers to put in local businesses
- b. **ACTION:** MM send file to everyone to print as desired
- c. Sadie M. suggested students post two in community and submit pictures to SL for a grade.

V. Treasurer's Report – Stephani

- A. Cash Position – in good shape, Christmas Carol ticket sales are going well; 74% dues collected
- B. Accounting results from the Outsiders
 - a. A little “in the hole” but not unusual for a straight play
- C. Poinsettia Fundraiser Report - as of meeting time, sold 31; extended deadline
Discussion about delivery at shows to sell
ACTION: MM follow up with Smith's Plant World to see if this is possible.
- D. Upcoming budget items
 - a. Curtains? Dance Department bought the last curtain leg (\$525); other curtains are in good shape
 - b. Headsets - SL decided to purchase scrim instead of headsets; same price and used for Outsiders; may still need to get headsets
VR made motion to buy headsets up to \$3000. 2nd by SM
ACTION: SL will purchase headsets

VI. Director's Report – Sarah (SL)

- A. Upcoming Show Updates
 - a. Christmas Carol - coming together; need to pay for matinee
 - b. Our Place (encore) - no discussion was held on this topic

VII. Old Business - Michael (MM)

- A. Meals and Green Room - LT said it went well; labels on the purchased food is good for organization; gave everyone food regardless of dues
- B. Digital Playbills - need to communicate so everyone knows about it; have poster with QR code at ticket table
- C. AA batteries - Batteries have been ordered and have arrived.
- D. Thescon update -
 - a. Landon's dad is taking him and Ervin early
 - b. Discuss in detail at December board meeting; invite chaperones to attend meeting
 - c. Room assignments out before winter break
 - d. SM will submit rooming spreadsheet to hotel

VIII. New Business

- A. Christmas Carol performances (roles and responsibilities)
 - a. Monday, Nov 29
 - i. Rehearsal until 9pm
 - ii. Food - Zaxbys
 - 1. 2:30 pick-up SG
 - 2. Discussion on 3-fingers/chips box vs tray, \$6/kid; decided to keep box
 - b. Tuesday, Nov 30
 - i. Rehearsal until 9pm
 - ii. Food - Pizza
 - 1. **ACTION:** 2:30 pick up, 16-cut; SM
 - c. Wednesday, Dec 1
 - i. Rehearsal until 9pm
 - ii. Food - Chickfila sandwich, bag of chips, dessert, water
 - 1. **ACTION:** 2:30 pick up SM
 - d. Thursday, Dec 2
 - i. Show Day, 7pm
 - ii. Green Room - *Elise's mom may be able to stay to receive food; need to confirm*
 - e. Friday, Dec 3
 - i. Show Day, 7pm
 - ii. Green Room - time? *Need to discuss who is receiving food*
 - f. Saturday, Dec 4
 - i. Show Day, 2:30 and 7pm
 - ii. Call time - 12pm
 - iii. Food - Donuts in AM for matinee
 - iv. Green Room - 4:30pm
 - Need to discuss who is receiving food*
 - g. Water - SM, VR purchasing water; replace water jugs
 - i. Need: plates
 - h. Concessions - Discussion of moving concessions into lobby from Commons for better exposure to guests.
 - i. some left over from Outsiders
 - ii. **ACTION:** SM bring candy bars and chips
 - iii. **ACTION:** MM purchase Christmas-y treats
 - iv. **ACTION:** SG purchase treat bags for Christmas-y treats
 - i. Locker decorations - delegated to Sadie M

- j. Flower/Candygram delivery - items don't always get to students; discussion on setting up a table for all flower/candygrams and students pick-up from there.
 - i. **ACTION:** MM print candygram card, index card size
- k. Posters - posted!
- B. Jared Williams - Board member at large
 - Motion by SB, 2nd by SM*
 - Congrats Jared! Welcome to the team! Happy to have you!*
- C. Winter Finals - party; students bring snacks to share on final day

IX. Calendar

- A. Upcoming Dates
 - a. February 1st - Spring Semester/Spring Musical Parent Meeting
 - 7-7:30 all parents re: getting involved Fall 2022
 - 7:30 - Spring Musical Parent info
 - b. January 28 (maybe January 29) - Our Place encore
 - c. January 31 - Student Thescon Meeting
 - d. March 10 Spring Opening Night
 - e. April 14, 15 - Acting Class show
 - f. April 18-23 - theater clear
 - g. April 29-30 - Senior Showcase - no theater access after this date
- B. Work Days - Spring Musical
 - a. Discussion on possibility of getting started on Spring musical sets in Dec/Jan, instead of waiting until Feb 1 parent meeting which leaves only five weeks to get it done when we could have 10 weeks; need direction/permission from SL
- C. Next board meeting: **December 14, 6pm** - invite Thescon chaperones

- X. Adjournment – *motion by LT, 2nd SB*