FABL
FINE ARTS BOOSTERS of LITTLETON

Date:	February 02, 2026	**Drama Boosters- Meeting Minutes**		
Meeting Lead:	Katrina Hagberg			
Secretary:	Adrienne Nash			
Attendees:	**Name:**	**Present?**	**Name:**	**Present?**
	Emily Abbinanti	X	Deb LaFlamme	X
	Lori Chabot	X	Melissa Luongo	X
	Alana Clements	X	Kristin McManus	
	Mandy Clark	X	Adrienne Nash	X
	Adam DeCoste	X	Katie Noland	X
	Mary Drew	X	Brian O'Neill	
	Tobey Marchal	X	Tracey O'Neill	X
	Christophe Marchal		Charlene Rubin	X
	Lesley Glorioso	X	Liz Schocklin	
	Cindy Guidi	X	Tiffany Stevens	X
	Katrina Hagberg	X	Merilee Wright	
	Kristin Laferty	X	Sarah Belcher	X

FABL Drama Roles and Responsibilities		
Person	**Role**	**Responsibilities**
Katrina Hagberg	VP Drama	Schedule and organize monthly Drama Boosters meetings. Report updates to FABL Corporate meetings.
Cindy Guidi	Drama Treasurer	Serving treasurer role for Drama Boosters
Adrienne Nash	Drama Secretary	Responsible for taking notes at Drama Boosters meetings, and distributing notes and action items.

Action Items from Last Meeting (3.3.2025)		
Task	**Responsible**	**Status**
• Our Town Parent Coordinators will donate 3 sweatshirts to janitors and deduct them from merch tracker	Our Town PC's	In Process
• Shrek Parent Coordinators will arrange to get waters and tablecloths from Lesley, Lori, Deb & Katrina	Shrek PC's	Done
• Emily will connect with Tiffany and Melissa to pass along the ticket tech training info	Emily/Tiffany	Done
• Leah will withdraw Shrek seed $$	Leah	Done

• Leah will look into several and compare systems, fees, etc: Zeffy, Square, Venmo over the next 2 weeks prior to Shrek	Leah	Done
• Adrienne and Lesley will each review "How to do Everything" document and propose changes before February meeting	Adrienne/Lesley	In Process

Current Meeting Agenda

- LHS Update / Mamma Mia - Adam / PCs (15 min)
- LMS Update / Shrek Jr recap / Happily Ever After? - Tracey / PCs (15 min)
- Budget update (Director and DB budgets) (DB: Cindy - 5 min)
- Sweatshirt donation to janitors - update (Deb/Lori/Lesley - 5 min)
- Electronic payment system update / feedback (Leah - 10 min)
- Update of the 'How to do Everything' document for parent coordinators (Adrienne / Lesley - 10 min)
- Sponsor benefit review (Katrina - 1 min)
- Googledrive organization - set meeting date (Katrina, Leah, Cindy, Kristin if need help with tech)
- New Business
- Next Meeting - March 2, 7 pm, LHS library

Meeting Notes

- LHS Update / Mamma Mia - Adam / PCs (15 min)
  - Costume parade next Monday – May need parental assistance
  - Photo Shoot tomorrow for silhouettes
  - Adam to mock-up A-Frames – email Judy for LCTV and how they could do a layout
  - Doing Great Road Nutrition promo on March 15-Students selling tix
  - Miscast (26th at 7pm)– Signups are out for the high school, then put it out to Middle School
  - Need artwork and blurb at the end of the month (Adam) - PC's and Adam will coordinate
  - Lesley obtained parent list from Nora
  - Show in costume – advertising for Saturday afternoon – will advertise on Ludus
  - Current LHS Director budget totals: Spent - $1873.03; Remaining - $5126.97
- LMS Update / Shrek Jr recap / Happily Ever After? - Tracey / PCs (15 min)
  - Current LMS Director budget totals: Spent - $4419.50; Income: $1109 (Halloween Dance); Remaining - $3689.50
  - Shrek Follow-ups:
    - Ticketing (Tiffany) – One less ticketing volunteer needed in future
      - Individuals slipped through from both entrances
      - In future: Table in front of conference room instead of facing doors
      - Consider setting up additional ticket table/station at bottom of steps
      - White board- people tripped over it – d/t legs sticking out
      - High schoolers recruited for box office didn't show up
    - Shrek Cast Party – 2:45/3-5 Feb 6th
    - Deposits will be made this week by Cindy
  - Workshop (with Kerri & NYC friend)– Feb 23rd or 27th – More to come on this
  - Happily Ever After?
    - Rehearsals - week before tech week – switching reh to Thurs/Fri
    - Lucas Wright will be spearheading it – Tracey will be support
    - PC's – same as Shrek; and Tobey M (Adrienne – check with Tiffany)
- Budget update (Director and DB budgets) (DB: Cindy - 5 min)

- Merch for shows will go under DB general
- $3,434 -DB general spent so far (fleeces, merch, bazaar, etc)
- Shrek sales: Merch cash sales: $461; $354 in merch card sales; $2744.48 cash concessions; $294 concessions card sales

- Sweatshirt donation to janitors - update (Deb/Lori/Lesley - 5 min)
  - 3rd XL –Adrienne will pass one to Adam and note/update in merch tracker
  - Lesley passed 2 to Adam during meeting
- Electronic payment system update / feedback (Leah - 10 min)
  - Shrek – 117 items sold on Zeffy
  - In future: consider having merch volunteers install an app for contactless purchases to better ensure what's being purchased
  - Will reports of what's sold/not sold be kept somewhere over the years? (Katrina)
    - Merch tracker helps
- Update of the 'How to do Everything' document for parent coordinators (Adrienne / Lesley - 10 min)
  - Will discuss/defer to March - Lesley and Adrienne will update and present to group
- Sponsor benefit review (Katrina - 1 min)
  - Thank yous needed from e-board members for sponsorships – Katrina will check to make sure there are enough cards – Adam will bring up at e-board meeting on Wednesday
  - Kristin has done advertising and shoutouts online with first 2 shows (may need support with next show)
- Googledrive organization
  - Katrina will set meeting date (Katrina, Leah, Cindy, Kristin if need help with tech)
- New Business
  - Kristin Laferty/Sarah Belcher – fundraising idea: mocktails with disco ball vibe
    - Can't bring drinks into auditorium
    - Ideas: pre-party? Party after?
    - Could be part of TAMY 'house experience' category
    - Need to coordinate with Adam
    - Charlene has disco balls!!!!
  - Katrina - Following March meeting – head out for cocktail night
  - Timeline for budget for 26/27
    - Will involve Mary; Drama Boosters 26/27 treasurer (currently vacant for 26/27); Leah (as FABL treasurer); Katrina
    - Group will meet and plan to present at May meeting
  - Drama treasurer – in need of individual for 26/27
    - Leah and Cindy will create the blurb
    - Deb (or Kristin) will create a canva and send out to LHS and LMS PC's to distribute to parents
  - Scholarship – discussion/consideration – FABL or Drama Boosters level
    - Melissa spearheading – if anyone wants to join her - let her know
  - Volunteers/PC's (Deb) – magnets to wear during shows
    - White magnets and drama boosters logo
    - Who has high res logo? (Adam and Kristin – in drive)
    - Colors? (in drive)
    - How many to buy? (10=$6.20 each; 20=$5.43) = purchase #20
- Next Meeting - March 2, 7 pm, LHS library

Action Items

- Mamma Mia PC's and Adam will coordinate about blurb and artwork
- Lesley and Adrienne will update and present "How to do Everything" document to group

- Sponsorship Thank Yous: Katrina will check to make sure there are enough cards; Adam will work with e-board to complete them
- Katrina will set googledrive meeting with Katrina, Leah, Cindy and Kristin
- Katrina, Mary, Leah (and 26/27 DB treasurer if identified) will meet to plan 26/27 budget; plan to lay out proposal at May 2026 meeting
- Leah and Cindy will work to create blurb to advertise for Drama Boosters treasurer; will send to Deb (or Kristin if available) to create canva to advertise on social media/emails; them send to LHS/LMS PC's to send out to LHS/LMS parents
- Kristin Laferty/Sarah Belcher can work with Mamma Mia PC's and coordinate with Adam to consider fun Mamma Mia fundraiser/promo "mocktails" ideas
- Melissa spearheading committee to consider Drama/FABL scholarship; anyone interested in working on it, reach out to Melissa
- Deb will purchase 20 'volunteer' identification magnets to be worn at shows
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Next Drama Boosters Meeting: **Monday March 2nd @7:00pm**
Meetings are held first Mondays every month at 7pm in LHS Library Seminar Room (Unless otherwise stated)