

● Date:	November 4, 2024	Drama Boosters- Meeting Minutes		
Meeting Lead:	Tara Faulkner			
Secretary:	Adrienne Nash			
Attendees:	Name:	Present ?	Name:	Present ?
	LaGina Austin		Deb LaFlamme	
	Alana Clements	X	Melissa Luongo	
	Mandy Clark		Kristin McManus	
	Adam DeCoste	X	Adrienne Nash	X
	Mary Drew		Katie Noland	X
	Tara Faulkner	X	Brian O’Neill	X
	Meera Gill	X	Tracey O’Neill	X
	Lesley Glorioso	X	Charlene Rubin	X
	Cindy Guidi	X	Lisa Schopf-Conlon	
	Katrina Hagberg	X	Merrilee Wright	

FABL Drama Roles and Responsibilities		
Person	Role	Responsibilities
Tara Faulkner	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 (6/3/2024)		
Task	Responsible	Status
• Sponsorship committee will put together a notice for families who may want to donate this year; plan for 1 social media post to parents	Katrina; Kristen	Done
• Sponsorship pieces: Cindy taking care of Tax letters; Katrina collecting logos; Katrina and Lisa prepping sponsor sign, thank yous	Cindy, Katrina, Lisa	In process
• Lisa looking into Easel purchase; will send info to Tracey to purchase with her purchases	Lisa; Tracey	Done

Tracey/Brian purchasing chip board, steamers, Bluetooth speakers/microphones	Tracey; Brian	
Acting Activity for students: Tara tabled discussion for Oct meeting; plan for Alana Clements to discuss at next meeting	Alana	
Adrienne will research cash boxes--3 total (cast notes/merch; concessions; middle school tickets)	Adrienne	Done
Mary can make button on LPS drama website page for future – tickets, etc	Mary	

Current Meeting Agenda

- MWCTD parent coordinators update (Lesley, Katrina, Tara - 15 mins)
- Procedure for financial spending requests (Tara, Cindy, Mary - 5 mins)
- Financial request for show headshot stipend (Tara - 10 mins)
- Holiday Bazaar Drama Boosters table (Tara, Cindy, Mary - 15 mins)
- Newsies parent coordinator update (Adrienne, Melissa, Meera - 5 mins)
- Middle school drama activity (10 mins)

Meeting Notes

- MWCTD parent coordinators update (Lesley, Katrina, Tara - 15 mins)
 - Everything's under control
 - Artwork, posters, lawnsigns, sponsorship signs, sandwich boards all in process or done
 - Publicity sign done by Kristen
 - E-board will be hanging posters this weekend
 - Adam and students—completing program
 - Parent signup genius going out this week
 - Social media underway (facebook, principal newsletters, etc)
 - Katrina taking cast group photo on Wednesday
- Procedure for financial spending requests (Tara, Cindy, Mary - 5 mins)
 - Credit card for spending -Mary and Adrienne have it
 - Can get card info from Mary or Adrienne
 - If cannot use a card, secondary is purchasing and then reimbursing

- Sponsorships update:
 - Sponsorships closed last Friday -raised over \$8800
 - Tracey has easel
- Financial request for show headshot stipend (Tara - 10 mins)
 - Discussed plan to offer stipend \$200 plus cost of printing
 - School budget only has director and music director stipends
 - Videographer stipend?
 - Costumer was paid cash
 - Alana: if we make above a certain amount, then we can pay a certain amount for stipends
 - Brian: stipends vs gift certificates? \$800 over 4 shows ie for photographer
 - Does drama boosters need to file for taxes if give a stipend over a certain amount?
 - Give \$\$ as a Gift?
 - Group discussion: budget \$2000 for stipends (photographer/videographer) per year
 - Plan: Tara & Cindy will discuss with Mary about tax implications
 - Show photos: Brian, Paul (taking pictures for yearbook, etc), Jasmine Casey, Katrina
- Email approval procedure: Adam's email via costumer
 - Normally try to discuss major decisions at meetings
 - Rarer that decisions are made over email
 - Everyone's input is welcome
- Holiday Bazaar Drama Boosters table (Tara, Cindy, Mary - 15 mins)
 - 2 tables for bazaar: 1 for Drama Boosters; 1 for Music Boosters—Mary ordered tables/spot
 - Lisa Conlon will be heading up drama boosters table at bazaar
 - Lisa will take all drama merch on Sunday close of MWCTD
 - Lisa will coordinate signup list: hoping to get youth and adults to volunteer

- Tracey is doing fudge and caramels – Lisa will coordinate with Tracey
- Have new tablecloths (thanks to Kristin) and popup stand (popup is about FABL)
- Kristin-will pick up sweatshirts and store in her classroom
 - Will organize pre-orders to have people pick up at show
 - Plushies will be in by show and will have sweatshirts
 - Adam has popup and tablecloths
 - Can store sweatshirts and plushies in Kristin's classroom and get into her classroom to grab them right before show on Friday
- Newsies parent coordinator update (Adrienne, Melissa, Meera - 5 mins)
 - Meeting tonight
- Middle school drama activity (10 mins)
 - Kidstock—got some initial info
 - Alana: Kerri would be willing to coordinate a middle school drama activity
 - Have students each pay small cost (ie \$1)
 - Maybe hold it on a Wednesday halfday shortly following Newsies and LMS play auditions– 11:20-2:20/2:30
 - \$600ish for LHS buses to Boston
 - Tara will ask a theatre friend to see what they charge for workshops
 - Alana looked up what Kidstock charges: \$75 per hour and \$10 per student
 - Alana will book Kerri for March 5th Wednesday half-day (consider LHS students) and discuss potential charge with her
- \$1250 from LMS/LHS drama experiences
 - Adam awaiting invoice from school for bus - will pass to Tara or Mary when he receives it
 - Adam and Tara agreed via email to fund bus for class for Crucible
 - For future, if it's a class, it will be built into cost of school/field trip experience
 - If it's drama club, the DB ok to consider paying for cost of bus

- Or consider building experiences for both drama boosters and drama classes into budget
- Ordering Fleeces: What qualifies for fleece: Crew vs box office staff
 - Stage crew and box office staff overlap
 - Consider creating hours minimum for each show
 - Adrienne will order fleeces for the nine students discussed; some crew members aren't on the drama boosters list and some qualify via the 1 show a year rule
- Miscast/karaoke: Dec 13th – more details tbd

Action Items

- Tara & Cindy will discuss with Mary about tax implications and report back to the group via email
- Lisa Conlon will coordinate Holiday Bazaar sign-up list
- Kristen will be picking up plushies and sweatshirts and storing them in her classroom
- Tara will ask a theatre friend to see what they charge for workshops
- Alana will book Kerri for March 5th Wednesday half-day (consider LHS students) and discuss potential charge with her
- Adam awaiting invoice from school for bus - will pass to Tara or Mary when he receives it
- Adrienne will order fleeces for the nine students discussed

Next FABL Drama Meeting: December 2nd @7:00pm

Meetings are held first Mondays every month at 7pm in LHS Library Seminar Room:
December 2, January 6, February 3, March 3, April 7, May 5, June 2