• **Date:**	September 3, 2024	**Drama Boosters- Meeting Minutes**		
Meeting Lead:	Tara Faulkner			
Secretary:	Adrienne Nash			
Attendees:	**Name:**	**Present?**	**Name:**	**Present?**
	LaGina Austin	X	Cindy Guidi	X
	Alana Clements	X	Deb LaFlamme	
	Lisa Schopf-Conlon		Melissa Luongo	X
	Adam DeCoste	X	Jerry McMahon	
	Mary Drew	X	Kristin McManus	X
	Tara Faulkner	X	Adrienne Nash	X
	Meera Gill	X	Brian O'Neill	X
	Lesley Glorioso	X	Tracey O'Neill	X
	Katrina Hagburg	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**
• Adam will have students provide parent contact info/emails at beginning of fall show	Adam	To Be Done
• Ad sales-sponsorship group will meet next week June 11th and will figure out how much they plan to include students	Katrina, Lisa, Tracey, Adam	Done
• Adam will see if he can make necessary 'companion' seat changes to Ludus	Adam	In process—knows what needs to be done
• Update "how to" document with procedure on reserving (Adrienne – once Adam updates procedure in Ludus)	Adam, Adrienne	In Process
• Tracey and Brian will research Bluetooth speaker for LMS	Tracey/Brian	In Process/

		Discussed tonight
• Plan to purchase more sweatshirts by fall shows and bazaar	Kristin	Done – discussed tonight
• LHS show parent coordinators will create a cast, crew, parents of cast and crew email list. Create a google sheet at the beginning of the 24/25 year for this		Done

Current Meeting Agenda

- Solicit volunteers for Treasurer role - 2 mins
- Sponsorships presentation - 20 mins (10 mins presentation from sponsorship committee; 5 mins feedback and Q&A, 5 mins of volunteer coordination)
- Confirm parent volunteers for the MWCTD show coordinators - 2 mins
- Confirm parent volunteers for Newsies show coordinators - 2 mins
- Sweatshirts (and other swag) for Holiday Bazaar - 10 mins
- Potential purchases - 20 mins (show participation plaques, blackout curtains, drama banners for senior night, display case for drama awards, bluetooth speaker for rehearsals)
- Handicapped seat and companion procedure in Ludus - 5 mins

Meeting Notes

- Add Deb LaFlamme and Cindy Guidi to contact emails/info – Kristin took care of this during meeting
- Sponsorships presentation (Katrina also emailed a lot of this info)
    - Tracey, Adam, Lisa and Katrina met re sponsorships over summer
    - Budgets estimated at 12,500 for this year
    - Average 8,000 for concessions donations
    - Have a $4500 fundraising goal to make up the difference
    - Current ad sale model brings in $2000 for cost of programs
    - Sponsorship model -target local businesses, one sponsor page in program plus one sponsor sign, website and social media advertising
        - Need everyone to commit to talk to a number of businesses—Target sponsor list—about 90 sponsors from ad sales over past few years
        - Flyer with sponsorship levels—produced over the summer
        - Have an email template and scripts for those who might send emails
        - Follow up 1-2 weeks after
        - Help sponsors complete the sponsorship form; collect payment
        - Notify sponsor management team (Katrina and Lisa Schopf-Conlon)
        - There's a "how to do" for sponsorships and scripts for presenting the sponsorships
        - Everyone: sign up tonight to begin NOW reach out to businesses about

sponsorships
    - Last day to reach out to businesses: October 25
    - Last day for businesses to sign up for sponsorships: November 1st
    - Katrina emailing out list after individuals sign up tonight
    - Important points: larger audience and different audience than sports
    - Adam suggests to add PO Box to form for those paying by check
- Solicit volunteers for Treasurer role
    - Cindy Guidi volunteered to be Drama Boosters Treasurer – yay!!
- Confirm parent volunteers for the MWCTD show coordinators
    - Team of 2-3 parents needed
    - Lesley Glorioso & Katrina Hagburg & Tara Faulkner (possibly ask Deb?—Katrina will talk to Deb)
- Confirm parent volunteers for Newsies show coordinators
    - Meera Gill, Melissa & Adrienne Nash (Katrina possibly help out as well)
- Sweatshirts (and other swag) for Holiday Bazaar
    - Kristen can start now and have pre-orders for bazaar, etc
    - Another idea: FABL Drama plushies – have a different one for each year
    - Kristen will price out t-shirts, plushies, and hoodies
    - Timeline: for LHS play (for weekend of 11/22)
- Potential purchases:
    - Some need to be coordinated with school ie display case, curtains
    - Adam got school approval for participation awards plaques display case here at LHS, ie for Tamy awards, etc
        - Adam and Tara will work together on it
    - Blackout curtains not really needed
    - Tracey will find info on steamers
    - Brian-bluetooth speakers: recommended to Brian more of a PA speaker kit—that might be compatible with sound equipment used for shows but smaller scale; more than we need right now but can upgrade in pieces down the road
    - Kristin- idea: maybe subsidize students to see shows/trips with Adam
    - For LMS-talked about bringing kids workshop to LMS students @ the school
    - Adam emailed and will again reach out to Melrose theatre re theatre workshops
    - Large info poster to advertise Drama Boosters/QR code/join us for shows, bts nights, theatre info sessions
    - Tablecloths for merch, souvenirs, tickets tables etc
- Handicapped seat and companion procedure in Ludus
    - Adam has figured it out – just needs to make the fix in Ludus
- Other roles and responsibilities needed in Drama Boosters
    - Costumes?
    - Digital Media?
    - Parent email list – Melissa

- Fleece spreadsheet – Adrienne
- Adam-doing fall banquet and spring drama banquets
  - Fall banquet is Tuesday, December 17th
  - Adrienne consider doing 2 fleece orders and present them at fall and spring banquets
  - Mary suggests ordering them to present for fall banquet
  - Adrienne will work with Mary on list of HS students who need fleeces

Action Items

- Katrina emailing out sponsorship info and list of volunteers to contact businesses
- Everyone: reach out to the businesses you signed up to contact about sponsorship, following Katrina's 'how-to' email
- Cindy Guidi and Mary Drew connect about Drama Treasurer info
- Katrina talk to Deb about being additional parent coordinator for MWCTD
- Kristen will price out t-shirts, plushies, and hoodies as Drama Boosters merch
- Adam and Tara work together to move forward with getting info and prices on drama awards for display case
- Tracey will find price info on steamers
- Adam reaching out to Melrose theatre group about theatre workshops for students
- Adam will fix handicapped seat info in Ludus (when that is done, Adrienne will update "how to" document with procedure on reserving)
- Melissa will provide updates to parent email list with new student info from Tracey (LMS students) and Adam (LHS students)
- Adrienne will look into ordering fleeces and work with Mary on identifying specific students needing fleeces this round

Next FABL Drama Meeting: **October 7th @7:30pm (following FABL Corp Annual Meeting at 7pm)**
Meetings are held first Mondays every month at 7pm (except October meeting) in LHS Library Seminar Room: October 7, November 4, December 2, January 6, February 3, March 3, April 7, May 5, June 2