

● Date:	June 3, 2024	Drama Boosters- Meeting Minutes		
Meeting Lead:	Tara Faulkner			
Secretary:	Melissa Luongo/Adrienne Nash			
Attendees:	Name:	Present?	Name:	Present?
	LaGina Austin		Katrina Hagburg	X
	Alana Clements	X	Melissa Luongo	X
	Lisa Schopf-Conlon	X	Jerry McMahon	
	Adam DeCoste	X	Kristin McManus	
	Mary Drew		Adrienne Nash	X
	Tara Faulkner	X	Brian O’Neill	X
	Meera Gill	X	Tracey O’Neill	X
	Lesley Glorioso	X	Merrilee Wright	

<b>FABL Drama Roles and Responsibilities</b>		
<b>Person</b>	<b>Role</b>	<b>Responsibilities</b>
Tara Faulkner	VP Drama	Schedule and organize monthly FABL Drama meetings. Report updates to FABL Corporate meetings.
Mary Drew	Drama Treasurer	Serving treasurer role for both FABL Corporate and FABL Drama
Adrienne Nash	Drama Secretary	Responsible for taking notes at Drama meetings, and distributing notes and action items.

<b>Action Items from Last Meeting (11/06/2023)</b>		
<b>Task</b>	<b>Responsible</b>	<b>Status</b>
• (Pretty much all for lucky Hudson show)—Done!		
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<b>Current Meeting Agenda</b>
<ul style="list-style-type: none"> <li>• LMS - Little Mermaid - tasks; and needs Tracey may still have</li> <li>• Lucky Hudson wrap up</li> <li>• Discussion of any proposed changes to roles and responsibilities for shows (tabled from previous meeting)</li> <li>• Big ticket items from Adam and Tracey for budget spend (possibly funding/sponsoring field trip(s) or London)</li> </ul>

- Update and discussion of ideas/budget for additional costumes and sets storage
- Logistical support needed for Newsies during Tracey's jury duty

### Meeting Notes

- Can remove Kim Jonnson and Kris Hood from drama boosters list
- Lucky Hudson Wrap-up: 603 or 604 total attendance;
  - o Emailed Dr Clenchy
  - o Going thru clothes
  - o 4 bags of clothes into bin—donating quite a bit
- Proposed changes for roles and responsibilities
  - o For HS: would make sense for parent coordinator overseeing even student responsibilities, ie sponsorships stuff and ad/signage
  - o Facilitate more involvement from the parent coordinator assigned as liaison to the Eboard. Earlier ordering and posting of signs so that these can be ordered and assigned for hanging prior to tech week. Parent coordinator should have access to Eboard contact information.
  - o Lisa Conlon didn't have access to e-board; so Lisa H had to step in as that parent role
  - o Have students try to do their responsibilities before tech week—make sure they're ordered early enough
  - o E-board-not assigning officers, but will have coordinators/point persons on different tasks
  - o Adrienne—combine LMS and LHS poster placement lists over summer
  - o Ad sales-sponsorship group will meet next week June 11<sup>th</sup> and will figure out how much they plan to include students
  - o If parent coordinators have list of cast and crew and parent emails (ie to coordinate food, allergies, share certain info with parents, etc)—Adam will have students fill out parent contact info at beginning
  - o Instead of catering food, maybe have a bunch of snacks available for the weekend
  - o Adam considering making running google doc of weekly student email updates and sending link to parents for access as well
- Auditorium seating: handicapped seating in auditorium—is there any way in Ludis to hold the seat next to handicapped seat instead of the seat behind them?
  - o Adam will see if he can add message to seat to tag it as a companion seat (maybe color code it etc); and add that message on ticket announcements; also extra seats in front of auditorium that can grab if needed
  - o Update "how to" document with procedure on reserving (Adrienne – once Adam updates procedure in Ludus)
- Katrina: finance update from Mary
  - o Reviewed financial from fabl corp meeting (drama boosters slide)
  - o Drama boosters has 26,000
  - o Treasury report update shows approx. \$8,000 profit for 2024
  - o Adam suggests keeping \$8000 buffer (about the cost of LHS/LMS shows for 1 year)

- o Mary proposes 24/25 a total of \$16,000 drama boosters potential spending ie with sweatshirts, cover show t-shirts for every student, maybe costumes and props
- o Tara mentions having balance of not agreeing to pay for too much
- o Lisa mentioned: boosters can continue to fund field trip busses; workshops, etc
- o For show cost: school will plan to pay for certain costs, depending on how much the show brings in; drama boosters can be the backup
- o Lisa asked: how much buffer can drama boosters expect? Adam said likely around \$800 (play) -1000 (musical); Adam said show rights (ie Legally Blonde) were really expensive; larger Seussical orchestra
- o Katrina suggests Tracey and Adam looking back at multiple years of expenses to decide 'show support buffer amount'; and also come up with estimate of cost of each show
- o Adam: Chicago: \$600 in costumes in total
- o Brian: costs of sets and show rights both going up
- o Most people felt a safety net of \$2,000-\$5,000 in the funds was reasonable but focus is on spending more of the reserves soon
- o Katrina would like us to figure out the average of how much it costs to produce a show so that we can have this figure to tell potential sponsors/advertisers. This would include finding the average of prop and consume budget past 3 years
- Drama at LHS—Adam says amount that school paid was about \$15,000 that they paid for both Birds and Chicago; musicians not come from that and tech directors not come from that; so they may alternate years from higher income vs lower income (but more challenging show) years
- Drama at LMS: Tracey still looking into why different items (ie her stipend) are taken out of "show costs"; different to how LHS does it
- LMS/Tracey wishlist:
  - o Taller blackout curtains at LMS? (Old Indian Hill—Adam said they are working on things there but will take some time
  - o Considered sound board? No—rent them
  - o Maybe decent Bluetooth speaker for show rehearsals?? Or portable PA system with stands (like the one that LMS principal has)—yes to bluetooth speakers for LMS show, Miscast at LMS—Tracey and Brian will research
  - o Lucky Hudson—A lot \$70 for LCTV permission to show Lucky Hudson routinely—all in favor of spending—Tracey will f/u—yes – approved!
  - o Middle school may want their own swag
- All of DB: Plan to purchase more sweatshirts by fall shows and bazaar –Adrienne will reach out to Kristen
- LHS/Adam wishlist/Ideas:
  - o Ideas proposed: Another field trip; DB pay cost of busses; DB subsidize and have small nominal participation fee by students; offer that drama boosters pay 100% for students in need

- o DB will cover 100% for merch t-shirts; suggested that students will need to fill out size and form saying “yes or no I want a shirt”
- o Cords for graduation/seniors for drama kids
- o Banners for seniors like the athletes get
- o Wooden plaques for seniors to receive with their name and all shows listed handed out at banquet night
- High School General Drama wish list:
  - o More storage in prop room-specifically built in shelves.
  - o The idea of a storage unit was brought up by Tara, but ultimately was shelved as they think once the purge of the costume and prop rooms are done, they will not need. For future notes, storage cost can be \$50-\$375 per month dependent upon size.
  - o Display case near auditorium which would house Tamy awards etc. could also list sponsors or show posters (the current display case has mostly band plaques and trophies. Adam to look into where that funding should come from
  - o Subsidize future abroad trips/field trips
  - o Senior night banners and a 2nd drama banquet in fall
- Calendars
  - o High School theater calendar for 2024 and 2025 is already set:
    - Play in a day 9/28
    - Murder mystery 10/23
    - Model U.N. collaboration lip synch battle 10/17
    - Fall drama banquet (more like a post show get together)
    - Man Who Came to Dinner 11/22,23, 24
    - 2/7 Miscast cabaret
    - 4/6-4/8 Legally Blonde Musical
    - Drama Banquet 5/8
    - 5/10 play in a day
  - o Middle School theater calendar:
    - Newsies 1/24, 1/25, 1/26, (tech week week before)
    - Play TBD name but dates are 5/16, 5/17, 5/18 (tech week week before)
    - Tracey to host Miscast in fall if time permits date TBD
- Misc.
  - o Middle School - Tracey has grand jury duty and will need extra logistical support in the fall regarding rehearsals and possibly auditions for Newsies. The grand jury trial will last 3 months minimum. Also she is having surgery, so she might need extra hands on deck.
  - o Domain Names: Discussed changing domain names to make it easier to access information. For \$20 per year they could switch to something like LHSDrama.org OR the current site could post a redirect link. Adam will follow up with the school on that, no decisions made.

#### Action Items

- Adrienne—combine LMS and LHS poster placement lists over summer
- Ad sales-sponsorship group will meet next week June 11<sup>th</sup> and will figure out how much they

plan to include students

- Adam will see if he can add message to seat to tag it as a companion seat (maybe color code it etc); and add that message on ticket announcements
- Update "how to" document with procedure on reserving (Adrienne – once Adam updates procedure in Ludus)
- Tracey and Brian will research Bluetooth speaker for LMS
- Tracey will follow up with LCTV re Lucky Hudson broadcasting
- Plan to purchase more sweatshirts by fall shows and bazaar –Adrienne will reach out to Kristen
- Adam will follow up with the school on domain names
- 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
- Adam will have students provide parent contact info/emails at beginning of fall show

**Next FABL Drama Meeting:** (Usually first Mondays every month): TUESDAY Sept 3<sup>rd</sup> (due to Labor Day)