



General Membership Theatre Boosters Meeting
August 22, 2019, 6:30 p.m.
Meeting Minutes

Welcome back from Ashley Szczukowski, Co-President of the boosters, and introduction of Michael Higgins, Department Chair, who has been at DA for 27 years. Mr. Higgins introduced each of the theater teachers and they each spoke briefly regarding their area of specialty.

Mr. O'Dell – 15 years at DA. He teaches in the technical theater department and specializes in set design. He expressed his thanks to the boosters for all of the support and how very proud he is of the tech students and all they have accomplished.

Ms. Kilgore – 2nd year at DA. She is the technical director and her focus is on construction and lighting. She expressed her gratitude for the parents and the way in which they support their kids.

Dr. Anthony – Did not indicate her number of years at DA. She teaches all of the 10th grade acting classes and she is also the director of thespians.

Ms. Harrison – 16th year at DA. She teaches issue based theater and the devised theater ensemble. She emphasized that they are all good communicators and encouraged parents to come to them to help solve any problems.

Ms. Aden – 28th year at DA. She will be directing the comedy Red Herring this year.

Mr. Kemper – 3rd year at DA. He was not present at the beginning of the meeting but Mr. Higgins did indicate that he would be directing the musical Guys and Dolls which will be the first show of the year. Mr. Kemper did come at the end of the meeting to speak with parents. (Ms. Peters in technical theatre was not in attendance.)

Mr. Higgins provided a brief run down of the show schedule for the year:

Guys and Dolls – Directed by Mr. Kemper

Lion and Mouse – Directed by Ms. Harrison and will come out of the devised theater class

Red Herring – Directed by Ms. Aden. He indicated that college bound seniors are not generally available during this time period to be part of this show

Elephant Man – Directed by Mr. Higgins

Issue Based Showcase – Directed by Ms. Harrison and will be held in the black box

Underclassman Showcase (9th-11th grades) – Directed by Ms. Harrison

Senior Showcase – Directed by Mr. Kemper

Ashley Szczukowski referenced the "Welcome to DA, The Theatre Department and the Theatre Boosters" booklets which were available at orientation and also available now for pickup. This booklet has all of the dates and locations for all performances along with a lot of other very useful information.

Mr. Higgins addressed the fact that they are making changes to the PT program so it will all feel like one family (MT, PT and Tech), where it has not felt that way in the past. He said that they have added more choices designed specifically for PT students. One is the devised theatre class which is an audition only class and also a Meisner Company Class both are for PT students.

Volunteer Needs

Ashley Szczukowski reported that there are volunteer sign up sheets at the front of the room for parents to indicate areas they may be interested in volunteering and she indicated there are many areas to get involved.

Some specific needs she mentioned are:

Cast and Crew Meals – need donations of granola bars, bags of chips or any individually wrapped snacks that can be used during the shows. A meal is provided towards the end of the run during tech. Can always use businesses to donate meals for this.

Volunteer Procedures – You must sign in as a volunteer before stepping into any volunteer role at the school. Must be completed every 2 years but can also be completed every year just to be safe. Simple process but must be done! There is a link on the theatre booster's website page which will take you directly to the application. <https://www.datheatreboosters.org/volunteer>

Resource Room Coordinator – looking for a volunteer who will be responsible for checking the refrigerator and room to be sure it is in order (i.e. no old food in fridge, coolers have been emptied, looks tidy, etc).

Mr. Higgins reported that the DA Foundation provided a new sound system that has been a really great addition.

The committees made the following reports:

Finance – Margie Sargent reported

Fair Share

She emphasized that we are not for profit. Money that comes in, goes back out. She stated that Fair Share pays for Visiting Guest Artists, Accompanists, Scripts for the shows, etc. There are also fund raising opportunities like the poinsettia sale and silent auction. She reported there were about \$4,000.00 in sales last year for the poinsettias.

She indicated that if a student has a problem being able to pay their fair share they should speak with herself or Mr. Higgins and they can figure out a payment plan if necessary. Fair share is meant to be an annual thing and not to be carried forward from year to year. There are ways to offset fair share dues which include the poinsettia sale and ad sales (\$10.00 credit toward Fair Share for each ad sold).

Bright green information forms need to be turned in to Margie if it has not been turned in yet. There is a need for a freshman or sophomore parent to begin shadowing the finance committee.

Patrons – Marjory Vasquez/Shaylan Sinkler reported

Great way to contribute. Various levels of participation and include different benefits. Forms are available which show all of the levels and the benefits that are included with each.

If you know a business that will donate a dinner, please let Marjory or Shaylan know.

They also need volunteers to help set up/decorate and break down.

Students can get volunteer hours for setting up, decorating, etc.

Students are also required to see all of the shows so the student subscriber package can save money up front.

Show Support

Box Office will be led by Elizabeth Hendry.

CURRENT NEEDS:

Printed Materials - Need someone to be responsible for sending information to printer, review quote and draft, and pick up materials for the shows. We currently use Raintree Graphics.

Program Designer – need someone who has experience with graphic design to take the show information and design show materials. This individual will work with the Program Editor.

SEPTEMBER 19, 2019 is the ad deadline to make the 1st program.

Communications - Katherine Yeoman reported

She is currently in the process of rebuilding the website to make it a more interactive site. It will officially be live on 8/23/2019. All forms will be available online as a PDF.

Each show will continue to have a separate Facebook page with information pertinent to the auditions, etc.

Postcards with the show schedule will be available for distribution. They will be available at shows and where merchandise is sold. 1,000 postcards will be printed.

Education – Rachel Dorrian and Kristin Grubbs reported

They are responsible for setting up the headshots workshop and for logistics for visiting guest artists. For the Gotham Workshop, Seniors will receive first priority but on 8/26 it will be opened up to other classes if there are still slots available.

This group also handles scholarships. There are 5 scholarships available (\$1,000 each). Seniors can apply. Dan Wahby is also involved in this process and he reported that while interviewing these students it was very rewarding to hear them and made him appreciate even more the value of the education the students have received at DA.

Young Arts

Greatest scholarship opportunities for juniors and seniors. Seniors need to sign up for prescreening. Most colleges make their first cuts based on these prescreens so they are very important. The biggest advantage to the students is that the teachers watch and critique these before they are sent out.

Fundraising – Madeline Skinner reported

Madeline indicated that the silent auction donations are top priority right now. She also asked that if anyone has any ideas for fundraising to please let her know.

Silent Auction

Melanie Moore provided an update on the Silent Auction which will be held on October 18th 2019 at Guys and Dolls before the show and during intermission. Flyers are available with additional details. She indicated that donated items are needed by October 11th to ensure that they will have time to assemble the baskets. Students are welcome to help assemble baskets for volunteer hours. She indicated that no item is too small, they can be combined with other items to make nice baskets. She also stated that we are not a 501c3 and we cannot use the schools EIN. Boosters is not a foundation. **SHE IS ALSO NEEDING A VOLUNTEER TO TAKE OVER HANDLING THE NIGHT OF THE EVENT.** She said that she will have everything ready but she will be out of town and will not be available on the day of the event.

Thespians – Charell Thomas reported

Charell indicated that Thespians is led by the faculty. She indicated there is not a lot of parental involvement at the district level. She indicated that they would discuss state needs as the time gets closer.

Mr. Higgins indicated there are 2 components: 1) Thespian Honor Society and 2) the competitive component (Districts/State).

For the Thespian Honor Society, students must have significant participation in 2 different shows. They are required to submit their resume and the dues of \$45.00 to be considered. There are no additional annual dues after the initial \$45.00. The dues include the Thespians magazines and college dates information as well as the graduation cord.

Ashley Szczukowski discussed the importance of having the Field Trip form completed and notarized. There were 2 notaries on site to handle.

Ashley Szczukowski encouraged everyone to sign up on the volunteer lists and also to get copies of all of the information at the front. The general meeting was dismissed and Mr. Higgins and Mr. Kemper were available to discuss questions regarding the casting of Guys and Dolls.