

Heritage High School Drama Boosters Association
Board of Directors Meeting Minutes
Black Box
Wednesday, August 10, 2016
7:00pm

Board Attendees

Julie Sisson, President
Michelle Saville, Vice President
Cleopatra Burke, Vice President
Leanne Littman, Treasurer
Monica Schnicke, Secretary
Mike Hogan, At-Large Director

Other Attendees

Angela Ramacci, Drama Director
Ross Armstrong, HHS Assistant Principal

Apologies

Susan Leone, Vice President
Jack Krimmel, Choir Director
George Herrmann, Band Director

Call to Order

Ms. Sisson called the meeting to order at __7:04__pm.

Approval of June minutes as written.

Ms. Leanne Littman motioned, Ms. Cleopatra Burke seconded. Motion carried 8, 0.

Treasurer's Report

Ms. Littman, Treasurer, reported.

Leanne shared copies of our Middleburg Bank business checking account activity from 5/13/16-7/8/16, resulting in a balance of \$33,002.47. She is working to balance the account. Last year's expenditure was \$43,xxx.xx. She has set a goal to have a draft budget by the end of September 2016, which will be followed by filing a tax return (before November) and completing an audit.

Julie expressed a desire to get as much detail as possible on what we are spending money on and having receipts for all expenses. Parents need advanced approval for all purchases they expect to be reimbursed for.

Officer Reports

President - Julie - Graduation 2017/Cappie conflict - at the time of the meeting, we were awaiting word of whether graduation could be changed to an earlier time on graduation day. Ms. Ramacci clarified that only those nominated for Best Musical will perform this year, not those nominated for Best Song for instance. UPDATE: It was announced by Mr. Adam by Open House that graduation would in fact take place earlier on June 11, 2017. The new graduation time will be 1 pm and will take place INDOORS.

Old Business

*Hell Week assistance -

Parent volunteers will be needed for: meals (for Christmas Carol, we will need extra meals for middle schoolers)

For Musical theatre class....?

Mr. Armstrong said we could use the walk-in coolers in the cafeteria for food we want to keep cool during hell week.

*Community Outreach

Ms. Ramacci will meet with Ms. Robinson, Principal at Harper Park MS. Auditions for Christmas Carol will probably take place at Harper Park for the comfort of the students.

Ms. Ramacci suggested having an "Intermission Star" during performances. Students would come for workshops at HHS and then perform at intermission. These kids would get a shirt; they would also be charged a small fee to participate. I asked whether the Theatre students at Heritage might get volunteer hours for helping the students prepare for Intermission Star and Mr. Armstrong indicated he would sign off on this.

*Leanne - Drama Membership categories. Keep the same, or modify? Keep the same! Leanne reported that we made \$2000 on membership fees last year.

*Leanne - Membership incentive — offer ticket raffle to drama members only? Not sure this was answered.

New Business

Ms. Ramacci:

*Production Fee - This will be raised to \$75 per show.

*Organization Name - Ms. Ramacci would like to now refer to the drama dept as the "Heritage Theatre Department" and our productions as, "Pride Productions." The entirety of our department would be referred to as "Pride Performing Arts" (including music, choir, theatre).

*Branding - Ms. Ramacci passed around ideas for a new logo for the Theatre Dept. There were 2 logos on the page; the bottom logo was preferred. There was some discussion about tears— where they fall from and the fact that the outside tear placement is also where tattoos of prisoners are! I have since seen tears falling from the center bottom of the eye (Olympic coverage!). This logo will need to be copyrighted for our use; then we can use it to make magnets, stickers, etc.

Shirts - Ms. Ramacci suggested creating a shirt (for students and for sale) that lists our Fall and Spring shows (and dates) in addition to the shirts for individual performances. For the Fall and Winter performances, a 3/4 length sleeve shirt is recommended; for Spring, a short-sleeved shirt.

*Season of Discovery -

Ms. Ramacci wants to use the verbiage "Discover the Power of Theatre in Heritage" or "Discover your place in our Theatre Program" to attract new students to the theatre program.

*Student Leadership meeting -

Ms. Ramacci was very pleased with how the first meeting of the year went. They will be meeting monthly during Primetime Lunch. The students have put together a good plan for the year. For the kick-off, the student leadership group requested: water bottles and Pizza (GF too). Mr. Hogan volunteered to drop off 120 water bottles tomorrow. It was agreed to purchase pizzas on the day for the group (amount to be determined on the day based on attendance #s).

*Website updates -

Ms. Ramacci would like to get new testimonies from students, including alumni.

*Support for students who live farthest away from Heritage.

Ms. Ramacci inquired about options for helping a student out-of-catchment area get home after rehearsals. Ms. Ramacci decided to contact parents of student to inquire about exact need of student and the details of the situation. No details about the student were revealed.

*Ms. Ramacci asked about the possibility of having a showcase in the school entrance for the theatre program—it could contain a plaque that lists past Cappie winners for a start. She also asked whether we could hang a large poster (Broadway size) for A Christmas Carol in the main entrance. Mr. Armstrong saw no problem with that as long as it was in a black frame (to be consistent with overall design of entranceway).

*Ms. Ramacci asked whether we thought that selling student shout-outs as ads in the programs for \$5 would be worthwhile. The consensus seemed to be positive as students often buy flowers for other students during performances.

*Ms. Ramacci asked whether she should push kids to sell ads for the programs. There was some general discussion about this. More ads would be good; but requiring a quota for the kids was not agreed upon.

Leanne:

*HHS Drama List (quick review - add/delete, etc) -

Leanne emailed the drama booster board (after the last meeting) an extensive listing of all the responsibilities involved in the theatre program and broke it down into who was responsible for what. No action was taken to add or delete any items from this list.

*Lobby manager positions for shows (distribute lobby instructions and stress importance of someone taking on/finding a volunteer for this role). Julie Sisson and Monica Schnicke volunteered to work together on this.

* Discuss an alternative website/system for kids to submit their bios/business owners/parents to submit ads/pie fundraiser/etc. Wendy Marco hosted it in the past and the Boosters should look at either getting our own or finding an alternative. Mike Hogan volunteered to research our options here.

Directors' Reports

Angela Ramacci, Drama Director, reported.

*Beautification day - Aug 27 from 10am - 5pm. The students will report to the Black Box; the goal will be to organize theatre dept materials, especially the costumes. Parents will not really be needed for this.

*Forensic Wish List - for Mike Hogan

*Kick-off

Cleopatra will create and donate a sign/banner for this (for our table). Volunteers to man the table: Julie Sisson and Monica Schnicke (and anyone else who can make it). We will have Drama Booster Association Member forms for those who are interested (colored forms will be used) and shirts for sale.

Closing Comments:

Julie shared that she had received a text from Susan Leone about Tap Intensive classes at Loudoun Ballet between now and the beginning of the school year. She wanted to get the word out for anyone interested. Leanne agreed to blast a message with all the info out by email to the email list used last year.

Next Meeting: September 7, 2016 at 7pm in the Black Box.

Adjournment

Meeting was adjourned at ___9:17_____pm.