

Heritage High School Drama Boosters Association
Board of Directors Meeting Minutes
Black Box
Wednesday, April 5, 2017
7:15 pm

Board Attendees

Julie Sisson, President
Susan Leone, Vice President
Michelle Saville, Vice President
Eileen Komperda, Vice President (voted in today)
Leanne Littman, Treasurer
Monica Schnicke, Secretary
Mike Hogan, At-Large Director

Other Attendees

Angela Ramacci, Theatre Director
Jack Krimmel, Choir Director
George Herrmann, Pit Director
Ross Armstrong, Assistant Principal
Eileen Komperda, parent
Karen Lambie, parent
Beth Goff, parent

Call to Order

Ms. Sisson called the meeting to order at 7:26 pm.
Approval of March minutes as written. Ms. Saville motioned, Ms. Leone seconded. Motion carried 5, 0.

Treasurer's Report

Ms. Littman, Treasurer, reported.
Ad sales - \$1100; Shout outs - \$260; Total in bank account: \$49,xxx.; PayPal account: \$1618.01
Thank you gift cards: \$100 to Ashley for her work on the program and \$25 to Leanne's daughter.

Officer Reports

*President - Julie - See details below.
*Secretary - Monica - Heritagedrama gmail password recovery: when I logged in after new password was set, I accidentally set the password recovery to be my phone number and email address. It was decided to leave it as is as I will be on the board next year. Gmail account password: PrideProductions17

Old Business

Summer Camp
*Mr. Krimmel reported that there was a new gmail for summer camp:
HeritageRisingStar...?...@gmail.com.
*Michelle S. reported that there was interest from the middle school.

*Ms. Ramacci said that online registration was almost set up and that there has been interest from HHS students who want to help with the summer camp.

Millie discussion items:

Michelle Saville - Volunteer Coordinator

*Michelle confirmed the number of volunteers needed for Millie: concession (3), merch & flowers (2), and ticket table (3).

*Set build days - Ms. Ramacci reported that set building is almost half-done. She needs help with picking up the revolving door this Friday around 4pm. Adult set workers needed on Tues and Wed (11th & 12th). The set must be done by 4/17, the day the students return from Spring Break. Ms. Ramacci will be working on lighting too during Spring Break so the students can learn it when they return. Leanne inquired about need for food during set building; Ms. Ramacci said that would be great when groups of people show up.

*Ensure all seats in auditorium are numbered - Eileen Komperda cleared up a misunderstanding with the company she sought bids from and is now waiting to hear back.

*Ticket sales during lunches: Mr. Herrmann will assist with this as it must be an adult who handles the cash box. The week of April 17th is Awareness Week—Mon and Thursday as well as Friday will work. (Leanne must have a full accounting since the cash/checks during these sales go to the school.)

*Beth Goff and Karen L. will do tech week meals the 1st week.

*Ms. Ramacci said to plan for 3 meal nights the 2nd week; we can always reduce the #'s if necessary.

*Food possibilities:

Mr. Hogan will ask about Jersey Mike sandwiches.

Julie Sisson will ask about Arby's.

*Ms. Ramacci said we might need a couple of adult volunteers to assist in the usher position.

*Ms. Ramacci said the Griffins won 2 tickets and gourmet snack packs, for which we need to do something special.

*Publicity photos - Leanne's brother will come on Tuesday night (4/25) to take photos for our use.

*Head shots for the cast board - Mr. Krimmel reports the taking of the photos are almost done—should be done by Friday. Michelle Saville will have the printing of the photos done at Costco.

*Concession purchases: Mike Hogan will do this. Mr. Hogan suggested advertising on concessions sold for athletic events. Julie and Leanne will work on this after break. Ideas include stickers on the candy or flyers on popcorn.

*Additional ideas for fundraising at the performance:

Baskets/raffles

Signed poster of the show

Signed shirt

Autograph book

*Ensure lobby box has all essential items needed for lobby set-up. Leanne purchased nicer velvet ropes for the guides.

*Lobby Box - Should include: lobby layout, signs, tape, scissors, pens, table cloths, table decorations, ribbon, and flower tags. This will be checked as date approaches.

*Flowers to sell at concession table - Eileen Komperda will purchase all of the flowers. Friday (5/5/17) is senior night—there are 16 seniors, so 16 single roses are needed. Saturday (5/6/17), in addition to concessions, 3 large bouquets are needed for the 3 directors and 4 smaller bouquets are needed for the stage managers. Make sure bucket is back stage on May 5 and May 6 to hold the additional flowers.

*Julie Session will handle the publicity, which includes press releases, newspapers and patch (local).

*Communications to parents:

*Senior night (includes cast, crew and pit orchestra); Sunday is photo day.

*Flower festival performance: April 23 from 1:30-2:30pm.

*Volunteers (need to get people who will be scanning tickets signed up on Ticketleap)

*Lobby Meeting (Wednesday 4/26) - Julie will do this.

*Cappie room (email explaining it and include link to separate sign-up). Julie will work on what's needed over Spring Break. Brandon and Nick T. will be Cappie runners. Ms. Ramacci would like folders. Julie will get these (2 pockets) and water (2 per person). The possibility of putting a sticker on the folder was discussed.

Cappie Night:

*Decor design & purchase

*Pre-fill out Cappie forms for ease of voting/nominating? Yes

*Poster board for categories - 8 are needed. They should be waist high and black.

*Pictures for poster boards and pictures for decor; we need sheet of photos of cast for folders for the Cappie room.

Leanne suggested we should email parents that we need a tech person to step up to do behind-the-scene tech stuff (Beth Goff said she may have a lead).

New Business

*Motion to accept Cleopatra Burke's resignation as VP.

Mr. Hogan motioned, Ms. Schnicke seconded. Motion carried 6, 0.

*Motion to appoint Eileen Komperda to the Board as VP.

Mrs. Saville motioned, Mrs. Leone seconded. Motion carried 6, 0.

*Monica (Secretary) - list all board members following above changes in minutes for this day so Leanne can take the signed minutes (4/5/17) to Middleburg Bank to get Eileen as a signature on the account.

New Board as of 4-5-17:

Julie Sisson, President

Susan Leone, Vice President

Michelle Saville, Vice President

Eileen Komperda, Vice President
Leanne Littman, Treasurer
Monica Schnicke, Secretary
Mike Hogan, At-Large Director

Directors' Reports

Angela Ramacci, Theatre Director, reported.

*Summer camp - Sign-up is all electronic; on the first day of camp, there will be a parents meeting; Ms. Ramacci will take down the parent form button.

Jack Krimmel, Choir Director. No additional comments.

George Herrmann, Pit Orchestra Director. No additional comments.

Closing Comments

Julie Sisson - Will be using Christy for prom printing - Julie and Leanne need to touch base about details.

Next Meeting: May 10, 2017 at 7pm (7:15pm?)

Adjournment: 9:30pm