



11/17/22 Musical Meeting Agenda

ATTENDEES:

DIRECTORS: David Barker, Cheramie Hopper

MUSICAL CHAIRS: Audra Anderson, Dustin Anderson, Rachael Holden (*via FaceTime*)

BOARD MEMBERS, COMMITTEE CHAIRS & GUESTS: Erin Bunyard, WenDee DeLano, Pam DeMartino, Melanie Rushing, Pam Van Maaren, Melissa Washington

Meeting called to order at 5:00 pm

1. Where do we want the musical meeting minutes to be stored?

See if Eric can put them on the Musical page with a Minutes tab.

2. Volunteer Liaison

a. Questions – Pam Van Maaren

- When someone selects “Other” in the drop-down menu, is there anyone to verify what “Other” is?
- Maybe Audra & Pam can look at the Cognito form and see who is putting “Other” and then they can reach out to the people. WenDee chose “Other” a couple of times because there wasn’t an option for “Meeting” that she went to or led.
- Valentino Garza might have been a “Meeting” as well.
- Maybe you need to put another category as “Meeting” or if they choose “Other” add a space for them to write a description of what “Other” is.
- Pam will look at the names and calculate hours for students.

b. Background Checks – Audra

- Audra e-mailed Darla about background checks. They are being worked on. If volunteers want to see the email confirming receipt or results of the background check, they will need to look in their junk mail. Several have gone to people’s junk mail. We may need to send an e-mail out for people to check junk mail filters.
- Our e-mails to Darla to look at our background checks have prompted administration to follow up with all organizations to see if their volunteers have filled out their background checks.

3. Carwash – Last Minute Details/Information

Audra replied to Linda Roberts on GroupMe that we are having the car wash, rain or shine, hot or cold, we will be there. She might send in the Teams Chat for kids to bring a change of clothes. If it's going to pour all day long, Rachael said we will probably need to cancel or not stand out in the rain all day long.

a. Posters and Supplies

- Kids made generic car wash posters and donation posters that have a QR code.
- Question came up - Are there clear trash bags to protect the signs?
- Melissa Washington said they have plastic corrugated signs in her garage. She will bring some tomorrow.
- Pam DeMartino said they have large clear recycling bags to put over them. She will bring those.
- We will have 2 canopies, extra buckets, and supplies.
- Rachael went by Hometown Bank and got the bucket, hose, and water key. She got stuff from the choir room too including a splitter.
- We have at least 1 or 2 sprayers. She can get 2 more if she needs to.
- Splitter is for 4.

b. Sign Up Genius (still spots left!)

- 35 kids signed up for morning shift.
- 21 kids signed up for afternoon shift.
- Dustin, Audra, Rachael & her husband did not sign up although they will be there all day.
- 7 adults signed up for morning shift.
- 5 adults signed up for afternoon shift.
- 4 parents signed up to bring kolaches and donuts.
- Mr. Barker said they had 4-6 pool noodles in some purple fabric that they can use if it rains to hold up the canopy. Just cut the fabric off them.
- He also noted that these canopies are the kind that have the center push up.

4. Tree Lighting/Parade Update

a. Tree Lighting Questions/Comments

- The Tree Lighting is on the back burner for the city because they are really focused on the parade. However, Barker asked for a few details because we still need to get some things together for the Tree Lighting.
- We are doing a booth, so we need all the stuff for the booth, such as postcards, flyers, and candy. No one can leave the booth to pass out items.
- Regarding candy, Arwen is getting some candy canes, but Pam Van Maaren suggested getting some Dum-Dums for the little kids who may not like candy canes.
- Barker asked if we could do photo ops at the booth because Kantorei will have all the Musical leads in Dickens costumes.

- Rachael said if we stay in our booth space, we could probably do whatever we want.
- Gio and a few others are not Kantorei so we could use them for a photo op at the booth.
- They might get a small picture frame to have at the booth or a mirror for a photo op. Melissa Washington mentioned that Friday after Thanksgiving everything at “Forgotten Angels” is half off if we need an ornamental frame.
- Barker asked how we are lighting up our booth. Do we need battery lights? If so, make a list of what we need to get.
- Audra & Dustin will discuss details tonight when they meet with Rachael and her husband.

b. Mandatory Meeting for Cast/Crew/Chaperones needed ASAP

Next week – 10 minutes of a rehearsal that is a mandatory meeting of rules and who is on the float and who is not and about the postcards and candy.

i. Rules and Expectations

- Audra went to the parade meeting and has a detailed handout from that meeting.
- Currently, there are 64-70 something entries for the parade and they are still accepting entries.
- Height cannot exceed 16 feet. Minimum of 12 inches ground clearance from the frame.
- BIG THING THEY STRESSED at the meeting is WHOEVER IS ON THE FLOAT WHEN THEY SAY GO – NO ONE CAN GET ON OR OFF THE FLOAT UNTIL THEY COME TO THE END OF THE PARADE.
- NO ONE CAN DRESS AS SANTA CLAUSE.

ii. Costumes – needed ASAP for leads on float

- Main thing is getting leads in costumes by the Tree Lighting and the Parade.

iii. Meeting time and place

- Time of arrival for truck and trailer is between 1 and 4 pm.
- Meeting place will be at Plum and Orange Street at Presner Stadium by Junior High West.
- It’s between East and the Presner Stadium. Drop off at Pace.
- If we get a bus (*see c. Bus Transportation*), the bus needs to be at PHS at 3:30pm; depart from PHS at 4:00 pm to get there by 4:30 pm then leave Pearland Parkway by 9pm. Parade starts at 6pm. We want to do exactly what the band does.
- Dustin asked if they should have bottled water for the parade. Barker said they may need some snacks. Audra said why don’t we do bottle waters, pizza, and chips.
- Feed them at Presner.
- A car can come through to the drop off area and release the pizza. We would already have bottled water and chips. Pizza will be at 5pm.

c. Bus transportation – GREAT IDEA!

- Audra and Erin talked about Band and Cheer busses. Audra said that when we are coming down Pearland Parkway to the Baptist church, you can’t leave until the roads are open.

However, Band and Cheer get around this by having their busses on Pearland Parkway. Before the roads are closed their busses go down there and act as a blockade.

- She asked if Mr. Barker could get us a bus for 40-48 kids (cast & crew) and he doesn't think it is possible because it is only a week away.
- Barker said to **BE SURE TO PUT THIS FOR NEXT YEAR SO HE HAS TIME TO RESERVE A BUS.**
- The bus would be just for the kids. If we get the bus, we will meet at Pearland High School at 2:30 pm and then if not on the bus by 3:30 pm, sorry. **Note: These times are tentative.** The bus would drop the kids off at Presner. If you park in other parking lots by Presner, the football stadium by West, they may tow away. Then after the parade, the bus would take the students back to Pearland High School. It would leave the adults in charge of the float. If kids need to be picked up, it would be at the high school.
- If we aren't sure what to tell the bus driver, let him know we aren't the only bus from Pearland ISD. Tell them to do whatever the band is doing.
- Rachael loves the idea of a bus.
- During the meeting, Barker began to work on ordering the bus. He is trying to get the bus for Dec. 3rd. Bus needs to be at school at 3:30pm; depart from PHS at 4:00 pm to get there by 4:30pm then leave by 9pm. Parade starts at 6pm. We want to do exactly what the band does.

d. Postcards: Order sent in – update on status?

- Because of our sponsorship status, we get to pass out postcards and candy canes during the parade. We received an email last Wednesday confirming sponsorship. All Pearland ISD is covered under the sponsorship.
- Postcards – Audra – she heard from the lady right when she reached out but now, she hasn't heard anything. Barker sent a voice message to the person doing the postcards.

e. Parade Float Build Committee – Dustin

i. Design

- Audra & Dustin haven't met with Rachael's husband, but Dustin has an idea for a plan for an 18-foot trailer with 16-foot height.
- Audra, Dustin & Rachael will stay later to talk more about the design.
- Audra and Dustin discussed a couple of plan options they had talked about before the meeting and their idea is to have in the front of the trailer – Belle and the Beast then the Descendants Apple then the Fairy Godmother & Jane and Ben & Audrey. Then there would be 4 mirrors with the parent and corresponding child (Cruella – Carlos, Maleficent – Mal, The Evil Queen - Evie, Jafar – Jay) or 4 sheets of plywood and hollow them out to be picture frames. A child on one side and the parent on the other. If it's hollowed out, you can see through and both sides can see it.
- Only people who can't be seen from both sides are Fairy Godmother & Jane and Ben & Audrey.
- We could use banners down on the side or on the truck.

ii. Who's needed ON the float

- Characters needed on the float would be Belle and Beast, Fairy Godmother & Jane, Ben & Audrey, Cruella & Carlos, Maleficent & Mal, The Evil Queen & Evie, Jafar & Jay.
- Last year Kantorei couldn't do the float so this year they hope that they will be able to. This would involve the following Kantorei students: Gracie, Alex, Carlos, Evie, Neva, Morgan, Joseph, & Mel.
- Non Kantorei students would be Raelynn, Julia, Paige & Gio
- Erin will talk to Kessler about the leads we are needing to be on the musical float. However, Barker decided to ask Kessler if he can have all the leads for the parade.
- EVERYONE ELSE WILL BE WALKERS – in some type of costume – not necessarily their costumes. It could be khakis and a polo for kids from Auradon and trashy clothes for kids from Isle of the Lost.
- BIG THING THEY STRESSED. WHOEVER IS ON THE FLOAT WHEN THEY SAY GO – NO ONE CAN GET ON OR OFF THE FLOAT.
- Audie Johnson (Beast) will be on a float, so Barker let him know the time of the parade.
- Racheal was asking about opening walking with the float up to others beside the cast and crew.
- Barker said we need to be sure to have a head count. Racheal said she would do a Sign-Up Genius for those who would walk behind the float.
- Arwen needs to know the candy canes are here – about 400 were picked up by Pam DeMartino.
- Audra will get with Arwen about Candy canes

iii. Dates and times of build

Saturday 11/26 at 8am and Sunday 11/27 TBD.

5. Committee reports:

Audra sent out a GroupMe to see if any committee chairs had reports.

a. Backstage Help (Linda Roberts) – No Report

b. Concessions (Ginger Cline and Amea Isom) – No Report

c. Costumes (WenDee DeLano and Pam DeMartino)

i. Working away on pulling costumes we have on campus

- They have been working like busy bees.
- They got with Hopper and are just waiting for them to try on stuff.
- They still have a lot of stuff to do.
- Raelynn offered her services. She is willing to help.

d. Descendants Dance Camp (Amea Isom – not present at meeting)

- Audra said Amea is ready to start planning the Descendants Dance Camp.
- Barker suggested to have 4 levels of the dance – 1st & 2nd graders may not be as advanced as the older kids.
- We will have more meetings to discuss the logistics of the Dance Camp.
- Advertisement for the Dance Camp went out 2 days ago on Peach Jar. – 9 kids have signed up.
- It is targeted for 1st – 6th grades so Peach Jar went out to the Elementary and the Middle schools.

e. Fan Grams (Laura Harrington and Renee Nichols) – No Report

f. Merchandise (Audra Anderson)

- We got the shirts design completed and sent off to be made.
- We sent the postcards and magnets to be made but not the patch yet.
- Barker said Dustin needs to make a patch design for a 3” patch so Barker can send it off to be made.
- We are free to use the Descendants logo for the patch.
- It goes to Daryl. Everything goes to Daryl.
- Dustin said that Posters are almost completed.
- Other possible merchandise was mentioned such as shiny light up things for the parade. Audra said that Arwen is looking into it. Arwen has the flu, so she is not here. Audra will get with Arwen to see how far she got.
- Pam Van Maaren is going to investigate the light up things for the parade. Budget might be \$100.
- Barker asked what merchandise they want for the show. If we can use those things to sell at the show, then we may spend more.
- Barker said Rig video needed for Descendants Dance Camp and Royal Tea Party.

g. Musical Meals (Arwen Jackson) – No Report

h. Orchestra Liaison (Antonio Garza) – No Report

i. Parade Float Building (Dustin Anderson and Curtis Holden) (SEE POINT 4e ABOVE)

j. Playbill (Eric Richeson) – Eric was not at the meeting, but Audra spoke on his behalf.

- Eric created an email about the playbill and the ads. He sent it to Audra, Dustin & Rachael while they were at TheFest. Audra asked Dustin to forward the email to Barker. Eric would like the email to go out to the parents/students at some point.
- Barker’s question is how do you want to send this out? Multiple emails or 1 giant email?
- Parade/Lighting as one? Carwash as one? Sponsor as one? Playbill as one?
- Dustin said that with as much information as in the playbill one, you need to send that one out by itself.

Note: Rachael is having to start driving so she will see them later.

k. Props-Runners (Monica Mejia) - No Report

l. Publicity (Crystal Martinez) – No Report

m. Royal-Tea Party (Melissa Washington)

i. Flyer created and approved

ii. Ticket sample created, waiting for approval –

Audra – did not get the ticket sample created yet so it is not waiting approval.

iii. Comments/Discussion/Planning

- Melissa asked what her budget is and how many people are we planning for?
- (250 max people) – 8 to each table so may need to move to cafeteria.
- Barker looked at the budget and we don't have anything for Tea Party, but we will revisit the budget.
- Can Melissa give Barker a number what she thinks is reasonable?
- Barker said we could just budget \$2000 but Melissa thinks she would be able to give some of it back.
- Melissa has a layout for the commons but moving to the cafeteria will be good.
- How can tickets be bought? Is it individual or by table? Assigned seating for 1 table is \$200 for premium. \$160 if sold individually.
- Show tickets are separate than table tickets.
- Question was asked how many are on the committee? 2
- 10 premium tables - \$200 – reserved seats.
- Other seats are just general seating.
- Tickets are open Nov. 30th and are being stopped when we either sell 250 or until it closes online on January 4th. Any tickets not sold by Dec. 15th will be returned.
- Melissa has black & white tablecloths, vases, columns, backdrops, teacup, gold chargers, pink plates for the white tables, turquoise plates for the black tables, feathers for center; she can mock them up several different ways depending on budget.
- Plastic teacups is what we will need to go with.
- Melissa asked if anyone have a connection at Four Friends Tea Room? She was wanting us to try to get the Tea sponsorship for the tea party for the tea for the adults. I told them Morgan works at the Tea Room. Barker said Sponsorship is on the website. Pdf she can print off and send to the tearoom.
- Plates were \$10.
- \$20 a head for the dance camp – tote, pizza, and shirt. They think they will make \$9000 profit between the 2 events.

- With expanded budget, Melissa asked if they want an Auragon backdrop and an Isle of the Lost backdrop. In the cafeteria, they can clear the entire cafeteria out and put it up exactly the way you want it.
- Last day to order online is January 4th. 4 mirrors on the stage she can use and an apple. Does Barker need to order backdrop supplies?
- Foodwise: lay it all out or do you want characters to walk around and give it to the kids. Could they have a spread on each table. Kids could walk around serving drinks and small things.
- Right now, Melissa has Cake balls and candy – do we need all sweets or finger foods – finger sandwiches.
- A comment was made that at tea parties at 4 Friends Tea Room, they use the tiered stands.
- They are thinking of Premade food. Crustables could even be used.
- Barker asked if we are going to go Nut Free or will we need to put signs everywhere.
- Maybe have a Disclaimer on the form and have a place they could list if they have a nut allergy.
- If Melissa can have the headcount by Jan. 4th – she will be good.
- She should have a great number by Jan. 1st. We will cap it at 250 no matter what.
- Dustin said that Matt Cline said we have Stanchions she can use. Barker said he has some bolts of material upstairs so she can go look in their collection.

n. Set Building (Lisa Maxwell and Matt Cline) – No Report

o. Sponsorships (Arwen Jackson and Sheeja Bijoy) – No Report

p. Study Hall Parents (Audra Anderson)

All is going well.

6. Upcoming events:

- Carwash 11/19 from 9am-2pm [1 day till event]**
- Tree lighting 12/2 from 6pm-9pm [14 days till event]**
- Christmas Parade 12/3 from 6pm to 9pm [15 days till event]**
- Dance Camp 1/7/23 from 8am – 1pm [51 days till event]**
- Royal-Tea Party 1/21/23 at 10:30am [63 days till event]**

7. Comments/concerns/questions

- Barker expressed concern about all the emails. He was requesting that someone make an email about what information we need to send out.
- Some topics are Sponsorships, Carwash, Tree Lightings and Parade.

- Someone suggested waiting on the Parade email to see if we get the bus or send one as a “Save the Date”
- He asked if Audra would create the email(s) and he will send them out. She can have access to Skyward.

Meeting adjourned at 6:23 pm.

Minutes taken by Melanie Rushing, Secretary of Choir Booster Club – November 17, 2022

X Melanie Rushing