



12/13/22 Musical Meeting

ATTENDEES:

DIRECTORS: David Barker, Cheramie Hopper

MUSICAL CHAIRS: Audra Anderson, Dustin Anderson

BOARD MEMBERS, COMMITTEE CHAIRS & GUESTS: Erin Bunyard, Ginger Depp Cline, Amea Isom, Arwen Jackson, Eric Richeson, Tracie Richeson, Linda Roberts, Melanie Rushing, Pam Van Maaren, Becky Warfield & Melissa Washington

Meeting called to order at 5:01 pm.

1. Carwash Recap:

- Mr. Barker said we made about \$1200. It's not as much as we would like but they counted about 54 tickets.
- Pam got the list of volunteers so she can add the hours to people's totals.
- Arwen thought the kids who showed up were amazing and the parents worked very hard. She would be curious to know and look at last year's numbers to see how it compared. Barker thought we got over \$2000 last year. Last year we had beautiful weather and great participation. So, this year, we don't expect numbers to match because of the late date, we had to reschedule and there was a possibility of rain.
- Totals were \$1196 this year \$1243 last year. So, this year was phenomenal. The music was fun, and it was a good environment. Arwen really liked wearing the shirts. People asked Arwen about them. We get better at the car wash each year.
- We need to split up what is choir's vs what is ours. Laazia dropped off a bin of towels.
- Put a post in Descendants All Parents to bring anything back if you took it to wash and turn in your hours. Arwen wanted to move stuff on Friday, but no kids will be here Friday. It may have to wait until after the holidays.

b. Carwash needs to have its own committee next year.

There are a lot of good notes we can take for the person next year.

c. List of items to remember for next year. (Pam started it at the carwash)

- Pam started to put a checklist together for next year of things they need for the carwash. She noted that the clothespins were good for drying the towels.
- When we sell the tickets next year, set a rain date and go ahead and set it on the calendar for Hometown Bank. We should send Hometown Bank a recognition - maybe a yard sign.
- Be sure to have music playing because it was fun, and it was a good environment. Also note to wear shirts next year because people notice and ask about them.
- Pam asked who wants the list of car wash people. Audra will make a carwash sheet and put it in the binder next year.

2. Committee reports:

a. Backstage Help (Linda Roberts)

- Linda is doing a schedule. She has a preliminary schedule now of those not available certain nights.
- They must be there at least by 6:00 pm.
- She will make a sign-up genius and send it out to her group. If they still have openings, she will send it out to the public group.
- She will try to get this done by Dec. 15th.
- She needs to come up one day during practice and take notes so she can get with her people and tell them where to be. They will get with Bob.
- They may need a name tag so everyone will know who they are. Audra will make a generic lanyard for the Backstage Help. Audra will give them to the helpers and take them up at the end of the night.

b. Concessions (Ginger Cline and Amea Isom)

i. Concession Contribution pick up dates – adding a Saturday drop off date

- For Saturday, January 7th, Amea will be here because of the Dance Camp so the students who are coming to help can drop their concessions off then.
- For the other days, Ginger asked if students could bring their concessions when they come to school instead of at the end of the day. Barker said yes, however, someone would just have to check the concessions off.
- We need to provide Barker a list so he can check people off or the students can label their items and Amea can check them off.
- Storage issue - have they sprayed for ants? Someone asked if we could put Borax in there. Ginger said that Matt has sprayed for the ants and doesn't know about chemical reactions.
- It sounds like the tea party committee is using the storage closet for their tea party supplies.
- What about the room behind the ticket booth?
- Barker said he will clean some space out in the second glass room.

c. Costumes (WenDee DeLano and Pam DeMartino) - (Audra gave report)

They are working very hard on the costumes. Ginger said that Neva is making progress on Mal's dress.

d. Descendants Dance Camp (Amea Isom)

i. Sales to date – 69 tickets (2? unpaid that we must get ahold of)

- Right now, we have 73 kids signed up. Eric shows that everyone has paid but one has bounced. As far as he knows he has 71 that have paid. He only has 1 outstanding. What do we do if they have registered but they haven't paid? Eric will give Amea a list of those who have paid and those who haven't.

ii. Logistics

- Amea is putting the kids in groups.
- They will have a number.
- They will move with those groups with their adult supervisor. Parents will get a card and we will have the parents phone numbers.
- There is one girl who is wheelchair bound. Barker said to be sure to look at limitations on the student's forms. The person in the wheelchair will be moving with the same group and we may assign one extra person for that group.
- Where are we going to get the pizza from? We need to know the number of dance ensemble kids that will be helping. Erin has a contact for Center Court pizza. She will give the contact to Amea.
- We will get enough pizza for all the dancers, the student helpers and adult helpers as well as the cast that plan to walk around in costume.
- Amea would like the Evil parents in costume - who does she need to ask if they can be there? This includes Mel, Raelynn, Karli, and Joseph. Joseph will not be available because of a choir event so she might need to get the Fairy Godmother to pop in here and there.
- They would need to be in costume by 11am.
- Barker asked how to work on the kindergarten version of the dance. Amea asked Alphy if she could teach it.
- Be our Guest - can they teach them in the commons?
- The cafeteria is where they will do the craft.
- Rotten to the Core will be taught at different levels: beginner, middle, and advanced.
- After lunch they will all come together before they show it on stage.
- Q. She needs to put an information sheet in the bag. For the day of the performance, they are to wear black bottoms and closed toe shoes. Doors will open at 1:30pm. Report to this space - what time - be here at 1pm - possibly the band hall. Barker can book the band hall room. Amea will be in there with the kids. The parents won't be in there. She will need some adults to help monitor the children.
- Parents should have bought a show ticket.
- They can either go get their kids right after the performance or they can get them during intermission.
- We need to tell parents that they can't stay with their kids. Some parents might be upset about that. Be clear that you will drop your kid off. (They will get that information in the letter that will be in the bag.)
- They might need a quiet space for some kids.
- They get to show what they learned the day of the camp. Discussion was having them on stage for the showcase but Barker said to have them where they are going to be for the actual performance so the parents can purchase a ticket where they could potentially see their child perform.
- Kids get one general admission ticket. Barker said to state that they must stay on site during the performance. It's not babysitting time.

iii. Dance Camp Agenda

- 7:00 am: Event Volunteers arrive
- 7:30-8:00 am: Check-in
- 8:00-9:00 am: Group one(Crafts)
 - Group two(Be our Guest)
 - Group three(Rotten 2 the Core)

- 9:05-10:05 am: Group one(Rotten 2 Core)
 - Group two(Crafts)
 - Group three(Be our Guest)

- 10:10-11:10 am: Group one(Be our Guest)
 - Group two(Rotten 2 Core)
 - Group three(Crafts)

- 11:15 am: Pizza and mingle w/evil parents

- 12:00: Get ready for show
 - Change into shirts
- 12:15-12:30 Group run through in Gym
- 12:45 Showcase
- 1:00 Check out

e. Fan Grams (Laura Harrington and Renee Nichols)

i. Eric/Becky – can we keep fan grams separate from concessions?

- Yes, if we have separate cash boxes. Don't mix them.
- For square, we have items on square. It's just cash that we must be careful about. Don't mix.
- Concessions
- Fan Grams
- Merchandise

f. Merchandise (Audra Anderson)

i. 2nd shirt order going out on 12/14 at 8am.

- We are doing a flash sale of a 2nd shirt order.
- Arwen is going to post it on GroupMe. She will go to the email and pull the information for it.
- We have a minimum order already - the 70 kids for the dance camp.

ii. Types of items to sell at shows??

Audra needs to get with Barker because they need to order merchandise.

- Light up wands and scepters.

- Tiaras or crowns.
- Get a large amount.
- Do we have a budget? Becky said \$500 for all merchandise but that includes t-shirts.
- A little over \$1 a piece for wands.
- Arwen suggested order and see how long they get in so if we need to order more we can.
- Pam can get the wands by Friday.
- Are we selling at Tea Party? No.
- Maybe they will allot \$1000 for merchandise to sell.

g. Musical Meals (Arwen Jackson)

i. Can we get a list of meals by day that are being offered (not specific).

- Arwen will make that list for the next meeting of the meals and the specific days.
- On the 21st we will need 2 meals. Arwen said she was thinking of sandwiches for the lunches and soup and salad for dinner.
- Several suggested not doing soup for every performance night.
- Arwen said we are not doing pasta during performance, but we will do during tech week.

h. Orchestra Liaison (Antonio Garza) - No Report - Arwen commented

- Arwen thinks we should pamper them better this year and provide items more specific to their needs.
- Audra will reach out to Kessler and talk to him about it.
- Audra said they might do a smaller basket under each chair and put water and snacks specific to each performer.

i. Playbill (Eric Richeson)

i. Do we have any ADS missing – can we contact those people directly?

- 30 out of 50 have done it. He is missing 20 out of 50.
- Barker wanted to get a list of those people.

j. Props-Runners (Monica Mejia) - Audra talked

She assumes she needs to reach out to Monica because they need help with props.

k. Publicity (OPEN) - Audra will take this over.

- We have the posters.
- We will figure out how to get them.
- We have the extra postcards already back.
- We can put these things up Thursday.

- Students are supposed to give 2 options of where they are going to put the posters.
- Audra will get with Bob and have posters going by Friday.

I. Royal-Tea Party (Melissa Washington)

- They had a fabulous meeting earlier this week. 6 moms came.
- She is making a list of volunteers.
- Erin is making 250 sugar cookies.

i. **Sales to date – 17 individual online tickets, 3 reserved tables online, & there have been 1 bundle returned to Audra as of 11am today**

Audra said she only has 9 sold tickets at this time. Erin just turned hers in.

ii. **Marketing blitz**

- They will start marketing this in their group.
- They wanted to give kids a chance to sell their tickets and then begin to promote it.

iii. **Storage room**

- Will they be able to have workdays during the holidays? Matt and Lisa will be working on building stuff. Audra said that if you can give her a key, she can get in the door and turn the alarm off.
- **Note: Audra said she will do musical again if she gets a key. *[Everyone laughed and wanted me to be sure to put that in the Meeting Minutes!]***
- Melissa would like to pull things out of different storage closets. She will do it when Barker is here.
- She also needs to paint a couple of things.
- She will send some stuff home with people.

iv. **Purchases/hours conversions?**

- Question was asked if people can convert \$100 of supplies they purchase for the tea party in exchange for volunteer hours. Eric Richeson said that \$100 = 13 hours.
- Pam needs a list of people who have done the buyout.

v. **Tables at event**

- They are doing Isle of the Lost and Auradon themed tables.
- Same general layout on each table which will be the food.
- We aren't going to do porcelain teacups. Instead, they found crystal glasses that are 25 cents or less.
- Today she got a punch bowl and cups for \$2.00.
- They found boxes they will put on the table and each of the boxes will have a cup to take home.

- Chargers are plastic and the rest of the items are paper so they can toss.
- They have backdrops.
- Major issue is the round tables only seat 6 each. So, we might make different shaped tables to accommodate the tables that booked for 8.
- She still needs 31 round tables.
- They are considering putting the round tables around the other shaped tables; however, this may change.
- Melissa asked about getting the apple into the cafeteria. They would have to take the bar out and precariously get it in there. They will make it happen.

vi. Photos for Apple Decoration & Character Photo Fundraiser

- Around the big apple in the cafeteria, Melissa plans to have 11x17 portrait of the main characters and putting them in frames. She thinks she will just need headshots.
- Arwen asked when is Mike Fox doing character photos? We could do it on Junior high night. Jan. 19th.
- The dance camp will only be a few people so that wouldn't be a good time. Wouldn't even be Mal.
- Melissa is just doing pictures at Office Max. \$4 a piece.
- They will be having a costume parade on Jan. 5th from 3-5:30pm. We could get the leads ready so Mike Fox could take the photos.
- After discussion about possible headshots, Melissa decided that she will come the day of Jan. 5th to take the headshots.
- There was then discussion about when to get Mike Fox for the fundraiser for photos. They decided on Jan. 19th which is the Junior High Night. Character photos will be at 5pm. Kids will have to sign up for it. (They will contact Mike Fox regarding this date.)

vii. Kitchen for Meal Prep

- Discussion began about the kitchen.
- We can't use the cafeteria kitchen; however, we could possibly use the test kitchen (Ms. Theriot's space) for prepping the food.
- Melissa will get here at 7am and volunteers will arrive at 8am.
- She would like to find a time after we get back from the winter break to see the test kitchen.
- Doors open at 7am. We will need to have a production line in the kitchen. We will need to put together food.

viii. Prizes for Prince & Princess

- For prizes for the kids that win the best dressed Prince and Princess, they are wondering if Booster Club would give them gift cards to gets a prize. Can they be recognized on the stage? Can we bring them up before the show? Yes, to all: gift cards for best dressed, we can bring them up on stage and recognize them before the show.

m. Set Building (Lisa Maxwell and Matt Cline)

- Barker said they are working 6-8. They are working hard. They are making elevations right now.
- They are on schedule.

n. Sponsorships (Arwen Jackson)

- She is going to send them something about it.
- She intends on formulating a message to go out separately talking to parents about what they can do for sponsorships.
- She will look at a list that was sent to her.

o. Study Hall Parents (Audra Anderson)

- They are doing good.
- They are getting days mixed up, but they are working it out.
- Audra asked Hopper if she needs 2 ladies in there or just 1? Everyday Audra checks in with them. If they need 2, just let Audra know.
- Ms. Hopper asked if they are being utilized. Tracie said they are.
- It might help for the helpers to wear badges to show the kids who they are.

p. Volunteer Hours (Pam Van Maaren)

i. Update on web.

- She just updated them, but she needs to get with Mel Goodale regarding her mom's hours.
- She needs to know who bought out. Audra will help her with that.
- Alphy sent a note that she brought a sibling to the carwash. Can she get double hours? The sister signed in and she did get credit for it. Yes.
- There were some kids from Hopper's class who signed the volunteer form and Pam didn't know them. Pam doesn't need to worry about them.

q. Budget (Becky Warfield)

- She put everything in the budget.
- Income from Musical is \$31,000.
- Expenses to date is \$7,700.
- Dance Camp has brought in \$4,000.
- Carwash brought in \$1,196.
- Tea party has brought in \$915.
- We have received a small number of sponsorships.
- She has sheets ready if anyone wants to look at them.
- She already has an updated payment list. Barker encouraged her to wait closer to the end to write reimbursement checks.

- Question to Eric regarding those who need to pay their Musical Fee balance, but it isn't the standard \$167. Eric will just send a link to Audra, and she can send the link to the specific people it applies to.

3. Information for next 12/20 email:

Audra was talking with Linda Roberts. She wasn't receiving emails from Skyward because she is a grandma. The next email for next Tuesday will have the following items:

a. Concession Contribution drop off 1/5 and 1/6 from 2:45-5:30pm and 1/7 from 7-8 am -

Reminder if they lost the cards to email her.

b. Dance Camp

Audra will do a blurb.

c. Royal-Tea Party

Audra will do a blurb.

d. Show tickets can be purchased online

- Barker suggested making a different email for tickets. These emails only go to the parents.
- The last peach jar goes out on the 15th. Tickets go on sale on Dec. 15th.

4. Upcoming events:

- a. Dance Camp 1/7/23 from 8am – 1pm [25 days till event]
- b. Royal-Tea Party 1/21/23 at 10:30am [39 days till event]

5. Comments/concerns/questions

No comments, concerns, or questions.

Meeting adjourned at 6:23 pm.

Minutes taken by Melanie Rushing, Secretary of Choir Booster Club – December 13, 2022

X Melanie Rushing