

# Wilde Lake Middle School Performing Arts Boosters Meeting Minutes

## November 7:00pm

**Approved**

**Attendance**

<b>Performing Arts Boosters Offers/Liaisons</b>		
President	Suzanne Greenfield	Present
Vice President	Melissa Gray	Present
Secretary	Meg Yarbrough	Present
Treasurer	Karen Pang	Present
Chorus Liaison	Melanie Facchiano	
Band Liason	Meg Yarbrough (acting)	Present
Orchestra Liaison	Amy Gomez	
Theater Liaison	Melissa Gray	Present
<b>Attendees</b>		
Theater Director	Randy Kursten	Present
Theater Director	Sarah Lynn Nibbler	Present

### **Welcome and Introductions**

- Meeting was called to order at 7:00pm. Suzanne introduced the Board to the attendees. Handed out budget and agenda

### **Approval of Meeting Minutes**

- Request for approval of the October Minutes. Melissa made a motion to approve and Karen seconded. All members present approved the approval of the minutes.
- Meg will post minutes will be posted on the Booster website.

## President's Report

- Barnes & Noble fundraiser set for December 5, 2019 from 9:00am to 10:00pm.
  - Discussion about shortening the time due to how many volunteers are needed. Suzanne explained the money made last year was mainly from gift wrapping not the % of sales due to the \$1500.00 threshold that has to be met before WLMS Boosters receives a percentage.
  - To get the word out the posters will be printed and sent home with each student. Will also post some in halls and around Wilde Lake Village.
  - Ask Sarah Russo to put on Facebook and Twitter
  - Suzanne will ask to have the fundraiser placed on WLMS calendar and weekly newsletters.
  - Meg will send out Boosters wide emails several times before the event.
- Suzanne announced that Hickory Ridge Village Board had donated \$250.00. She will be sending a thank you letter and receipt for the donation.
- Decision made to discuss theater needs so that the Directors could leave and get back to the work they needed to do.

## Theater Request & Information

- Theater will be doing two comedy plays December 12, 2019 - December 14, 2019. The play will begin at 7:00pm with tickets available at the door.
- Mr. Kursten stated that three years ago the Drama Boosters and Music Boosters were separate organizations. This created some issues so the Drama Boosters joined with Music Boosters creating the WLMS Performing Arts Boosters. When this was done, theater gave \$1400.00 that was in their budget to the Music Boosters.
- Theater had requested purchasing a spotlight due to the high cost associated with renting lights for each performance.
  - Meg stated that she had read through all the minutes from 2018-2019, had seen discussion of purchasing the light, but no motion ever approved to purchase the light.
- Lights are rented from Four Wall Entertainment.
  - One of the ways theater had suggested raising some of the money for the spotlight was a Cabaret night. There was a fee for general entry with desserts served and it was agreed to be a separate line item for \$1000 reserves to purchase the light.
  - Karen stated that in looking at the previous budget the amount raised was \$
- The request for initially for \$1000 but Mr. Kursten stated even a refurbished light from Four Wall Entertainment would cost more. Looking a lighting now done computerized he has seen how like computers the lighting is quickly out of date. He stated the theater department did not yet have a specific request as he was still researching the best way to spend the money,
  - Karen moved to raise the \$1000 request to \$1500 for the current 2019-2020 operating budget. Melissa seconded. All members present voted to approve the increase.
- Suzanne will meet with Karen after each production to see what the costs vs money made is and then share with the theater department.
- Discussion on how to raise more money for theater when they are ready to purchase lights.
  - Mr. Kursten explained that all students who wanted to participate in the shows are given the opportunity. They did not want there to be a financial cost associated with

participating due to the school make-up and this is a time for kids to learn about and decide if they have a real interest in theater.

- Melissa will put Shout Outs on website so they can be done on-line. She will update the information. Theater parents are aware of the Shout Outs due to information given out by theater directors.
- Meg suggested that the Boosters as a whole should be notified of ability to do them since she would be willing and there are probably more who would be interested. Dates available to purchase the Shout Outs should be placed on Boosters website and sent to regular Boosters.
- Possibly getting theater specific corporate donors.
  - Meg stated that it is possible to receive things from the Baltimore Ravens and Baltimore Orioles, but the specific intent of what will be done with the items must be disclosed as well as the events at minimum be 60 days out.
  - Meg will fill out requests for the Ravens and Orioles as soon as dates for next theater production known. The current dates are during a holiday so the Directors will let Boosters know when new dates set.
- Ms. Nibbler asked if how to get the winter production paid for such as invoice for lights that will need to be rented.
  - Karen explained there is a disbursement form that needs to be completed with invoices attached so the costs can be covered.
  - Meg will share the disbursement form with the Theater Directors.
- Tech week for the winter production will begin December 10th and go through December 13th with students staying after school until late in the evening. The Boosters have in the past provided dinner on these three days.
  - Karen noted there were invoices from Sharon Barns(?) last year covering the cost of the pizza provided.
  - Noted there are 28 cast and 15 crew members for a total of 45 kids to be fed.
- Meg asked about the link on the website to buy tickets. Mr. Kursten stated that in the past he thought Mrs. Yetter was responsible for it, but that most ticket sales are handled through the theater department.
  - Meg stated that all high schools in Howard County were required to use a specific site as of this year due to auditing purposes.
  - Meg will ask parent in charge of ticket sales for WLHS how the process works and the name of the person in charge of this for the county.
  - Meg will also check with Mrs. Yetter about how on-line tickets were done previously.
- Posters will be up by Thanksgiving. An electronic copy will be provided to put up on Booster website and Twitter.
- Melissa stated a Sign-Up Genius will be sent out asking for volunteers to come at 6:00pm and help with ticket sales. The sign up will also request donation of water and snacks to be sold at intermission. Show will start at 7:00pm.
- Question about Cast Party on 12/14/2019. The theater department teachers may not be involved with a party off school grounds.
  - Cast party planned and paid for in previous years.
  - Melissa and Suzanne will meet to discuss where to have, what the cost for each production member will be and make the arrangements.

## **Treasurer's Report**

- Karen went over the updated budget for 2019 -2020.
  - Karen made a motion to approve the increase and Melissa seconded. All members present voted to approve the increase. Karenc changed that line item in the budget.
- Karen made a motion to approve the new operating budget for 2019 - 2020. Melissa seconded. All members voted to approve the new operating budget.

## **Fundraisers**

- Barnes & Noble fundraiser set for December 5, 2019
  - Will have performances from 6:30pm - 7:30pm
  - Ask Band, Orchestra, Chorus and Theater to fill 15 minute slots of their choice
  - Theater stated they would do something at 7:15pm since the kids have rehearsal that night also

## **Vice President's Report**

- Additional Boosters added to spreadsheet.
  - Meg will add the names and emails to the master Boosters email

## **Adjournment**

- The meeting adjourned at 8:45pm.