

## Footlights Foundation Meeting Minutes

February 27, 2016

Attendees: Mary Bachhuber, Steve Bennett, Carrie Bowers, Mary Brown, Mike Dapper, Mike Dorn, Devra Edin, John Edin, Joel Fischer, Mary Fischer, Dan Grothe, Rebecca Grothe, Maryanne Hageman, Mike Kneer, Erik Lane, Joy Lehman, Becky Nelson, Luann Quayle, Brett Rogers, David Sailer-Haugland, Barb Sykes, Drew Sykes, Sarah Wille.

### ***Legally Blonde***

- **Tech Week dinners:** Steve Bennett is organizing the tech week dinners for Monday **March 13** and Tuesday **March 14**. Anyone interested in helping shop for items or serve these meals should contact Steve, [steve@dipstix.com](mailto:steve@dipstix.com).
- **March 1 Practice:** Discussion began with the announcement that Annette Huot Link would provide snacks for students, as practice is scheduled until 8 p.m. This led to a larger conversation regarding concerns that: it is finals week, MN caucuses begin that night at 7 p.m., the students need time to practice. Brett Rogers will look into how to address these concerns and then post and e-mail the practice times to students and parents.
- **Stipend:** Steve Bennett moved for the approval of a \$750 for Brett Rogers, as compensation for his supervision of *Legally Blonde* practices. The motion passed unanimously.
- **Gift Card:** Steve Bennett moved for the purchase of a \$50 gift card to Chianti Grill for Kellen McMillen in appreciation for his supervision of the initial *Legally Blonde* practices. The motion passed unanimously.
- **Photography:** Mike Dorn confirmed that he'll take photos during rehearsal. Mary Brown shared that Annette Huot Link will also take photos. Mike's Flickr pages of earlier *Legally Blonde* photos will soon be posted on RAHSdrama.net.
- **Programs:** David Sailer Haugland is finalizing the programs. He welcomed the addition of more program advertisements.
- **Public Relations:** Mike Dapper shared that information about the show appears on numerous online community calendars and has run in the *Roseville Review* and St Anthony's *Park Bugle*.
- **Volunteer Sign-Up:** Carrie Bowers will have the Sign-Up Genius for the show ready by the start of the week: <http://www.signupgenius.com/go/20f0c4dabaf2aa0f49-legally>
- **Box Office:** Steve Bennett has ordered the tickets. All are reminded that this show's proceeds support the RAHS student trip to the International Thespian Festival. Proceeds can go toward an individual student's fundraising by purchasing tickets online and identifying the student who should receive the credit.
- **Additional Funding:** *Legally Blonde's* technical director Haley Wagner-Swiers requested funding for the show's costumes (\$200), set lumber and paint (\$500) and props (\$50).

Steve Bennett moved the approval of these purchases from Footlight's general fund. The motion passed unanimously.

- Footlights members expressed their strong willingness to donate props and costumes for the show. They requested a list of needed items. This list will be made available via Facebook and an e-mail to drama families.
- **Crew Schedule:** The group discussed the crew schedule for spring break. Becky Nelson and Sarah Wille each agreed to provide lunch for the crew once that week. It was suggested that an earlier start time would enable more students to participate in crew, as parents could more easily drop off their kids before heading to work.

### **2016-2017 Volunteer Opportunities**

Mary Brown shared information about the numerous Footlights Foundation officer and committee roles (see list at the end of this document). Several of these roles are filled by parents of RAHS seniors. Everyone is encouraged to consider how they could help fill or support these roles next year. Identifying an office or committee *now* allows one to shadow the current volunteer this spring, making for an easier transition. Please contact Mary Brown to express your interest or ask questions: [mlbrown4646@gmail.com](mailto:mlbrown4646@gmail.com).

### **Sound System Improvement**

Steve Bennett and Brett Rogers reported that microphones were purchased and receivers rented for the upcoming show. In addition, a broken mic, which was under warranty, has been repaired. A Mac Mini was also purchased. At this time, about half of the \$3000 approved for the purchase of sound equipment has been utilized.

### **Treasurer's Report & Fundraising/Improvements**

Joel Fischer reported that the checking balance, as of Feb 27, 2016, is \$12,356.68. All expressed appreciation for the \$433.25 in donations that were contributed thanks to the fundraising effort orchestrated by David Sailer-Haugland during *Cyrano*.

Mary Brown plans to submit a grant to the Roseville Community Foundation, requesting \$2500 for RAHS drama sound system improvements.

Mary Bachhuber encouraged anyone interested in participating in the school district's newly initiated facilities plan (which will help identify facilities in our district that need improvement) to contact Merrie Zakaras, Assistant to the Superintendent, at [merrie.zakaras@isd623.org](mailto:merrie.zakaras@isd623.org) or 651-628-6452.

### **International Thespian Festival, June 20-26, Lincoln, NE**

The registration form, consent form and second payment of \$100 are due. 17 students are fully registered and at least 6 others have expressed interest. The final payment for the festival is due **April 1st**. Registrants who withdraw before April 1st will receive full refund of deposit. Questions? Contact Mary Brown, [mlbrown4646@gmail.com](mailto:mlbrown4646@gmail.com).

ITF students wishing to raise funds through bagging groceries at Cub Foods on **March 12** and **March 26** should sign up here: <http://www.signupgenius.com/go/20f0c4dabaf2aa0f49-international>

**Save the Date: RAHS Drama Awards Ceremony** will Tuesday May 31st at 7 p.m. in the RAHS Auditorium. At this event, new members of the International Thespian Society will be inducted.

#### **Footlight Foundation Officers and Committees:**

- **President** (Mary Brown): coordinate Footlights meetings and tasks, communicate with directors, liaison with school on issues, ensure tasks are completed for shows, maintain website and Facebook presence
- **Vice President** (open): duties as negotiated with President
- **Treasurer** (Joel Fischer): keep financial reports, track reimbursements and financial obligations, including taxes, pay bills, reimbursements, collect incoming funds
- **Recording Secretary** (Mary Bachhuber): keep meeting minutes and action items, post minutes on Website
- **Communications Secretary** (Mary Fischer): responsible for maintaining email list of Footlights parents and sending email notices for meetings, volunteer opportunities, etc.
- **Box Office** (Steve Bennett): manage box office operations, including responding to voice mail/email before the show, set-up & manage the online sales, manage teachers tickets, pulling tickets, running box office for performances, reconciling box office income and attendance.
- **Concessions** (Sarah Wille, Mike Kneer & Barb Sykes): plan and purchase concessions supplies for each show, coordinate set up of concession, reconcile income with purchases and sales
- **Volunteer Coordinator** (Carrie Bowers): Check with committee leads to see how many volunteers are needed, set up volunteer sign up on SignUp Genius, have the volunteer sign up sent out to email list, keep an eye on signup progress.
- **Public Relations (PR)** (Mike Dapper & Heather Nelson): write and distribute Press Releases, maintain list of press and event calendar contacts, post to event calendars.
- **Programs** (David Sailer-Haugland): Gather info (cast/crew lists, director's note, upcoming events, thank yous, acknowledgements), incorporate ads, design, proof and send to printer.
- **Photography** (Mike Dorn & Annette Huot-Link): schedule and take photos for PR early in a rehearsal schedule, take rehearsal shots during tech week, post to Facebook, can include making prints, posting at school
- **Senior Matinee Coordinator** (Heather Nelson): maintain lists of contacts to distribute senior matinee info, send out flyer over the summer announcing the next year's shows, send out flyer for each show
- **Tech Week Food Coordinator** (Steve Bennett): Plan food for tech week, purchase or coordinate purchase, manage serving
- **Fall Fundraiser Coordinator** (Mary Brown & Mary Bachhuber): lead the organizing for the fall fundraiser, make sure tasks are assigned, as decided, tasks could include: silent auction, organization Fund A Need, food, decorations, PR, setup, cleanup, etc, make sure location is reserved
- **Fall Fundraiser Committee** (open): carries out tasks for Fall Fundraiser
- **Program Ad Sales** (Mary Brown & Steve Bennett): coordinate sales of ads for programs, contact previous advertisers, potential new advertisers, gather art for ads, done only in the fall.
- **ITF Fundraiser Coordinator** (Mary Brown): Organize ITF registration forms, manage student accounts and track ticket sales, work with directors for final allotment