

## Footlights Foundation Meeting Minutes

January 7, 2017

Attendees: Mary Bachhuber, Steve Bennett, Carrie Bowers, Mary Brown, Cathy Carter, Dan Grothe, Rebecca Grothe, Amy Hanson, John Hanson, Traci Killian, Erik Lane, Heather Nelson, Luann Quayle, Sonia Richardson, David Sailer-Haugland, Sarah Wille

### Annual Fundraiser Recap

President Mary Brown expressed thanks to the many people who contributed to the success of this year's fundraiser. Over \$4,000 was raised. A breakdown of each element of the night's earnings is in the Footlights Foundation Account Report at the end of this document.

### Treasurer's Report

Treasurer Dan Grothe explained that we're starting the year with a checking account balance of \$16,658.72. Our savings account balance is \$200.23. It was noted that the ITF (International Thespian Festival)-related revenues and expenditures should not be considered part of the Footlights budget. These are fundraising monies students have earned and spent to defray ITF costs.

### Winter Play: *Rumors* by Neil Simon

Directed by Brett Rogers

- Tech Week Dinner – Dan Grothe moved and Heather Nelson seconded spending up to \$250 on two tech night dinners. The motion passed unanimously. There was discussion regarding the rationale for Footlights covering the cost of tech dinners.
- Volunteer Sign Up Genius – Carrie Bowers will set up the volunteer sign-up site.
- Box Office – Steve Bennett will coordinate the box office.
- Concession –Mike Kneer and Sarah Wille will coordinate the purchase of water and snack supplies as well as the set up for each show's concession sales.
- Programs – David Sailer-Haugland will create the program.
- Senior Matinee – Flyers were sent. Ushers are needed.
- PR – Peter Quayle will coordinate publicity.
- Photography – Annette Huot-Link and Carrie Bowers volunteered to do this. Footlights welcomes anyone interested in photographing the cast and crew during rehearsals and tech week and sharing them via Facebook, the RAHS Drama website, or on posters outside the theater. Sarah Wille suggested that Footlights inquire about RAHS's photography students' potential future interest in this role.
- Postering – Mary Brown will work on this with Brett Rogers.

### Winter One-Act: *Coming Through the Rye* by William Saroyan

Directed by Erik Lane

No assistance from Footlights was requested for this show.

### Sound System Improvement

Within a discussion about recent sound system improvements and perennial challenges, Erik Lane suggested the possibility of hiring a Guthrie professional to provide RAHS drama tech students a single session of audio training. A motion to provide up to \$500 of

Footlights funds for such a training was made by Sarah Wille and seconded by Traci Killian. The motion passed unanimously. It was also requested that such a professional attend a RAHS drama performance, in order to view how things are done and offer suggestions for improvement.

Steve Bennet explained that the soundboards previously used for RAHS drama are no longer available. He intends to purchase a new soundboard for Footlights with the funds that have been authorized for sound system equipment. The new soundboard will cost approximately \$2500-\$3000. Additional small items he plans to purchase with the aforementioned funds include microphone cables and back-up cords.

### **Table Saw Purchase**

Our November event's Fund-A-Need raised \$555 toward the purchase of a table saw. Traci Killian motioned and Luann Quayle seconded that Footlights provide the additional funds, not to exceed \$1500, for the purchase of a SawStop table saw. The motion passed unanimously.

### **Thespian Society Membership Coordinator**

Questions were raised regarding how students become members of the International Thespian Society and record their Thespian points. As a result of this conversation, Rebecca Grothe volunteered to become Footlights' Thespian Coordinator. The creation of this role, with Rebecca filling it, was moved by Dan Grothe and seconded by Sarah Wille. The motion passed unanimously.

Update after meeting: The process for Thespian Membership was updated last year and the point system was discontinued. At the end of the school year, students who have been active in the theater program may choose to become a Thespian Member. The membership fee for Thespians is \$27. Students need to provide their Director (Brett Rogers at [b.rich.rog@gmail.com](mailto:b.rich.rog@gmail.com)) with student's address, phone number, email and birth date in order to complete the membership registration.

### **International Thespian Festival Bus**

Dan Grothe moved authorizing \$2000 for ITF bus rental, with the option to revisit this amount in the spring. This was seconded by Steve Bennett. The motion passed unanimously.

### **Footlight Position Opening for 2017-2018**

Members will be notified of the date of elections for next school year's open Footlights positions, such as President. Description of all roles will be made available in advance of that meeting.

Luanne Quayle and Cathy Carter agreed to become next year's Box Office Coordinators.

### **State Thespian Festival (February 19-20)**

Information and online registration for the State Thespian Festival is available at <https://rahsdrama.net>. The registration deadline is January 15 and payments should be given directly to Erik Lane.

Adult chaperones are needed. If willing to chaperone a single day or both, please contact Erik Lane, [erik.lane@isd623.org](mailto:erik.lane@isd623.org).

### **International Thespian Festival (June 19-24, 2017)**

33 students, our largest number ever, have registered for the trip. If your student hopes to go, but hasn't yet registered, it's important that you submit the Registration Form and pay \$100 deposit to LuAnne Huseth in the RAHS Activities Office ASAP.

<https://rahsdrama.net/cast-crew/thespians-and-festivals/>

Heather Nelson and Sarah Wille have agreed to chaperone.

The group needs another male chaperone for this trip. If interested, contact Brett Rogers at [b.rich.rog@gmail.com](mailto:b.rich.rog@gmail.com)

The success of recent fundraising by bagging groceries at CUB was celebrated. Pursuing additional means of fundraising for trip is highly encouraged. Those willing to coordinate fundraising options for the group should contact Mary Brown, [mlbrown4646@gmail.com](mailto:mlbrown4646@gmail.com).

The ITF website is <https://www.schooltheatre.org/thespianfestival2017/home>.

### **Concession Donations**

Sarah Wille will facilitate the optional donation of bottled water by RAHS drama families for *Seussical the Musical's* concessions.

### **As We Look Ahead**

Sonia Richardson suggested that:

The Footlights account reports identify any revenues that are allocated for specific purchases, such as unspent money that was allocated at a previous meeting or designated for a specific purpose by a donor.

Footlights consider how increased communication could enhance increased student and community involvement.

Footlights look at its role as a group that could support district-wide drama interest and participation. Given that ISD623 elementary and middle school students eventually land at RAHS, such efforts eventually strengthen RAHS drama itself.

This led to the following:

- Erik Lane shared that Leah Soule will lead this spring's 10-Minute Play Festival.
- Traci Killian suggested a designated family show to encourage (i.e. family-rate tickets) families' attendance, and thereby increase youth interest in and access to drama.
- Discussion of the benefits of having ISD623 elementary students attend the free matinee performance. Sarah Wille recommended that elementary teachers be notified of *Seussical's* matinee ASAP.

# Footlights Foundation Account Report

## 2016-17 School Year

July 1, 2016 to January 1, 2016

Starting Balance		\$9,647.80
Revenue		\$9,788.38
	AV Equipment Donation-North Suburban Community Foundation	\$2,500.00
	Donation	\$500.00
	Shrek - Program Ads	\$1,000.00
	Shrek - Concessions	\$1,257.10
	Footlights Fundraiser - Food Sales	\$506.00
	Footlights Fundraiser - Fund-a-Need	\$555.00
	Footlights Fundraiser - Silent Auction	\$1,805.24
	Cub bagging (ITF Fundraiser)	\$1,665.04
Expenditures		(\$2,777.46)
	Green Room Supplies	(\$35.95)
	Website Maintenance	(\$13.00)
	Tech dinner supplies	(\$106.17)
	Shrek Mixing Board	(\$228.89)
	Shrek microphones/packs	(\$858.33)
	Benefit food and supplies	(\$250.76)
	Shrek tech week dinners	(\$747.40)
	Shrek tech week dinner supplies	(\$86.96)
	Shrek choreographer	(\$400.00)
	Cub required United Way bagging donation	(\$50.00)
Checking Current Balance	(As of January 1, 2017)	\$16,658.72
Checking Savings Balance	(As of January 1, 2017)	\$200.23