

Footlights Foundation Executive Board Meeting Minutes

January 12, 2019

Attendees: Cathy Carter, Jill Westphal, Vaughn Dierks, Melissa Weber-Sanders, Luann Quayle, Barb Sykes, Dan and Rebecca Grothe, Sonia Richardson

Meeting called to order at 10:06 Cathy Carter Minutes

Treasury Report - Vaughn Dierks

See 2018 - 2019 Budget File (1/12/2019)

Expenses are as projected with a few exceptions

Fundraisers goal - bring in around \$2200 we came in close to goal

Advertising around \$1350 - we are budgeted for \$2000 revenue

Tech dinners are hurting the budget - we are not getting the revenue to help cover the expenses.

We need student revenue to help offset the expenses

What should we do with the line item \$500 collected from the haunted hayride? It was meant to offset tech dinners. Discussed and agreed to reallocate hayride funds to ITF show for Kaitlen's mentor stipend.

Kaitlen:

New this year all participants will be charged \$10 (crew) - \$15 (performers) to participate in HSM, ITF show - this will go into the Thespian account to help offset costs of the show

Silent Auction Recap

Food was a great expense

We met our fundraising goals

Plan early

Lack of intermission hurt the silent auction

Having only one weekend of shows hurt traffic and build up of show

Luann - maybe we only do F / S / S shows for two weekends

Kaitlen does not know why we only had one weekend of shows. She started with the season calendar already planned

Plans for January Show

Dinners are not needed for tech week, latest rehearsal goes until 6:30

Strike snacks for sign-up genius - Barb will set up

Cleanup greenroom is in the works

Vaughn will finish programs

No senior matinee

PR - Peter Q has submitted

Postering - needs to be done ASAP due to timing we will have to divide and conquer

Photography - Erin Carter? Sara Pepper will still post, can we ask students to share photos with us?

Spring Fundraiser Musical:

- Jordan (Assistant Director) and Joe Pedro (Stage Manager) came to the meeting to talk about the Spring Fundraiser Musical "High School Musical"

- Budget:

Royalties \$2145, mentor advisor (Kaitlen) \$1000, \$650 for set (per tech director)

- because the set will be 2 level, \$50-100 props, \$250 costumes, hair, makeup (jerseys etc...) \$4095, \$1950 - \$2000 from Footlights

Who pays for rights (school or footlights?) Usually the school pays for rights -

Look at borrowing jerseys from other productions

- Kaitlen - there is a thespian account for the ITF show. Part of the haunted fundraiser can pay for the mentor advisor. Half was budgeted to Footlights

- Luann - please spread the word for props to see if the community can help provide them.

Scripts are available 2 months before opening night of the show.

Cast of 70 is anticipated

Jan 28, 29 auditions. Callbacks Jan 30, 2019

Budget for Spring Musical from ITF:

Vaughn - we currently have \$750 budgeted

Dan - motion to approve \$750 for expenses for props, costumes, set for HSM, Luann second.

Cathy will email Daley and let her know that Footlights approved \$750 for HSM and she should submit receipts to us for reimbursement (up to \$750). We will also let the team know to contact us if they have other needs (for costumes, props...) We may have "stuff" or talents that can help.

- **Fundraising**

Luann is still trying to line things up.

Pizza Luce - Feb 4 will go out in staff and Raider district communications

RAHS basketball concessions - February 15 Friday. Need 4 volunteers

Barnes and Noble - schedule now for winter 2019 / 2020

Check with Portillos

Luann will get back in contact with Little Canada for LC days

- **Participation**

We need more family involvement

Idea: First rehearsal of a production is a family meeting in the evening then rehearsal to get families to sign up and help.

How do we get students more involved in leadership of the theater program? In all aspects - fundraising, promotions etc?

Directors Spotlight:

Schedule Theater awards before the the end of May so we can publicize it at 8th grade awards

MN State Thespian Conference - Feb 17-18

All registration must be done by 1/16/2019

ITF Bus

\$5200 not including gratuity and two nights hotel

Gratuity - \$240 each way

Other options

ITF costs roughly \$1200 a student

Next ITF payment is due 1/31 \$100

Chaperones Luann and Andy

Website

If district can host (Cathy will check with Tina Clausen) Kaitlen and Melissa will set up the site.

Drama Awards

Tuesday May 22, 2019

Open Positions

Box Office Coordinator

Volunteer Coordinator

Concessions Coordinator

President Elect

- **Meeting adjourned at 11:27**

- Future Meetings

- March 16 @ 10am

- April 27 @10am