



## Drama Boosters of Oakton High School Meeting Minutes

<b>Meeting Date:</b>	Monday December 9, 2019
<b>Meeting Time:</b>	7:00 pm
<b>Notes Taken by:</b>	Nicole Jacobson, Secretary
<b>Attendees:</b>	Cyndi Branciforte, Leigh Ann Lemons, Nicole Jacobson, Vanessa Gelinas Holly Eelman, and Laura Gerry
<b>Next Booster Meeting:</b>	March 9, 2020 at 7pm in Drama Room

### Call to order:

At 7:01 Cyndi Branciforte called the meeting to order.

Cyndi introduced Maggie Schmitz as our new Treasurer.

### Approval of Minutes:

Nicole Jacobson presented the meeting minutes from the last meeting. Minutes from September were approved by Leigh Ann Lemons and second by Maggie Schmitz

### Treasurer Report:

Maggie reported that she is working on our 501-3C status change.

Our taxes are on a fiscal year. Therefore, Our taxes are due on December 15<sup>th</sup>. Maggie filed an extension on our tax return.

Maggie is closing the extra Business tax number that is under our name.

We are retaining the number with the tax exempt status.

She is also changing our 501-3C status from a Private foundation to a public charity.

### Old Business:

Holly Eleman talked about her take-aways and suggestions from the Fall show for future coordinators. Holly presented notes to the board. We will implement some of her suggestions going into the next shows.

We discussed how the lack of a traditional Back to School Night affected our ability to talked to new families so we were not able to recruit new volunteers early in the year.

Cyndi Branciforte reviewed the new e-Tix system. Everyone agreed the new system worked well. Cyndi will talk to e-Tix about the scanners losing WiFi at times.

**Grams:**

The overall consensus was that we printed too many Grams for the fall shows. This was our first time having the grams printed by an outside person. We will work on learning how many we need for each show. We also discussed using cheaper paper to cut down on cost. The feedback was that everyone liked the new grams. No one felt that people were missing the flowers.

For the Musical we will print a set for the first weekend and then judge if we need to print a second round for the second weekend.

The goal of the Grams was to break even.

Vanessa reported that the students seem to like the new grams.

We decided on Valentine themed grams for Soap Operas.

32 kids in the class for Soap Operas; We will print 100 grams.

The Soap Opera coordinator will be in charge of creating the grams.

**Soap Operas; Drama 2.**

February 13<sup>th</sup> 2020 at 7pm.

Set up table in the Pit for Valentines

**One Acts/Dinner Theatre:**

Leigh Ann Lemons will touch base with Yulia Boyle in reference to food and logistics for the Dinner Theatre.

**Improv:**

Improv coming up: Holiday Improv show Friday December 13<sup>th</sup>, 2019

**Director's report:**

Vanessa Gelinas is working on ideas of where to have the 2020 Fall Shows. Vanessa will contact places this coming week. Any additional location ideas can be directed to Vanessa.

Vanessa highlighted what will change in the theatre backstage with construction.

Vanessa discussed an upcoming optional field trip opportunity at Arena Stage. The show would be a student matinee of Mother Road (off of Grapes of Wrath) in February. Details TBA.

**Next meeting:**

March 9, 2020 at 7pm

**Close of Meeting:**

Cyndi Branciforte moved to close meeting at 7:42pm seconded by Laura Gerry