



## Tuscarora Theatre Boosters Meeting Agenda

August 11, 2021 at 7:00pm in THS Library

Kevin Steeprow  
Allyson O'Sullivan  
Jennifer Steeprow  
Carol Steinkirchner  
Kerry Benton

Jen Braddock  
Anna Peach  
Justin Daniel  
Alyssa-Sera Josep

I. **Call to Order** 7:08PM

II. **Vote** to approve June meeting minutes [Motion: Allyson, Seconded: Kerry]

III. **Executive Reports**

a) President:

- **ACTION FOR ALL BOARD MEMBERS: Read the By-Laws and think about adding Concessions and Merch as voters ... will be agenda item on Sept meeting.**
- G-Drive – everyone needs to use the gmail address assigned to their position so that we can keep the g-drive private and locked to us. Transition binders for each position?
- Carol to find email about g-drive files being deleted.
- Allyson suggested coming up with a retention policy of email and documents. Retention is difficult on public Google. Allyson clarified that it would be regarding the types of files to keep and for how long.
- Jennifer took action to discuss at a future meeting.

Vote in new Secretary

- Motion by Jenn to vote Amy into Secretary.
  - Justin second.
  - All present in favor. Amy is voted in as Secretary!!!! Welcome, Amy!

New Cappies Chair – Ryan Vanzega!!!!!! Welcome, Rian!!!

New Board listed at bottom of minutes and on g-drive:

<https://docs.google.com/spreadsheets/d/1zzDZqTrpfNiA3exi9GuDTYzngGvErW8K2xqrhG5kK1E/edit#gid=1946623796>

b) Treasurer: Budget Proposal for 2021-2022

## BUDGET review:

- Kevin talked to Justin, Jennifer, Carol and made some changes.
  - Take guest speakers down to 0
  - Cappies up to 600
  - Competition hosting to 0 and moved to Cappies
  - Added VA Thespian festival is 2500
  - Show t-shirts approx. to 2000
- Overrun of \$2000 in budget to take from savings
- Expected \$9000 income

## Additional Discussion in meeting:

- Need to consider downsizing some of the expenses:
  - Allyson suggested adding asterisk that says if we don't meet fundraising goals by x date, then we cut the banquet and put meal cost to parents.
  - Do we want to change the banquet to a picnic?
  - We might cut Future Requests for 2000 as that was for mikes and will no longer be a line item – Kerry suggested keeping the line item and putting to 0? We agree to remove it and add it back in future if needed.
  - Asterisk the banquet – down to 0 and extra money may be allocated to the banquet based on fundraising goals.
  - Change Donation Big ticket to Donation and put at 0

**New Budget: Income 18 and exp of 17100**

**Jenn asked for motion to vote on budget. Kerry makes motion/ Allyson to second - Vote is unanimous from those present.**

## c) Membership

Back to School night – drop in and no schedule times Andrew will be here to man the membership table 4-7, can others help? Virtual Back to school packet, can we add our flyer?

Allyson to create info for flyer

Could get some middle school students as part of ensemble of B&B to get them in

Allyson ask for list of rising 9<sup>th</sup> graders from Smarts, but no one has one per covid and loss of 1.5 years of program

Send newsletter with calendar that is running calendar, send reminders ahead of meetings to get more parents to join.

Send link out to all TTBC members to join and Amazon Smile advertised.

Talk about changing the membership levels.

**ACTION: Jenn and Allyson to discuss and potentially vote virtually.**

- Discussion about perks:
- Heritage has high level of 200 that includes 2 free tickets to one show
- Early access to assigned seats is a huge perk. Reconsider the red carpet perk
- Kerry asked about QR Code for playbills, print out copies for cast and crew – Put QR code on back of chair.
- Kevin proposed having a playbill for sale if you don't want the QR code. Signed playbill by cast. This could present problems with LCPS - future discussion and consideration

d) Events

- Theatre party – Aug 28. Volleyball, popsicles at Hunn home. We can do a sign up genius and ask parents for donated food and drinks.
- Play in a Day – Oct 1,2. Sign up genius for donated foods. Melanie can give some info.
- Kids pay 35 to cover meals and we ask for donations. About 40 kids Run it from 1pm to 2pm next day – that is dinner, breakfast, lunch – might be donated. Max 10 minute shows. Firstwatch does donations. Granola bars for snacks. Kerry has another commitment and needs the team to step in for volunteering.
- **ACTION: Justin to give sign up genius for parents to sign up for shifts for Play in a Day Oct 1-2.**
- B&B Tea event for young kids- - students love this type of thing. TTBC handled food and drinks. Students did backstage tours and Meet and Greet.

e) Fundraising

Ideas from Anna:

1. Honey baked ham fundraiser
  - get orders for ham and sides and we get 15% back for Christmas. Parents can pick up the ham at the HBH storefront rather than here on a particular day. Market as New Years ham or for winter break. Give statement that if ham is not picked up, it will be donated to food bank.
  - Jenn thinks Thanksgiving is better. There is no minimum. We can offer it Thanksgiving, Christmas, Easter. We could do it the Thursday before Christmas – could do it for call-backs day .... Dec 16. Market for holiday parties and holidays.

2. Rent cafeteria and do a Parents Night Out to make money with the TTBC parents as sitters. Students not because they are too busy and we can't rely on them. Potentially split the fee 50/50 with the student sitters. (less likely)
3. Girl Scouts Try-Its – host a theatre badge workshop for theatre. (can look into boy scout requirements too)
4. Spirit Nights on show nights at restaurants – tech rehearsals.
5. Kerry asked if we will pursue the athletic booster card. We removed from the budget and the fund-raising list of activities

- f) Secretary, Member at Large – not here to give report
- g) Past Executive – no report
- h) Questions regarding any report, not previously handled via email? [None]

#### IV. **Old Business**

- a. Board Member transitions?
  - a. Anna and Lisa need to meet for transition to make contact with Auto Nation POC and other sponsors.
  - b. Carol and Cris to meet with Merchandise administration info

#### VI. **Directors Report**

- a. Leadership camp: 23 leaders – 4 from Broad Run, joining
  - Leadership- feedback from Broad Run: felt welcomed, walked away with a mission, a logo, and taking it back to their school to build
  - Allyssa is first president of first leadership team back when THS started. Now she is an adult leader
  - Friday – Bowlero with funds from theatre camp. 90 minutes bowling, pizza, drinks, arcade card
- b. Review calendar
  - **ACTION: Allyson to update the website with all the calendar dates.**
  - Theatre picnic at Hunns – Claudia and students planning it
  - Tech day – get people excited about tech to increase number. Camp produced much interest. Only one actor coming from camp.
  - Big Brother must be moved due to no school the planned day of Sep 3.
  - Fall play auditions – Trap – Sep 7-9
  - Play is Nov 18-20, but may change dates to two weekends – dates may change
  - Play in a Day changed to Oct 1,2
  - Shenanigans in Wed mornings before school (might be moved to Tues due to AET) – auditions Sep 13-15
  - First rehearsal is Tuesday Sept 14<sup>th</sup> due to Thursday being a day off for Yom Kippur. Anna to take pics for headshots. Big cast expected. 4-6pm
    - **ACTION: Allysa to collect Bios and guide students to fill out Google Form**
  - Sept 14 – Also the parent night and ice cream social – rehearsal, then parent meeting from 6:30-7, then ice cream social for family 7:00-8:00

- Car wash for Sept 18 –
    - ACTION: Kerry to complete a form to do car wash.
    - ACTION: Justin to give the TTBC Tax ID
  - VTA is virtual from Oct 27-30 – maybe get kids out of class and hang with another LCPS school (no school on 29<sup>th</sup>) online master class workshops. A taped one-act will be shown.
    - NOTE: JD to be recognized as Master Theatre Educator
  - VA Thespians planning to be in person – need to inquire about overnight rules in covid
  - One-act competition we will enter as ‘Songs for a New World’, auditions with 30 colleges
  - Interest Form uploaded to google to TTBC and camp participants to float and promote theatre for the full year of shows
- c. Choose monthly meeting day: 2<sup>nd</sup> Wednesday of each month selected at meeting

September 8  
 October 13  
 November 10  
 December 8  
 January 5  
 February 9  
 March 9  
 April 6  
 May 4 (elections)  
 June 8

V. **New Business**

- a) Backward planning for Fall Show (see Director notes)
- b) Cast Board
  - a. Cast Board: propose making cast boards on easels. **ACTION: Anna to take a picture of hers to show as a sample.**
- c) Student Leadership
  - a. Zoe is presenting events tomorrow to student leadership. Will come to Sept meeting with asks.

VI. **Adjourn 9:00pm** (Motion: Kerry; Seconded: Allyson)

| <b>2021-22 TTBC BOARD OF DIRECTORS</b> |                     |
|--|---------------------|
| <b>Executive Board</b>                 |                     |
| <b>President</b>                       | Jennifer Steeprow   |
| <b>Past Exec</b>                       | Carol Steinkirchner |
| <b>Secretary</b>                       | Amy Chamberlain     |

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|--|--------------------|
| <b>Treasurer of Expenses</b>                     | Kevin Steeprow     |
| <b>Treasurer of Deposits</b>                     | Kevin Steeprow     |
| <b>VP of Membership and Member Communication</b> | Allyson O'Sullivan |
| <b>VP of Fundraising</b>                         | Anna Peach         |
| <b>VP of Events</b>                              | Kerry Benton       |
| <b>Member At Large</b>                           | Melanie Cuozzo     |

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|------------------------|--|
| <b>CHAIR POSITIONS</b> |  |
|------------------------|--|

|                                   |               |
|-----------------------------------|---------------|
| <b>Show Concessions Chair</b>     | Jenn Braddock |
| <b>Merchandise Chair</b>          | Cris Hunn     |
| <b>Acquisitions Chair</b>         | <b>OPEN</b>   |
| <b>Athletic Concessions Chair</b> | <b>OPEN</b>   |
| <b>Events Chair</b>               | <b>OPEN</b>   |
| <b>Cappies Chair</b>              | Rian Vanzega  |
| <b>Recognition Chair</b>          | <b>OPEN</b>   |
| <b>Theater Ambassador Chair</b>   | <b>OPEN</b>   |

|                |  |
|----------------|--|
| <b>FACULTY</b> |  |
|----------------|--|

|  |                   |
|--|-------------------|
| <b>Theatre Director (LCPS Staff)</b>     | Justin Daniel     |
| <b>School Administrator (LCPS Staff)</b> | Fredericka Harris |

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| <i>The Tuscarora High School Theatre Booster Club is a non-profit 501(c)3</i> |  |
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