

Northview Theatre Booster Meeting Minutes

Tuesday, August 10, 2010

Officers : President : Helene Szczerba

Vice President : Janet and Eric Owens

Treasurer : Judy and John Melick

Secretary : Diana Randolph for Carol Sharp

Attendance : Shirley Schmidt, Jennifer Froelich, Courtney Altenburg, Jason Rahe, Judy Melick, Rich MacMillan, Helene Szczerba, Nancy von Stein, Janet and Eric Owens, Don Wachowiak, Carol Sharp, Kelley Weddington, Michelle Brooks, Lisa Crawford, Diana Randolph

- Director comments : Wo's Words - " Can you believe that we are back here already ?! " Construction looks like it is moving right along. (Except for the giant hole that use to be out theater.) The workshops in New York City this summer were very beneficial ! We brought back many ideas including our choice for the Fall production. We will be announcing the 2010 - 2011 season at Max and Erma's on August 17th at 5:00pm. Also while we were in New York our Technical Director, Mr. Jason Rahe proposed to our Costumes Director, Courtney Altenburg. The wedding bells will be ringing July 16, 2011. They are very excited !!
- Financial Report - Rich gave his final treasurers report. We have a balance of \$ 15,500.00. Suggested that we add a second person on the checking account. Judy Melick is ready to take over.
- August Picnic - Thursday August 26 6:00pm, location TBD Karen Willard is in charge of the Picnic as a whole and she is thinking it will be held on the Football practice field. The Band will be playing around 7 - 7:15.
 - Display Table -
 - Season signage - Hopefully we can get this together after it is announced on Aug 17th
 - Entertainment Books - Eric says these will be here and ready for sale.
 - Patron Forms - Should have available at the table
 - Announcements - Should have audition details for Fall production available on the table.
 - Communication -
 - Promotion/set up at Picnic -
 - Volunteers - Will need 3 people to help set up and work at the food table. And we will need people at our information table. Helene will be sending out a sign up e-mail.
- Wildcat Welcome Days - Tuesday, Aug 24th 2 - 4 pm Sophomores
4 - 6pm Freshman
Wednesday, Aug 25th 8 -11 am Juniors and Seniors
Still need a Team Leader !
 - Display table - Tables will be set up in the Café, we just need to pick one and set up on it. Need to check with Kristie about trifold board and other décor.
 - Season signage - Hopefully we can get this together after it is announced on Aug 17th.
 - Patron forms - Should have these available on the table as well as audition forms.
 - Entertainment Books - Will be available for sale.
 - Volunteers (2 hour shifts) - Helene will be sending out an e-mail to sign up.

- Fall Festival - October 17th - Still need a Team Leader
 - Booth - Diana will send back forms to have us registered. Also for parade.
 - Promotional -
 - Crafts / Games -
 - Volunteers - e-mail to follow for sign up.

- Fundraising
 - Max and Erma's Fundraiser - Tuesday August 17 - Season announcement at 5:00pm !
 - Entertainment Book - Eric Owens will be the Team Leader .Need to come up with a better way to hand out books to avoid books and/or money not being turned back in. Eric is working on this.
 - 2010 / 2011 Patron Program
 - Pavers / Name plates - Money raised should go into a general fund for The Little Theater maintenance (i.e. Lighting, sound and small repairs) which would benefit all of the Performing Arts - Band, Orchestra, Choir and Theater. This should be brought up at each of the other booster meetings so that each group knows what we are planning.

- Fall Production -
 - Auditions & interviews / communication
 - Production needs - none at this time.
 - Program ad drive
 - Program production - A motion was made to put out a bid for Program production. This bid would be for the whole 2010 - 2011 school year. A bid should be sent to Kevin and Lorrie Sears. The motion was made by Helene Szczerba and 2nd by Janet Owens. All agreed.
 - Publicity - Still need a team leader !
 - ✓ Fall festival coordination
 - ✓ Inside - Posters / signage / postcards / front show case / cat tracks
 - ✓ Outside - Media outreach / local papers
 - ✓ Olander event
 - Tickets - Jennifer Froelich
 - Flowers / Stargrams / Concessions - Janet Owens
 - Merchandising
 - Photography
 - Volunteers
 - T-shirts - Kelly Weddington
 - Lockers Signs and Goodie Bags - Michelle Brooks

- All other business -
 - Team Leaders - We are still in need of Team Leaders to cover, Wildcat Welcome Days, The Fall Festival and Publicity Inside and Outside. There are always opportunities to help out both big and small. Even if you can not fill a Team leader position we still need your help on the "Team"
 - A Motion was made by Carol Sharp and 2nd by Eric Owens that a change should be made on the financial report. The words 'Directors gifts' should be changed to 'Continuing Education and Professional Development.' These moneys were given to help pay for workshops to further the education of our directors. All agreed.

Next meeting Tuesday, September 14, 7:00pm Location TBA