**Hilliard Bradley Theater Boosters**

**7 PM, Tuesday, Sep 11, 2018**

**Meeting called by:** Melanie Miller, President **Note taker:** Jim Martin, Secretary

**Attendees:** Melanie Miller, Jo Martin, Jim Martin, Candace Vala, Carl Burgason, Annette Rossi, Bev Robey, Karen Poling, Eric Farnbauch, Lisa Ashbrook, Tracey Henoch, Lisa Peterson, Angie Copeland, Eric & Lori Looney, Rebecca Kennedy, Leslie Myers

**Theatre Troupe:** Jacky Figueroa (Troop President), Hannah Hubler (Social Chair), Quinn Henoch (Historian), Shelby Myers (Tech President), Chloe Hoang

**Minutes/Agenda:** Minutes from last month’s meeting posted to website and distributed tonight. Agenda & Minutes from today below.

***MINUTES***

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| **Welcome** | * Welcome any new members joining the Committee * Review and approve minutes from last meeting |
| **Minutes:** | Melanie Miller – welcomed new members and introduced officers. No changes to last month’s meeting minutes.   * **Motion to approve last meeting minutes.** First – Candace; Second – Carl. Approved by all in favor. No objections.   Minutes will be posted via the booster website each month after the meeting. |
| **General** | * General Director Updates * Article in Dispatch (target date October) * Area and State Conference - any important upcoming due dates for awareness * Costume Donations * Memberships / Sponsorships update & discuss either 2 season tickets or reserved seating idea from last meeting for certain sponsorship levels * Spirit wear - Troupe Officer update (follow-up from last month’s meeting) * Fundraising - follow up from last month’s meeting (Carl / Jennifer) |
| **Minutes:** | Director Updates: Carl - 26 Pebbles rehearsals are underway. Very short time frame to get ready for performance at the end of the month. Adams Family is confirmed as Spring 2019 musical. Interest for a theater ‘red bubble’ store is there. Students/parents/public can purchase shirts, etc. and they are made on demand. We can choose base margin for boosters. Need to research further and decide on margin. Candace to document info. Shirts will still be provided to actors/tech crew. Boosters have to link pay pal account (Candace). Generic ‘Bradley Theatre’ logo design will also be completed. Shelby/Olivia volunteered to design spirit wear to be approved by Carl.   * **Motion to approve creating red bubble account for above** First – Eric; Second – Jo. Approved by all in favor. No objections.   Eric – new lighting console is in & training for that is tomorrow. Local Level in place for tickets (earlier than prior years) and includes reserved seating capability now. This will also help us fill lower bowl before upper. We would also like to offer a pre-sale price of $8 for general public ticket to encourage on-line buying prior to the event (less cash processing at the door too). $10 for general public at the door (starting 2 hours before the event). The tickets at the door will also include reserved seating based on what is left available. Credit Card and cash payment will be accepted at the door (and will still be entered through Local Level). We’ll need to develop a manual form (post it notes?) for this process to show seat numbers. We’ll also need a computer/I-pad for processing. Signage for ticket holders and those purchasing tickets will also be needed. Discount ticket prices are $7 for students/seniors. Reserved seating is only for main stage not black box. Also – due to licensing rights, musical tickets will be $12 for all. Ushers will also need to be trained for assigned seating. Expect growing pains with this new process for the first show.   * **Motion to approve the following ticket prices: $7 reserved seating for students & seniors, $8 reserved seating ‘pre-sale pricing’, $10 reserved seating at the door, and $12 for all musical reserved seating.**  First – Lisa; Second – Angie. Approved by all in favor. No objections.   Columbus Dispatch Article – Michael Grossberg is head theater critic for the Dispatch and wanted to do a piece about a troupe with a new director and has interviewed Carl for a cover story in Arts & Entertainment section in October. Also interviewed Melanie regarding parent and booster perspective. They will include school phone number to contact for ordering tickets. Publishing date not confirmed as of yet.  Area and State Conference – need to have conversations with students now on attendance. Carl would like to set a date (Dec 1) to register for State Conference due to the planning/logistics needed.  Area Conference dates 1/12. Bexley, OH. Eric - Area Conference is scheduled for same day as first tech for Inherit the Wind. Will likely move tech to a different day.  State Conference dates 3/29-31 (during Spring Break). Akron, OH. Any trip needs to be school board approved (4-week lead time). For state conference - will need to work through hotel booking, arrangements for bus, parent chaperones, etc.  Costume Donations from Joni & Don Wright (Hilliard Davidson grad) include: costumes from Carousel, Damn Yankees, Brigadoon, Pippin, and some miscellaneous items such as a nun outfit, toga outfit, graduation caps/gowns, sorcerer, cheerleader, etc. some shoes, purses, belts, hats, scarves, shawls, furs, & props. Jim Martin will let Boosters know when things will be available. Should be packed in totes. Bev also volunteered to make any costume repairs.  Membership/Sponsorship Updates – Informational flyers will have been updated on Bradley Booster website. Will be available at each show for parents as well. Karen and Rebecca have already been working on sponsors - 6-7 so far. Names will be included in all programs. As we are printing here at the school for 26 Pebbles we have a little more time to finalize. They will work with Jo. We will also ensure we have posters delivered to these businesses. In the past we have offered 2 season tickets/reserved seating to corporate sponsors. Eric - we can give the name to Local Level, so when they go on-line and then can choose seats at no cost. To simplify we will change Family and Friends sponsorship levels to Alumni $10, Star $25, Director $50 and Producer $100, rather than ranges. Corporate sponsorships will be Star $100, Director $250 and Producer $500, rather than ranges. Jo will update flyers once approved.   * **Motion to approve sponsorship level changes above and 2 free reserved seat season tickets for Performing Arts Center shows (3 per year) for Corporate Director and Producer sponsor levels** First – Rebecca; Second – Karen. Approved by all in favor. No objections.   Spirit Wear – see above.  Carl would like us to consider compensating Shane for artwork next year and have 2019-20 shows planned by March of 2019, so we can print a single poster for the entire season over the summer with QR code for Local Level to purchase tix. **We will consider Booster funding this expense at a future meeting.**  Fundraisers – will follow up next meeting. |
| **26 Pebbles**  **Fall Play**  **Main Stage**  Show Dates:  Sep 28 & 29 7pm  Sept 30 2pm | * General update and any outstanding needs - Carl, Eric & Troupe officers * Poster run complete - update from Carl, Eric & Troupe officers on outcome * Tickets available online at:  [https://www.locallevelevents.com/events/details/5691](https://www.google.com/url?q=https://www.google.com/url?q%3Dhttps://www.locallevelevents.com/events/details/5691%26amp;sa%3DD%26amp;ust%3D1536698132269000&sa=D&ust=1536698132298000&usg=AFQjCNH8T9i0JNQXGVCuBSxwclXYojGggw) * Discuss pricing online and selecting specific rows/seats * Advertising & Media - update from Troupe Officers & follow-up on action items from last month’s meeting * T-shirts ordered - arriving between 9/18 - 9/20 * Programs - creation of programs begins this week; plan to print black and white at school * Friday night cast party - update on plans from Troupe Officers * Hospitality - organizing pizza/soda lunch for cast on Sunday after show and prior to strike * Concessions * Fees - update from Carl, Eric and Troupe Officers on fee collection * Bev’s relative - any follow up after last meeting regarding relative talking with Troupe about Sandy Hook experience |
| **Minutes:** | General - Melanie and Jo will plan to address audience regarding upcoming theater dates and getting involved with Boosters (prior to Director introduction) at all shows for 26 Pebbles.  Outstanding Needs – developing prop list and will post needs on troupe and Booster social media.  Tickets, pricing, etc. - see above.  Poster drive went very well (thank you Jessie!!) 3 weeks earlier than we have done in the past. We kept a list of places that took posters, and they were also posted in the school. Have ability to print more if needed. Poster requirements have been updated by Melanie and will be shared with Shane.  Social Media – Need coordinator for Bradley Theater Facebook page for public advertising, etc. There are also closed group Booster (admins Melanie/Jim/Jo) and Troupe (admins officers) Facebook pages for info for parents and students. Lisa Petersen volunteered to help with public Facebook page and will talk with Carl.  T-shirts – no updates.  Programs – see above. Jo is working on draft. Carl also working with the other Hilliard Directors to post their show schedules and they will post ours.  Cast Party – location TBD.  Hospitality – Need to let students know we will be providing pizza and soda for strike. Lisa Petersen also willing to help with that.  Fees – Carl will bring this up tomorrow at rehearsal.  Bev’s relative – thought this was a great idea, but it is still too hard emotionally to discuss so will not be able to do this.  Show content – may not be appropriate for very young attendees. Carl will be available to address any questions. |
| **Shakespeare in Hollywood**  **Fall Play**  **Black Box**  Show Dates:  Nov 9 & 10 7pm  Nov 11 2pm | Discuss plans and target dates for completion of the following:   * General update and any outstanding needs - Carl, Eric & Troupe officers * Artwork, t-shirt design, poster design and program template - Shane Cornell will do * Advertising & Media * Printing Posters and poster run coordination * Printing Programs * Collecting t-shirt sizes and ordering t-shirts * Friday night cast party * Hospitality - organizing pizza/soda lunch for cast on Sunday after show and prior to strike * Concessions |
| **Minutes:** | Artwork – Shane already working on design for this show. Would like to get posters printed and distributed the week of 10/8.  Costuming will be a challenge. Setting is 1930’s, but several characters are ‘Shakespearean’. So, some costumes will need this look. Bev will need lead time if we need to put anything together from scratch (or highly embellished).  No other updates at this time. |
| **Treasurer's Report** | * Report from Treasurer |
| **Minutes:** | Budget will be put together and ready for review and approval next month. Not much activity as of yet given where we are in the year. Ended last year with $14,417 and have already received $300 in sponsorships for this year. |
| **Theater Display Case in Commons** | * Update from Troupe Officers on plans to update display case |
| **Minutes:** | No update at this time. |
| **Adjourn meeting** | * Recap important action items and owners * Reminder of key upcoming dates:   https://docs.google.com/drawings/d/sNH5xQuRo_2Ff2nz8G0GA4A/image?parent=1lM9yEjR5tBHfbLctJLi-RtRGpneYaWClYrx1pw8BX8w&rev=1&h=219&w=583&ac=1 |
| **Minutes:** | **Motion to adjourn meeting at 8:37 PM.** First – Candace; Second – Quinn. Approved by all in favor. No objections.  **Next Meeting**: October 9th @ 7 PM |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jim Martin, Secretary