

## CHS Theatre Booster Meeting Minutes 10<sup>th</sup> Jan 2024

**Meeting started at 5:30pm** by Boo Messahel

**In attendance:** Boo Messahel, Amy Kryzak, Elizabeth de Mores, Jen Bunting, Meg Guerra, Ms. Stucker, Ms Hellyer, Ms Montoya, Jenine Gay, Robin Phillips, Claire Hess, Melissa Arnold, Brittany Rees, Megan Hunt, Deb Gelman, Julie Vrla, Kendra Dwyer, Alyssa Martinson

**Welcome and mins** from last meeting approved (Dec. 6<sup>th</sup>, 2023)

**New Executive Board Member** (treasurer) – Rachna Malhotra. Amy Kryzak moved to vote, Kendra Dwyer seconded

### **Treasurer's Report (Boo Messahel):**

Please see treasurer's report for exact numbers. It was determined that we are spending wisely. Every area remains in budget. Only 51% of the budget allocated for this year has been spent.

### **9 to 5 Show Updates**

**Set Built** – (Cyrus/Jeff Hunt) – Trunk Plano HS – in progress. Will be picked up on Friday (attempt #3!).

**Props** – (Katy/Jen) – card reader for CC at door/ ticketing directly linked to MTK. We are likely to need another for Merch and can borrow or order additional one.

**Ticketing** – (Kendra) ticket sales are ok so far but...we need to get the word out (newsletters, PTO president group chat, Catch up With Hunt, etc.) – PLEASE POST ON PERSONAL SOCIAL MEDIA TO GET THE WORD OUT. Amy Kryzak to as KCBY and Brad Hunt. Kendra to put in all PTO newsletters, Boo to ask Ryan from media to create short video. Spencer Hellyer will be taking dress rehearsal shots on Monday 15<sup>th</sup> for promo

### **Concessions** – (Julie Vrla)

We are in good shape! A run will made if we sell out during middle school night given temperature, Coffee selling is being considered – maybe we can ask Gas Coffee to sponsor

**Volunteers** – SignUp Genius sent out. Discussion on who can volunteer as young groups are keen They are welcome but cannot handle money. volunteers do 1 x get free entry

**Merch** – (Brittany/Megan Hunt). Lots of Merch now available. Need to push tote bags and spirit wear. We need to better determine where to place merch table, concessions, etc. to make it more efficient. Show specific merch ordered- 'A Cup of Ambition coffee mugs', and t-shirts and laser printing coasters and ornaments. We also have themed stickers. This year we will be doing memory photo book too. Boo to discuss price with vendor. Flowers – all proceeds will be donated to us (Laura Markham). Need preorder ideally so will put a link on MTK. Emails will be sent to ticket pruchasers to ask for pre-orders for flowers, and memory book. Stars/notes for backstage cast/crew

**Promo** – (Boo/Deb) – Discussion for where to leave 9 to 5 posters (individuals determined where they are leaving, no elementary schools). We need to get the word out (newsletters, PTO president group chat, Catch up With Hunt, etc.). Distribution tracker send by Alyssa.

**Playbill** – (Sarah/Robin) – Playbill Ads complete and going to printers over weekend.

**Hospitality - Reception/VIP/Judges** – (Meg/Claire/Hema). Sponsor liaison done by Boo who has invited all. 15 replied that they are attending. Gold Card members Kendra is communicating with them. They will also have food/drinks. Food – lobby, kids eat in Bat Cav- Set up at 4:30pm

Jen Bunting to take care of Judges – We have Cowboy conference room booked for them.

Jen Bunting to assist Meg/Claire with decorations, step and repeat, red carpet, photo booth, Dolly cut out, balloon arch, need music playing throughout

**Hospitality - Tech Week** – (Meg/Claire/Hema). Food ordered and organized. Volunteer sign up filling up.

**AOB –**

- Drama Club updates, Valentines 7<sup>th</sup> Feb. Boo to ask Drama club if Booster support needed
- Cast party is Sun Jan 28<sup>th</sup> – Amy Kryzak – after strike. Booster support required
- CH9 show parents meeting Jan 11<sup>th</sup> 2024, 7pm at CH9 Boo, Deb and Robin to attend
- CH9 Showcase/open house Jan 30<sup>th</sup>, 6-8pm in cafeteria Boo and CH9 parents to attend this
- ITF needs – 8 kids are interested in going, this is optional, cost can be a concern as it is very expensive (~\$2000), it will be good to have another parent lead to field questions/communications...there is definitely a need to communicate this to parents so that they know – Julie Vrla will be this person. Parent looped into communications critical due to logistics and cost.

**Next meeting is Feb. 7<sup>th</sup>, 2024 Spirit Night/Booster Meeting at JC's 5:30pm**