

TTCBC Production Meeting Notes 11/12/2020

Present: Mark McManus, Kelsie Morris, Rusty Schillinger, Afsoon Harrison, Laurie Abrahamson, Susan Kendall, Melanie Clarke, Maggie Serrano, Marlea Hodgins, Sarah Nichols, Camden Feil, Laura Tolle, E. Octaviana, David Atencio, Catherine Lara, Balaji Madana, Nicole Staley-Owens, Mrs. Burzinski, David Lunt, Karen Gagliardi, Courtney Atencio, Missy Freeman, Jen Culotta, Tiffany McCoy, Stephanie Luchetti, Scott Vogan, Alessia Mazzetto, Nicole Dailey, Maricela Lyle, SM, Ellen Strap, Garrett Choquette, Heather, and Maria.

1. **Meeting via zoom called to order at 6:31p.m. by Rusty Schillinger.** Amy Pomeroy had to step down from VP of Special Projects. Melanie Clarke has graciously accepted to step in and take on the role of VP of Special Projects. (At Executive board meeting on 11.12.20, Rusty motioned to approve Melanie Clarke as new board member and board verbally approved).

2. **Treasurer report by Laurie Abrahamson (see attached October Treasurer Report)**

Bank balance at the beginning of the month was \$77,855.47. We cleared deposits of \$4463.03 and we cleared expenses of \$12483.34. Our 10/31/20 bank balance was \$69,835.16. On our reserves funds we have Cap Ex of \$11,712, Musical Fund \$27,000, and Fall Startup Funds at \$20,000, leaving \$11,123.16 in our available balance.

On the next page we have our Budget for this year and our Actual expenditures. You will see that under the budget we have for Godspell, *Itemized budget TBD of \$7600.00* with expenses of \$4500. We need to change the budget to indicate what the directors' think they will be spending for Godspell. That will put us at \$20,000 of our projected income. We need to vote on changing that tonight in this meeting.

Membership income is up from last month. We are still waiting for some students to pay their production fees. If you have any questions, I can go over any items with you.

We have to amend the Godspell line item to say income of \$20,000 and expenditure of \$20,000. We need someone to make a motion to amend our budget income and expenditure for Godspell so that we can pass that as a booster club.

Mrs. B. asked about the musicians' expenses line. Mark explained that when they brought the music to orchestra and band directors, the directors' felt the music within the musical was too technical for their

students. They opted for participating in the band themselves and hire professionals for the roles they could not fill. The temple and key changes were a lot to keep up with according to the orchestra and band directors.

Missy Freeman makes a motion to increase the budget for Godspell show to \$20,000. Nicole Dailey seconds the motion. All in Favor, raise your hand. Anyone opposes? Motion is passed.

If you have any questions about our financials, feel free to e-mail Laurie Abrahamson.

3. **VP of Productions Afsoon Harrison** has the board introduce themselves; President, Rusty Schillinger, VP of Productions, Afsoon Harrison, Treasurer, Laurie Abrahamson, Assistant Treasurer, Susan Kendall, VP of Special Projects, Melanie Clarke and Secretary, Maggie Serrano. Afsoon congratulates the parents of the children who have made cast and crew.

Show dates: January 21-23 @ 7:00 PM & January 29 @ 7:00 PM, January 30th @ 2:00 PM & 7:00PM

Tickets will go on sale for sponsors January 6th, Cast and Crew tickets will be available on January 8th, and for the public on Monday, January 11th. I will send out e-mails for ticket purchases. If you become a sponsor, you will get an e-mail to purchase your ticket and program ad. Godspell parent info will be e-mailed to everyone.

- **TTC Membership**-Your student needs to be a member of the Tompkins Theatre Company to participate in any production. The form and \$60 payment can be made online by going to:
<https://www.tompkinstheatre.com>
- **Production fee and form** is available on the Tompkins Theatre website. The form and \$40 production fee are due **Friday, November 13th**. This fee includes Godspell t-shirt, meals, and cast/crew party. After November 13th there will be a \$10 late fee on top of the \$40.
- The cast and crew party will be on January 30th after the performance. We will keep you updated on details and any further COVID restrictions. We usually have a DJ and hold the party in the ninth grade cafeteria.
- **AD Sales**- You can purchase and ad for the show playbill for your student or business. The online form for AD sales is on the theatre website.

AD deadline is December 1st. Laurie added that the students are working on the program and they need lots of time to get it organized. Afsoon will send out an e-mail reminding you of deadline.

If you are a sponsor, you will receive a code that will give you access to purchase your ad. The purchase code is like a coupon that will make it cost nothing to you, unless you change the size of your AD, if you do change the size of your AD, then you will just pay the difference.

Please send Laurie an e-mail at TTCBCTreasurer@gmail.com if you need to check whether you have already sponsored or not for this school year. All our e-mails are listed on website if you have any questions.

- **Volunteer Opportunities-** We have been fortunate here at Tompkins to have awesome volunteers. We will be needing help in the following areas;

Box Office/Ticket Sales

Concessions (TBD, we're not sure what that looks like with COVID)

Serving boxed lunches for Saturday Rehearsals (January 9th and January 16th)

Cast and Crew Party- January 30th (decorating, setting up, and chaperoning)

Please e-mail ttcbcvpproductions@gmail.com to sign up of for more info.

We do publicize the show, the directors' will order posters that you can help post. As of right now, we can have 30% capacity for each performance. Feel free to share the show on your Facebook.

Rusty mentioned that the app we are using for online ticket sales (reserved seating) for Godspell is set up for when groups buy tickets, it will automatically block seats around them to create the correct social distancing. We will also be selling merchandise (t-shirts, buttons, cookies) and will need volunteers for that.

Missy Freeman asked about specifics for volunteering for meals on Saturday and cast/crew party. Afsoon explained that Meals for Saturday involves serving meals and monitoring. Cast/crew party involves decorating, setup, and chaperoning.

Mark and Kelsie were asked if any consideration was given to livestream the performance for family and friends that cannot come in person.

Mark said, "yes, we are discussing the format and how we will livestream. We want to include as many people as possible."

Our next meeting will be on Tuesday, December 1 at 6:30 p.m. There will be two production meetings in December. Please make every effort to attend as we usually have lots of information to share.

4. Directors' Report - Mark McManus and Kelsie Morris

Godspell is well underway. The performers have been spending lots of time on the music. They will be heading into choreography next week. After Thanksgiving break, we will continue with choreography and tie everything together with acting. Kelsie gave us an update on set. We have a large crew and they are called alternating Fridays. Set, Prop, and light crew are called this Friday. Everyday throughout the week, they are working 1st thru 7th period on the set. We are currently building our skate ramp thing right now. We have our 5-piece band will be set on a skate ramp thing and they will be on stage costumed and actors will be able to interact with them. We have a huge playground, fort, playhouse that we will stop building very soon. We have a sandbox, seesaw, a picnic table. We also have a merry go round that Mr. Matthews is helping Emilio and Dylan to build. Costumes are going well. Josh designed an awesome poster, and we will get those printed and posted around town. I'm really excited! We are working in class and after school. They are hoping that by January they can expand audience size. I think people are ready for a live performance. Thank you so much for your support! It takes of all of you and the students to make this happen.

Events coming up:

- **Drive-in Movie on December 4th.** Students in class are developing adaptations of a winter theme story or adapting an episode of Reading Rainbow. We will be choosing the best 5 to showcase at our drive-in. Theatre class will be choosing a movie for drive-in.
- We will also be holding a **Silent Auction at this Winter Drive-in** because of the success of the last one when we auctioned yard games, like Jenga pieces that our tech classes made. We are looking for things to be able to auction off. If you know of anyone that has a local business that would be willing to donate a gift card, spa, and other items for our silent auction. We would love to accept those donations. Sports memorabilia would be great to have if you can reach out to any businesses. If the local business cannot donate a product or service, maybe they can purchase an AD in our playbill.

- Kelsie mentioned that we have a YouTube channel now. We put all of our productions from virtual production on that channel. We encourage you to subscribe to our YouTube channel. We have an opportunity to reach so much further than our auditorium. Your students can showcase their skills beyond Katy.
- **Comedy Sportz**- Rusty highly recommends logging in and watching the matches. It's such a fun show!

Meeting adjourned at 7:26 p.m.

Respectfully submitted by Maggie Serrano, TTCBC Secretary