



Fan Club General Meeting—Agenda & Minutes
January 13th, 2016 7pm – 8pm Location: School library

Attendees: Kelly Shanahan, Jim Crompton, Amy Bado, Rob Pinchot, Ramnath Shanbhag, Julie Cooke, Annette Gironi, Mayda Melendez, Bonnie Crawford, Susan Spillane, Marie Collins

Purpose:

- Begin planning for Legally Blonde, Annie Jr
- Other business

1. Treasurer Report 7:00 to 7:05
 - Checking Acct balance 12/30/2015 --10,039.69
 - \$82 in Amoscita's office—shirt sales
2. Prep for Legally Blonde 7:05 to 7:45
 - Posters: Sent to printer, will be available in mailroom week of 1/18 (Brian will send update when they are available)
 - Videotaping: We can ONLY have an archive copy and no videotaping during show; no Vimeo or give away
 - Mandatory parent volunteering: Rob and Amy to create contract for students in show for Maren to give to cast; Marji supports mandatory volunteering of cast parents
 - Audience appeals—reminder: Legally Blonde is a PG-13 show
 - i. Red clay HS—Need someone to volunteer to put posters in “truck” mail for Red Clay HS (school office outgoing mail)
 - ii. Marie to appeal to local theatre
 - iii. Annette to ask Joanne Baker to communicate with local ad sources and radio calendars
 - Tshirts/Hoodies:
 - i. Tshirts with names on back for cast at cost; Hoodies for preorder only with artwork on front only; Tshirts with artwork on front only available for purchase night of show
 - ii. Marie to create order form and put out to cast and on list serv
 - iii. Steve to get cost of tshirts and hoodies and share with Marie and Julie
 - Set design
 - i. As per Marji—set is not designed yet but will be a combination of drops and set with props pieces
 - ii. Rob to set up time between Jan 25th and Feb 1st to meet with Marji (show is not blocked yet and no big sets will be used)
 - Costumes—Amy meeting with Marji on 1/15
 - Ticket sales:
 - i. Sales site is ready to launch
 - ii. Fan Paks—tix on sale 3 weeks prior to show (Feb 19th)
 - iii. All sales –tix on sale 2 weeks prior to show (Feb 26th)
 - iv. Mayda to tell Julie R and Joe H. dates to avoid confusion
 - Show write up—Mayda to pull from MTI for TicketLeap; MTI description is attached
 - Pictures of tech week for lobby—Maren talked to Robin Starr, he will take pictures during tech week
 - Cabbie grams—Marie to manage with tshirt preorders

- Props: Julie will reach out to Libby to ask for help with Props; Tracy Hemphill to help
- Costume plot—hold for LB; use for Annie—Amy and Jim to create
- Student list includes: Parent email, tshirt size, food sensitivities; some roles will be changing—Annette to work with Maren to update—5 students need to add info; list to be finalized week of 1/18
- Show Liaison role not necessary for Marji's show—Julie will be liaison for Annie Jr.
- Lillian (snack lady) will help with snacks—AG to send Marie her email so that we can put ad in program; food person for LB will need to contact Lillian with details of need and timing (person TBD)
- Facebook and Twitter—AG to exchange logon and password with Mayda
- Bucket collections—3 requests—C5, DM, Faithful Friends—others?

3. Other business

7:45 to 8:00

- Annie Jr
 - i. Art pack is available—AG to copy and share
 - ii. Auditions Feb 11 and 12
- Exec board agreed to following spend:
 - i. 200 for meals for Shakespeare festival adjudicators—Ram to work with Stephanie Sullivan on Feb 2 (raindate Feb 9) to pick up and deliver sandwiches to school
 - ii. 2K for mics for comms arts to use to record shows
- Annette and Gina to look into using Square for shirt sales
- Costume room—
 - i. Owner of Costume room is a faculty member--Marji—she will manage access requests by coordinating access requests with FC costume room accountable person; only Marji & FC accountable person (Amy 2015-2016) or someone designated by either will have access to the costume room; FC will manage loan-outs and organization of the room; Faculty owner has ultimate accountability for maintaining order of the room by limiting and managing access and will coordinate with FC accountable person as needed

4. Meeting close

8:00