Fan Club General Meeting—Agenda & Minutes

September 15th, 2015 7pm – 8pm Location: School library

Phone in option: 1-857-232-0159, code: 946949

Attendance: Marie Collins, Bonnie Crawford, Shannon Uhl, Ramnath Shanbhag, Liz Reid, Brenda Denesowicz, Mayda Melendez, Ronda Laws, Alan Harbaugh, Michelle Pergeorelis, Angela August, Rob Pinchot, Susan Spillane, Julie Johnston, Julie Cooke, Steve Billy, Joanne Baker, Janice Shute, Gina Shivery, Annette Girondi

Purpose:

* Review goals and objectives of Fan Club for 2015-2016 school year
* Begin planning school year activities

1. Welcome to new members (24 people signed up to date) 7:00 to 7:10

* Anyone who still needs to join and/or pay can do so following this meeting (pass out signup sheets)

Roll call of Board members, Committee Chairs, and Faculty—Who’s Who for Fan Club

* FC Exec Board, Committee Chairs, and Faculty

Board members: Annette Girondi (President), Gina Shivery (Treasurer), Susan Spillane (Secretary), Julie Cooke (Member at Large), and Rob Pinchot (Member at Large)

Faculty: Jamie Mikijanic (Technical Director & Theatre Mgr), Brian Winnington (Producer & FC Admin oversite), Will Greider (Comms Arts Lead for all things program including: unique content for each show, organizing ads (once per year), headshots

Committee Chairs: Steve Billy (Virtual Headshot board), Marie Collins (Program Advertisements), Amy Bedo (Costumes), Mayda Melendez (Front of house/volunteers), Rob Pinchot (Set Build),

1. Review of Fan Club purpose—in Fan Club Bylaws

The purpose of the CCSA Fan Club is to provide services and financial assistance for the Drama and Musical Productions of the school. We help with the Set Building and Costumes for the shows as well as sell tickets for the performances and t-shirt sales for each production. We work closely with the teachers to support the school curriculum and help with any activities that are necessary for the students to carry out the best performances that they can.

* Regular General Meetings 2nd Wed Each month beginning on October 14th

3. Old Business 7:10 to 7:15

* Treasurer report
  + Account balance: 10, 818.39
  + FC committed to pay for: Vimeo site (199), photo backdrop for headshots (TBD)
* Items ordered from show account: booster seats, stanchions and signs for ticket lines, cabinet and bookshelf for ticket booth

4. New Business 7:15 to 7:50

* Key objectives for 2015-2016:
  + Execute Fan Club mission in all aspects of support for the production of A Christmas Carol (Nov 6, 7, 8), ShowStoppers (Nov 19, 20, and 21), Legally Blonde (Mar 11 & 12, Mar 18 & 19), Middle School Musical (TBD, May 6th & 7th)
  + Invite a friend!—we need to build the volunteer base and board for next year
* Volunteer event—update: DECIDED TO HOLD UNTIL SPRING (as of 10/14/15)
  + October—Select date
  + Purpose: Solicit and inform volunteers with specific show activities
  + February for Spring shows--If October event successful
* Costume room, create access system then organization
* Ticket packages—Ticket sales and FC partnership
  + Purchase “Fan-e Pak” in advance via 82North
    - Buy three shows: save 15%--$30 for 1 person, $60 for 2 people, etc
  + Benefits: Be a Cab Fan! School gets money in advance, Patron benefits from no processing fee, lowest ticket price, early notification of ticket sales dates, get an one exclusive give away per Fan-e Pak purchase
  + Terms: No refunds, no exchanges, must still access ticketleap to get tickets
  + Needed: decide gift for Fan Paks—Julie to work with parent to obtain the items; need someone to agree to mail out
  + Determine how to get the word out
* Unique needs in 2015-2016
  + Committed volunteers for NEXT YEAR—this year as building year
  + Person to work with Greider on videos—ensuring downloads from website and producing videos for patrons who can’t download—Ram Shanbhag
  + Website update to work with Mary Tise—determine if Mary can help us to update site and work with Susan for appropriate layout and to upload appropriate information—Ram Shanbhag
  + Work with Amy Bado to clean up costume room IF WE HAVE ADMIN SUPPORT
  + FC Bylaws re-write committee to reflect FC updated ways of operating—work with Susan Spillane who is leading this effort to rewrite and get approval by March 2016
  + Need someone interested in taking on Vice President role—interested in active management of all show activities to learn and lead activities this year in the hope of taking on President role next year

5. Additional new business/questions 7:50 to 8:00

* Oct 2nd Band benefit concert run by Cab Fund headlining—The House on Cliff—FC supporting front of house committee

6. Meeting close 8:00

Show checklist

|  |  |  |
| --- | --- | --- |
| Activity | School owner | FC owner |
| * Define all show roles (see below) | Producer | Vice President |
| * Name of show | Director | NA |
| * Dates and times of show | Director | NA |
| * Artwork (3 weeks prior to show) | Comm Arts Lead | NA |
| * Program (2 weeks prior to show) |  | Vice President |
| * + Program ad trades | NA | Program Ad Sales chair |
| * + Program ad sales (prior to first show only) | NA | Program Ad Sales chair |
| * + Headshots (3 weeks prior to show) | Comm Arts Lead and Stage manager | Headshot board lead |
| * + Headshot board (electronic) | None | Headshot board lead |
| * + Show souvenir item for sale | None | Per show |
| * + Bios (using Google sheet) | Stage manager | Headshot board lead |
| * Set Build | Director/Technical director | Set build lead |
| * Props | Director | Show liaison |
| * TicketLeap show setup | Producer | Front of House chair |
| * Photos | Director | Vice President |
| * Activities for show nights | Producer | Front of House chair |
| * + Ushers |  |  |
| * + Ticket sales |  | Front of House chair |
| * + Souvenir sales |  | Front of House chair |
| * + Hearing assist devices | Theatre mgr | Front of House chair |
| * + DVD for lobby TVs with Headshots and bios | Theatre mgr | Headshot board lead |
| * + Bucket donations |  | Front of House chair |
| * Organize which meals with Director | Director | Show liaison |
| * + Provide budget |  |  |
| * + Provide food, drinks, snacks |  |  |
| * + Arrange for snacks |  |  |
| * Costumes | Director | Costume chair |
| * Fan Paks (Sold prior to 1st and 2nd shows only) | Producer | President |
| * Video sales | Comm Arts Lead | Vice President |

Show roles

|  |  |
| --- | --- |
| * Director | * FC Ad sales chair (Oversees all items related to sale of program ads |
| * Producer | * FC Costume chair |
| * Technical Director and Theatre Manager | * FC President |
| * Comm Arts Lead | * FC Vice President |
| * Stage manager | * Headshot board Lead |
| * FC Front of House chair (Ticket sales and night of show volunteers) | * FC Show liaison |

Show information

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| --- | --- |
| * Fan club ads sales info—Includes 82 North | * FC Gmail account info |
| * FC Fan pak info—Includes 82 North | * Vimeo site (Comm Arts site) for videos |
| * Gmail log-in (for headshots and bios) | * Google sheet info |