



DA Theatre Booster Meeting
August 24th, 2023, at 7:00pm MT Room
Meeting Minutes prepared by: Carrin Simmons

Stephanie DeMayo and Joda Mathews: Co-Presidents opened meeting

Calendar Dates:

August:

8/28 School Open House @ 5:30 pm

8/30 & 31 Underclass School Pictures

8/30 Early Release from school (Wellness Wednesday)

8/30 Natasha, Pierre & The Great Comet of 1812 – Dance Call @ 2:00 pm

8/31 Natasha, Pierre & The Great Comet of 1812 – General Vocal @ 3:45 pm

September:

9/1 *Natasha, Pierre & The Great Comet of 1812* – Callbacks @ 3:45 pm 9/4 Labor Day – No School

9/15, 16 & 17 Prescreens

9/17 Program Ads Due for *Over the Tavern*

9/20 SAC Meeting

9/21 Booster Leadership Meeting @ 6:30 pm

9/27 Early Release from school (Wellness Wednesday)

9/27, 28, 29 & 30 *Over the Tavern* Performances @ 7:30 pm each night in the Black Box Theatre 9/28

Patrons Dinner @ 6:00 pm

October:

10/1 *Over the Tavern* Performance @ 2:00 pm in the Black Box Theatre

10/4, 5 & 6 DA College Showcase

10/11 School PSAT Testing

10/13 YoungArts Application closes at 11:59 pm

10/16 Teacher In-Service – No School

10/19 Booster General Membership Meeting @ 7 pm

10/25 Early Release from school (Wellness Wednesday)

10/29 Program Ads Due for *Natasha, Pierre & The Great Comet of 1812*

10/31 Halloween

Introductions:

Leadership Team:

- President, Stephanie DeMaio & Joda Matthews
- VP of Finance, Cadey Eastman & Karen Smith
- VP of Operations, Karyn Carroll & Danielle Berke
- VP of Education, Rashada Tedder

- VP of Fundraising, Nereida Cordero
- VP of Events & Hospitality, Kate Chung
- VP of Show Support, Sara Mitchell & Keri Rogers-Ochs
- VP of Communications, Melanie Moore

Coordinators:

- Education: District Thespians, Charrell Thomas
- Education: Master Class & Guest Artists, Sommer Escamilla
- Fundraising: Silent Auction, Silvia Ortiz
- Fundraising: Open Mic Nights, Dee Naccarato
- Fundraising: Poinsettias, Karen Parker
- Fundraising: Concessions, Chris Monroe
- Fundraising: Merchandise & Branding, Frank Samu
- Events & Hospitality: New Student Events, Pamela Kuruce
- Events & Hospitality: Event Meals, Kacey Roache
- Events & Hospitality: Senior Banquet, Tascha Williamson
- Show Support: Program Support, Jackie Tabony
- Show Support: Photography, Photo Journaling Heather Blackwell
- Communications: Social Media, Emily Carpenter
- Communications: Newsletter & Contact Maintenance, Christina Filippelli
- Communications: Secretary, Carrin Simmons
- Communications: Calendar Maintenance, Susan West

Faculty:

- Joe Kemper, Theatre Department Chair
- Bonnie Harrison, Theatre
- Dr. Valerie Anthony, Theatre
- Michael Beaman, Theatre
- Paul Denayer, Tech Theatre
- Jennifer Kilgore, Tech Theatre
- Calder Yates, Tech Theatre
- Ellie Barrett, Dance
- DeWitt Cooper III, Dance
- April Henehan, Dance
- Jocelyn Geronimo, Dance
- Sarah Morrell, Keyboard
- Regina Torres, Vocal Techniques
- Tess Sturgeon, Dance
- Seth Carpenter, Theatre

Committee Reporting

Finance Update, Cady Eastman & Karen Smith

- DA Theatre Budget presented for approval - motion to approve and 2nd received. The budget passed unanimously.
- DA Theatre Boosters is an IRS 5013c charitable organization

- Enrichment Fees due of \$250
 - Enrichment fees benefit all students in the theatre department.
 - Enrichment fees go towards the curriculum and other expenses such as: Sr. Banquet, Freshmen Meet & Greet, Guest Artist Workshops, etc.
 - Payment options available at request
 - Discounts towards enrichment fees can be obtained through volunteer hours, ad sales and poinsettia sales
 - Enrichment fees paid by 8/31 receive a coupon for a \$25 discount
 - All theatre students whose parent/guardian completes the enrichment fee acknowledgement form will receive a jacket and water bottle
 - Please provide students jacket size

Education Committee, Rashada Tedder

- Headshots with Darnell Bennett are 10/14 and 15
 - Headshot sitting fee \$250
- Pre-screen sign-ups with Kemper

Operations Committee, Karyn Carroll & Danielle Berke

- Volunteer Requirements:
 - Register with DCPS to become an approved volunteer
 - Complete the Volunteer Code of Conduct
- Current Volunteer Needs:
 - Box Office
 - Merch
 - Concessions
 - Patron Dinner
- Volunteer Sign-Ups
 - Students & Parents/Guardians & Families can sign-up to volunteer through the Sign-Up Genius Link
 - Volunteer forms can be completed and presented to DA Booster Theatre Leadership Team member and DA Booster Treasurer for Enrichment Fee Credit.
- Patrons
 - \$250 up to \$5000 different perks for each level
 - Treasurer added a tax free letter can be provided upon request

Events & Hospitality, Kate Chung

- Event Team needs help with Patrons, Cast & Crew Meals and Extravaganza
- If you know anyone who owns or manages a restaurant please request a meal donation
- Students who work at a restaurant please request a meal donation.
- Volunteer Needs
 - Meal donations
 - Sr. Banquet
 - Extravaganza

Fundraising, Nereida Cordero

- Silent Auction, Sylvia Ortiz
 - Silent Auction November 9th, 10th and 11th
 - Volunteer Needs: Silent Auction donations

- Merchandise
 - DA Theatre website has a link to purchase Merch or Merch can be purchased at shows
 - Specific Merch can be requested from the Merch Chair (Contact info is on the DA Theatre website under the Handbook link)

Show Support and Marketing, Sara Mitchell Keri Rogers-Ochs

- Current volunteer needs
 - 2 seamstresses for show
 - Tuxedo rental donation – 8 tuxedos

Communications, Melanie Moore

- Communications Team
 - Susan West – Calendar updates
 - Carrin Simmons – Secretary
 - Emily Carpenter – Instagram
 - Christina Filippelli – Newsletter
 - Melanie – Website and Facebook
- DA Theatre Booster Communication
 - DA Theatre Booster website updated regularly datheatreboosters.org
 - View Calendar
 - Review and Pay Enrichment Fee
 - Join Patrons
 - Program Ads
 - Show Highlights
 - Newsletters (Click tab “Join our Mailing List to receive monthly newsletters - Newsletters updated the first week of every month)
 - Access Meeting Minutes
 - DA Theatre Booster Handbook
 - Donation Tab
 - Sign-up for the monthly newsletter on the DA Theatre Booster website to receive monthly emails
 - Social Media updated regularly
 - Douglas Anderson Theatre Boosters - Private Facebook Group
 - <https://www.facebook.com/groups/datheatreboosters>
 - For DA students and family only. The site is used for sharing internal information
 - Douglas Anderson Theatre - Public Facebook Page
 - <https://www.facebook.com/dasotatheatre>
 - DA Theatre Boosters - Instagram
 - <https://instagram.com/datheatreboosters>
 - Please update parent/guardian contact information

President, Stephanie DeMaio & Joda Matthews

- Current Theatre Needs:
 - Corporate Sponsors
 - Reach out to any DA Theatre Booster Leader with Corporate Sponsor information or Corporate Sponsor leads with complete contact information
 - DA Theatre brochure available to provide potential Corporate Sponsor

Faculty Update, Joe Kemper

Please see the complete list of faculty on page 1 of the minutes or visit the DA Theatre website and click the handbook link to view the Faculty.

- Dr. A. is currently out due to medical issues
 - Go Fund Me raised over 15k in 48 hours. Dr A. is extremely grateful
 - Dr. A's long-term sub is Seth Carpenter (specializing in acting, improv and theatre history)
- Ms. Harrison is currently out expected to return in a week.
 - Harrison stepped down from directing *Over the Tavern* Laura Frye (LaVilla Teacher) will direct *Over the Tavern*
- Two new teachers:
 - Regina Torres, Vocal Techniques
 - Tess Sturgeon, MT Dance
- College Showcase
 - Dates October 4th, 5th & 6th
 - Last date for colleges to confirm they will send representatives is 9/8
 - Full list of colleges attending will be provided after 9/8
- Sr. will be assigned a Jr. assistant to help through the College Showcase process
 - Jr. can observe but not participate in master classes
- Unifeds will be held in January 2024 in NY

Faculty Update, Beaman

- DA Hosting Thespian District Competition
- Volunteers needed students and parents/guardians (various roles)
- Auditions will be Oct. 11th

Meeting Adjourned at 8:10pm