

FAB Meeting Minutes

Date: August 8, 2023

<p><u>Special Theatre Agenda</u></p> <p>1. Theatre: ITS Kickoff; Hosting NCTAE Fall Sharing; Fall Play, NCTC</p>	<p><u>Attendees</u></p> <p>Peter Comperatore, Ravisha Weerasinghe, Wendy Younkin, Emily Purdy, Lucy Tomforde, Henry Rowen, Christian Tomforde, Maggie Pollard, Carrie Pearson, Celia Bratcher, Donna Catalini, Jenny Tomforde, Jenny Rowen, Michel Lyons, Rachel Brown, Valeri Mowers, Jean Marie Andersen, Dan Krause, Jon McDunn, Carin Scott, Barbara Crowe</p>
<p><u>Meeting Notes</u></p> <p><u>1. ITS KICKOFF EVENT</u></p> <p>Wednesday August 23rd</p> <p>-first, goal setting for ITS members at Green Hope, followed by:</p> <p>-Fun Social Event-Bowling at Buffalo Lanes (students pay for their own bowling)</p> <p>How can FAB/parent volunteers help? Jenny R., Carrie, and Maggie have volunteered to help usher and organize students between and at the two locations.</p> <p><u>2. HOSTING NCTAE FALL SHARING</u></p> <p>Friday September 15th and Saturday September 16th</p> <p>-Carrie is helping me (thank you) to organize parent volunteers, among other things.</p> <p>- Set up at the school on Friday (I will be running stuff at Cary Arts Center)</p>	<p><u>Action Items</u></p> <p>1. <u>ITS</u></p> <p>Carrie, Maggie, and Jenny R. to help with ITS Kickoff Event 8/23</p> <p>2. <u>Hosting NCTAE</u></p> <p>Carrie will organize the lunch; she will also host a sign up genius for donations of food, drinks, etc., and parent volunteers.</p> <p>Mr. C. will coordinate student volunteers for the event.</p> <p>3. <u>Fall Play</u></p> <p>Wendy will contact Ms. Poppe re playbill ads for the fall show, and deadlines for this and corporate partnerships (as per the corp partnership form promising advertising at all events).</p> <p>Lucy + ITS Members, Donna, Maggie, and Ravisha will solicit restaurants for spirit nights: ice cream after evening performances, and dinner the Monday after show strike.</p>

- Set up Saturday morning
- Refreshments for teachers (donations from FAB/theatre parents: coffee, water, soda, granola bars, snacks etc.)
- On campus teacher lunch set up and planning (this is the biggest thing)-Jimmy Johns or Panera boxed lunches are being considered.
- Feeding student and parent volunteers-a signup genius will go out for this.

3. FALL PLAY

October 12th-14th

- New Show- *Almost, Maine*
- Fundraising-Selling ads for the playbill was discussed, as well as spirit nights at local restaurants on the evenings after each show (ice cream), and a dinner spirit night on the Monday following the show strike. *Lucy, Donna, Maggie, and Ravisha will work together on this. Another idea is to run a basket raffle electronically-Emily and Carrie will work together to organize this.

4. NCTC

November 3rd and 4th

- Reidsville (hopefully) Registration opens on Aug 16th. I will know for sure then.
- The hope is to be able to replicate everything that worked from last year.
- What do we want to do the same? What do we want to do differently? Everything went okay as it was.

Emily and Carrie will organize an online basket raffle.

4. NCTC

Kathleen Seifert (not in attendance) has volunteered to book the hotel.

Christian will investigate costs/fundraising from last year to help guide cost placement this year.

Emily and Donna will look into spirit night activities like Defy and Rush Hour and organize as possible.

-Once a site is finalized, reserving the hotel and getting on a food plan are priorities.

-Who can learn from Carrie and take over? (please we desperately need this!!!) Jean Marie will learn to do the planning and commit to doing this part in the future, but she is not available to travel with the group; Carrie has records to share with Jean Marie.

- FUNDRAISING!!! What are we going to ask for the families to pay? Are we going to do an alternative method of fundraising?

- Registration

- Cost to produce the show

- Hotel Costs

- Food Costs

- Travel

Christian will look into last year's expenses to help determine the best price to charge students; he suggested they pay the full price and FAB assist students who need financial assistance.