

Thursday, October 4, 2018

1. Review of September Meeting Minutes

The meeting began with a review of the meeting minutes. Ellen MacGregor asked if anyone had any concerns or changes to the September meeting minutes. No issues or edits were requested.

2. Financial Review / Fundraising

- 2.1. Pascale Centola reviewed the status of our **patron program**. Last year, we had 26 patrons. So far this year, we have 35. We have also collected around \$5000 more this year than last year through our patron program fundraising. Patrons can now submit payments using [MySchoolBucks](#). There is an active link on the Patron website page.

MAD Drama is also able to accept company matching donations. If your company is interested, contact Marcy Davidson (davipack@aol.com).

Action Items	
Update Printable Patron Form to include the hyperlink to MySchoolBucks as a payment option. Upload the updated form onto the MAD Drama Website	Cara Bretl, Pascale Centola, Jennifer O'Beirne

- 2.2. Dana Jackins reviewed our new approach to soliciting **Community Sponsor** for MAD Drama and soliciting **advertisements in our show programs**. This year we are adding an option for community members to sponsor MAD Drama. In return for sponsorship, these sponsors can receive key one page ads in our fall and spring show programs, visibility on our website, acknowledgement for their generosity during our productions and finally, VIP tickets to our fall and spring shows.

Another change we are trying to incorporate, is the approach to selling business ads to our fall and spring show programs. Instead of selling the ads for each show by only people in the shows, we are asking for the MAD Drama Thespian Honor Society to take the lead and sell as many ads as possible in the fall for both show programs. We expect this transition from the former approach to evolve with time and lessons learned.

Dana will track ads sold by parents/adults. Harry Whitmore will track ads sold by students.

Parents and students are still encouraged submit showgrams for the programs.

Action Items	
Communicate to parents and students that showgrams are still welcomed and wanted in the Fall and Spring show programs through the MAD Drama facebook pages and the parent email list.	Dana Jackins/Cara Bretl, Jennifer O'Beirne

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- 2.3. Cara Bretl reviewed two **Dining for Dollars** opportunities to bring extra funds to MAD Drama. Cara was able to secure approval and a date with the Vienna Chipotle on November 28th from 4-8 p.m. Naysa Kury has been working on securing a dining for dollars event with Panera. When that date is officially set, Naysa will communicate it to the MAD Drama community.

Action Items	
Send out information to the MAD Drama community about a Dining for Dollars event at Panera in Vienna, VA	Naysa Kury
Send out information to the MAD Drama community about a Dining for Dollars event at Chipotle on Nov 28, 2018 from 4-8 p.m.	Cara Bretl

- 2.4. Shannon Sieff informed the group that Friday, April 5, 2019 is the date set to hold a **MAD Drama Kids camp**. This is a student holiday/teacher workday. This is a fundraiser for MAD Drama. Shannon is working with drama student, Caroline Simpson, to determine the age group, duration and cost of the camp. Initial thought is to host 3rd-8th grade students.

Action Items	
Work with Madison PTSA to secure insurance to run the camp.	Shannon Sieff and Marcy Davidson

3. *Noises Off*

- 3.1. Marcy Davidson explained that **purchase orders** are coming in, getting approved by Mr Henderson, and sent onto Ms. Black for Madison administrative approval. Marcy is our parent POC tracking purchase orders. Harry Whitmore told the group that he is encouraging crew chiefs to submit purchase orders this week and early next week. Students are struggling with knowing all of their crew needs and expenses. Only purchases made after the Madison administration approval of a purchase order can be reimbursed.
- 3.2. Marcy Davidson explained that this year, MAD Drama is asking crew members who work during hell week (dress rehearsal and show production week) pay the \$75 show fee and sign a **student contract**. The show fee covers the cost of the show t-shirt and the dinners provided Monday-Saturday night and Monday Strike. The fee also covers supplements toward snacks and Saturday breakfast.
- 3.3. Marcy Davidson and Dana Jackins are working on getting the **show program** advertisements in earlier this year to avoid the last minute crunch to prepare the programs to the printer. Actors, seniors, and crew chiefs are currently working on bios and headshots for the program.

Action Items	
Collect and prepare student bios and headshots for <i>Noises Off</i> program.	Students, Marcy Davidson, Mrs. Henderson

- 3.4. Chris Lande informed the group that the **set crew** has been busy using the previous Madison performance of *Noises Off* set blueprints to build the set. The blueprints have helped with managing purchase orders for set materials. The plan is to move the set pieces into the auditorium on Friday, Oct 19th and focus on putting the set pieces together on Tech Saturday, October 20th.

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- 3.5. Dewitt Ashby reported that progress is being made on the **costumes**. A PO for \$600 has been submitted. One of the challenges faced so far is to find two identical women's suits.
- 3.6. To support show **publicity**, Cara Bretl asked for the status of the Purchase Order of show posters for *Noises Off*. Dana Jackins wants the students to provide show posters when selling show program advertisements to local businesses.

Show publicity should include sending show information to local newspapers. Shannon Sieff said she has a list of contacts to for local papers. We just need a write up of the show description.

Action Items	
Confirm Purchase Order for <i>Noises Off</i> show posters has been submitted.	Cara Bretl and Celeste Phillips
Write up a show description and submit information to about <i>Noises Off</i> shows to local newspapers.	Cara Bretl, Dana Jackins, Shannon Sieff. Linda Colbert

- 3.7. Shannon Sieff has worked with Megan Stoupa for ordering **show t-shirts**. The students have decided to order baseball t-shirts. The cost of the shirt is \$15. Shannon to finalize order.

Action Items	
Place the order for Show Shirts	Shannon Sieff and Morgan Stoupa

- 3.8. Nothing was available or necessary to report on **Thank You** notes other than Inga Erickson has agreed to support this function again this year.
- 3.9. Naysa Kury and Reshma Eggleston are managing the Sign Up Genius **Volunteer** emails this year. The plan is to send one email with links to the various Sign Up options to support the play. We will need parent volunteers to sell tickets, sell concessions, feed the cast and crew during the week and show nights, greet and seat people, and finally assistants assembling roses to recognize seniors.
- 3.9.1. **Ticket Sales** - Jenny Thompson / Marcy Davidson reported that ticket sales are done online. This year, a credit card reader will be available to those purchasing tickets at the door. Anyone volunteering to sell tickets before a show will not get to see the first 30 minutes of the show. It takes about that long to close up the cash drawer, etc.
- 3.9.2. **Concession Stand** sales - Cara Bretl / Naysa Kury reported that their purchase order is in for purchasing food to sell. We have a good history of purchases and sales from past shows.
- 3.9.3. **Cast/Crew Meals/Snacks** - Ellen MacGregor informed that group that this will be her last year coordinating the meals during hell week. It is a well documented process and easy to turn over. The job also has benefits working backstage with the cast and crew and watching dress rehearsals. Ellen has already started contacting restaurants to cater the meals and put in her purchase order for the meals and supplemental snacks.
- 3.9.4. **House** - Karen Cain will need volunteers to help greet and seat people for the show.

- 3.9.5. **Senior Roses** - Kelly Breedlove is taking on this responsibility this year. She will get the list of all the seniors involved with the show and then submit a purchase order. She will likely need a couple of helpers put the roses/flowers together Saturday night before or during the show.
- 3.9.6. **Cast Party** - there does not seem to be much interest among the parents for hosting a cast party after the show.

Action Items	
Get a list of all the seniors participating in <i>Noises Off</i> and submit purchase order.	Kelly Breedlove, Erin Rooney

4. Student Outreach

- 4.1. **Thespian Honor Society Report** - The October Thespian Honor Society meeting was focused on introducing the new approach to selling advertisement for the show programs and introducing the new Community Sponsor program. All members of the Thespian society are asked to sell at least one ad for the fall and spring show. Students are encouraged to sell in groups to local Vienna businesses.
- 4.2. **Homecoming Parade** - This year Shannon Sieff purchased a banner for the drama students to march in the parade. Madison Drama was well represented during the parade.
- 4.3. **Madison Cabaret** - Cara Bretl informed the group that collaboration between Madison and Fairfax High School fell through. Madison is going forward with their own Cabaret show. Auditions are Saturday, October 13th from 10-11:15 a.m. The purpose of auditions is to confirm what you will be performing and identify any tech needs. Performance night is November 17th at 7 p.m. in the Auditorium with a run through rehearsal at 4:30 p.m.

5. Extra Curricular Student Events

- 5.1. **VA Thespian Conference** - Pascale Centola said that 29 students have registered for the conference so far. Registration will be limited to 50 or close on October 15th. This year's conference is from Feb 1-3rd and held at Radford University.
- 5.2. **Cappies** - Karen Cain told the group that this year's Gala will be held on June 2nd. Nominations come out mid- May, so if Madison gets a best musical nominations, things will move quickly regarding getting students tickets for the Gala. As part of the Gala, students can also audition to perform during the Gala. Information about those opportunities will be available in the spring.

West Side Story is Madison's submission for the Cappies Awards. The student Cappie critics will attend our Friday night performance. We anticipate 50-70 student Cappie critics to attend. Madison is responsible for providing the group a space to meet, eat dinner, and discuss the show.

- 5.3. **MAD Drama Banner over 123** - The application to hang a banner over 123 for the 2019 year is due this month. Last year, we were able to hang a banner in the Spring for Fiddler on the Roof. We will apply do do the same for this year's musical and see if we can get a spot for next fall's play.

Action Items	
Submit application with the Town of Vienna to hang a banner across 123 for Madison's Spring Musical and 2019 Fall play	Marcy Davidson
When banner dates are known, order the covering for the banner with the Spring Musical title/Fall play title.	Karen Cain

6. **Next Meeting - November 1, 2018** *(before Thespian Society Meeting but a week before opening night too)*

2018 / 2019 Parent Chair(s)

Advertising/Publicity - Dana Jackins / Cara Bretl

Back to School Night / Fall Festival - Jen Dure / Linda Fiel

Cappies Gala - Karen Cain

Cast Meals - Ellen MacGregor

Cast Parties - **OPEN**

Communications (Website/FB/Emails) - Jennifer O'Beirne

Concessions - Cara Bretl / Naysa Kury

Costumes - Maiko Ashby

End of Year Banquet - Linda Colbert

Field Trips - Karen Cain

House - Karen Cain

International Thespian Festival - Ellen MacGregor

Kids Camp - Shannon Sieff / Naysa Kury

Patron Tickets - Pascale Centola

Programs - Marcy Davidson

PTSA Representative - Ellen Murphy Korenko

Purchase Order Coordinator - Marcy Davidson

Set Crew - Chris Lande

Senior Roses - Kelly Breedlove

Spring Picnic - Pascale Centola

Thank You Notes - Inga Erickson

Thespian Honor Society Meetings - Linda Fiel/Victoria Brombacher

Ticket Sales - Jenny Thompson / Marcy Davidson

T-Shirts - Shannon Sieff / Victoria Brombacher

VHSL (Virginia High School League) Competitive Play - **OPEN**

Virginia Thespian Festival - Pascale Centola / Cara Bretl

Volunteer Coordinator - Reshma Eggleston / Naysa Kury