

ACMA Theatre Parent Group Meeting 10/06/15

Attendees:

<ul style="list-style-type: none">• Matt Marger• Kelly Green• Emilia Smart-Denson• Tina Ricks	<ul style="list-style-type: none">• Lindi Kemper• Nicole Sage• Tana Hines• Fran Kohler	<ul style="list-style-type: none">• Dawn Kimball• Celia Bartel• Jessie Wheeler• Linda Armstrong	<ul style="list-style-type: none">• Tina Adams• Emma Younger• Fran Kohler
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Volunteer Roles To Fill

Kelly explained that our job is to help support the ACMA Theatre Department. Nicole Sage offered to be our PTO Liaison, representing our interests at PTO meetings. We still need to fill the following positions.

- Alumni Liaison
- Ad Sales Coordinator
- Volunteer Coordinator – finds folks to help during productions (typically by sending out an email with links to Volunteer Spot). We need a runner/monitor to sit backstage during the production and near the box office before the start of the show and during intermission. We discussed that ONE person could fill both of these roles.
- Sponsorship Coordinator – This is our largest source of revenue for TPG. If you know someone who might be interested in a sponsorship, please let us know.
- Raffle Basket Coordinator – helps procure and organize items for raffle baskets for each production. These generate a fair amount of income for the TPG.

If you're interested, contact Kelly (high school liaison) or Lindi (middle school liaison):

Concessions for productions

These folks volunteered to shop for concessions for productions:

- Tina Ricks -- Shero
- Celia Bartel -- Crucible
- Dawn Kimball – Proof

The production manager will submit ideas of what to buy and how much of it (save receipts to get reimbursed).

Ad Sales

Folks can purchase ads for individuals or for commercial reasons. Deadlines for ad sales for The Crucible are quickly approaching. Tina recommended that it goes out with the ACMA Blast. The deadline for getting materials for the program is 10/12.

Cast fees

Emilia is sending information out to the Shero and Proof cast. Ellie sent information to the Crucible.

Communication between TPG and the ACMA ITS Troupe

A question was raised about communication of deadlines between the groups so that we're in sync – especially when it comes to ads/sponsorships. A suggestion was made to use Google calendar to communicate this information. Some discussion followed about whose responsibility this should be – with a suggestion that perhaps the production manager should communicate this information. For right now, Emilia will create a Google calendar or spreadsheet with dates.

Programs

The ITS Troupe is proposing that we move some program information online (including bios and headshots). There will still be a physical copy of the program that includes cast/crew lists, ads, and a director's statement. From the program, there will be a link to additional information. They will also link the publicity information to this site, allowing us to share the online program before the show. This will roll out for Crucible. Ally and Morgan will do the online version. Lily James is doing the paper program.

A discussion followed about the pros and cons of this new format. Matt mentioned that the program is a business tool, bringing validity to the show. The ITS Troupe explained their decision, explaining that they are focusing on bringing less ego to the stage and less stress for students in creating a bio. A suggestion was made to create a Google bio form that students can answer to create a standard bio (student's grade, last production, and thanks).

Fran recommended we put the year and Thespian Troupe number on the program.

Capstones

We have two student productions this year for capstone projects that will be presented in the Blue Box:

- Macbeth is December 3, 4th, 5th
- Next to Normal is January 7th, 8th, and 9th. 100% of profits will go to the Dougy Center. Next to Normal needs a hospital gurney. One of the parents will see if they can borrow one.
- Kelly is proposing that we can be responsible for accounting for the capstone productions.

Update from Mr. Hennessy

- **Set and costume work date** -- October 10th from 9-5. Extra help is needed to work on the sets and costume construction.
- **Troupe number** -- We just received our ITS troupe number: 8199.
- **State for the International Thespian Society is March 30th** – right before Ashland. There are plays, one acts, workshops, and so on. The deadline for signing students up is March. We need to figure out who is going to OSF and how much overlap we have with the Thespian Festival. If students compete at Regionals on February 6th and advance, they automatically get to go ahead. In February, they can start to finalize the list. Mr. Hennessy can take 20 students. Sean is looking for a chaperone for Thursday, Friday, and Saturday. Tina will check to see if she can go. They will also need transportation. A suggestion was made that in the future, we move the Oregon Shakespeare Festival trip to the fall to minimize the number of spring activities.

Next TPG:

October 20th at 6:00 in the Blue Box

--Minutes submitted by Dawn Kimball