

Godwin Theatre Boosters Board Meeting Minutes
Formerly Short Pump Players Angels
October 2, 2019 7:00-8:30 pm

Call to Order

- Attendees

Present	Name	Position
X	Lauren MacBlane	President
X	Jennifer "Corky" Ford	1 st VP - Membership
	Marci Goode	2 nd VP - Ways and Means; Hair & Makeup
X	Jennifer Shively	3 rd VP - Publicity
X	Karen Shafer	Secretary
X	Linda Kurtz	Yard Sale, Playbill Design
X	Aura Sadler	Costumes
	Lisha Levin	Props & Stage Dressing
X	Jay Dela Cruz	Website and Social Media
X	Anna Kate MacBlane	Thespian Honor Society Representative

- Review & approval of minutes from September 2019 meeting

Executive Committee Reports

President – Lauren

- Discuss getting more people to the meeting.
- Introduce New Secretary – Karen Shafer
 - Will send minutes out after meeting so approval can be just a vote in the future
- Name change
 - Godwin Theater Boosters
 - Everyone agrees (SPAA is going away)
 - Jay – announcement on website and email blast.
 - Jay – website already is mostly Godwin theater boosters
 - Linda – Godwin's Theater booster
 - Karen – suggested to keep the transition all year "formerly SPPA" and then next year it goes away. Main name Godwin Theater Boosters

- Everyone agrees to name change and transition all year to complete it. Lauren will continue behind the scenes legalities and paperwork of name change.
- Meeting with John Reeves (Lauren met with John 10.2)
 - Has a bunch of kids in the Drama Club and debate Club to assist him
 - He hopes to engage kids to help get the kids to take over what boosters use to do
 - Costumes
 - Hair/Make-up
 - If John needs Booster's help, he will ask us.
 - Shared google drive folders with John so he can take over these jobs.
 - Let the kids do what they need to be done.
 - John will talk to Aura (Costumes) and Marci Good (makeup) for any help.
- Google Drives are being built out by Lauren for each board position to start keeping everything electronically. Many of last year's documents are only PDFs or paper only.
 - Linda needs old documents for template for playbill
 - Karen offered to convert pdfs to word or help with any tutorial on publisher.
 - Lauren will also ask Ms. Dunavant for student help.
 - Membership - Corky
 - Sent email thank you and invited them to boosters.
 - Need to compare last year's list (membership) to this year's and send email.
 - Will go to play for membership table and will have flyers for yard sale.
 - Lauren suggested combining membership table with will call at Almost Maine
 - Aura suggested membership table at the yard sale.
 - Corky talked to theater classes to give out.
 - Lauren will ask Ms. Dunavant to put membership announcement in Eagle Express.
- Publicity - Jennifer
 - Images on Website
 - Goochland and Maggie Walker is also doing Almost Maine.
 - Do we have image package for Almost Maine? Lauren will ask Mr. Coolidge.
 - Jay made up image currently on website and Lauren will get Mr. Coolidge approval to continue using it.
- Treasurer – Lauren
 - Budget report, still working on it. Report does balance to bank account.
 - Will take at least a year to recoup Godwin money.
 - Budget for fall play was 24 people. Crew and Cast now all pay \$50. All students need to pay. Haven't gotten all fees.
 - Yard Sale – pay pal notifications are coming in and Lauren will get information and payments to Linda.
 - Need to check booster mailbox. Anna Kate MacBane will try and get them.
- Ways & Means – Marci
 - Not present.
- Publicity – Jennifer

- Character Works sample shown, size is good – Uptown color or Precision are possible vendors she is researching. However, need bigger ones for the kids. Ana Kate suggested 8.5x11 because it fits in album for cast and crew
- Working on vendors for banners and getting prices.
- Just got the publicity notebook and will review for past years information.
- Send to assisted living sites.
- Lauren suggested a google form to ask where people see the advertising.
- Do we need business cards? Board members all say Yes for yard sale and other. Staples is about \$25.
- Publicity committee met separately recently.
- Secretary - Karen
 - Will post minutes before next meeting so we can start meeting with approval vote.
- Yard sale – Linda
 - 2 people signed up for booth rental.
 - Only work is setting up.
 - Will pick up donations anywhere, anytime.
 - Can we get a sign on the road for advertisement? Linda will look into it.
 - Will put notice in Eagle express
 - Information is already on website, nextdoor.com and other social media.
- Website & Social Media – Jay
 - New title and updates
 - Minutes and bylaws added.
 - Fundraiser page added.
 - Yard Sale on front.
 - Did Facebook posting. Ask students to share it out.
 - Ask Thespians to do the social media.
 - Godwin Theater Instagram is run by Maggie Ford – Anna Kate will ask her to do yard sale promotions.
- Committee Chair Reports (holding most until next time as everyone is just starting.)
 - Lauren will send a task list and vendor list.
 - Concessions – Corky will take this task. For Basketball games.
 - Hospitality
 - Aura – need count and budget and will figure it out.
 - Anna Kate - Kids want food to be simple. No need to get elaborate.
 - Playbill Design
 - Linda will learn publisher.
 - Well Wishes
- Need to know when the set builds are – Lauren will find out?

Other -

- How to get more boosters/play parents to the meetings?
 - Talk to all parents.
 - Fundraising needs to be part of parent volunteer opportunity.
 - Direct phone calls.

- Be more specific about jobs needed.
 - Email addresses are in mailchimp.
- Popcorn machine – Lauren will find out:
 - Can we use schools?
 - How much to buy one?
- Fundraising ideas -
 - Spirit nights – Marci working on this. Aura has restaurant who can do one.
 - Dance – Marci – Feb for Sadie Hawkins, with the choral boosters
 - Boutonnieres – Lauren - to sell for Prom
 - Concessions at basketball games
 - Need a group - Corky volunteered to research how much money it makes.
 - Kings dominion with Chorus
 - Pappa Johns - Innsbrook
 - Wine Tasting – Michelle West will do it again this year.
 - Just write a check fundraiser
- Anything else?
 - Maybe Yankee Candle with Chorus?
 - Other ideas for Spring?
 - Everyone is asked to think about fundraiser ideas and bring information.
- Goals to give more of a stipend.
- Need to figure out how much we need.

Meeting adjourned.