

SAXON STAGE ON CUE

**General Membership Meeting
December 15, 2009, 6:00 pm
Theatre Arts Lab, Room 101**

Agenda

The December meeting of Saxon Stage on Cue (SSOC) was called to order by Una Higgins, President.

Treasurer's Report

Receipts:

\$6,395 - Donations

\$1,540 - Spirit Wear Sales

\$1,341.37 - Car Wash

\$705 - Time's Square 2090 CD Sales

\$288 - Donations from Time's Square 2090

\$135 - Miscellaneous (Income from flowers, some CD sales)

Total Receipts - \$10,404.37

Expenditures:

\$435 - Corporate Set-up Expenses

\$87.04 - Checks/Deposit Slip Costs

\$963 - Spirit Wear

\$314.42 - Website Expenses

\$282.45 - Cast/crew luncheon

Total Expenditures - \$2,081.91

Balance: \$8,322.46

Financial Report for Time's Square 2090

SSOC Deposits:

\$725 - CD Sales

\$288 - Donations (November 13/14 performances)

\$115 - Flowers Revenue

Production Account Deposits:

\$628.90 - Concessions (note - historically this has produced \$200-300 per production)

\$13,000 - Tickets Sales

\$1,150 - DVD Orders (74 orders)

Theatre Arts Chair, Phyliss Jaffe is still finalizing costs but estimates the musical cost approximately \$9,000.

Communications

"This Week In Theatre Arts" from info@saxonstage.com will continue to be our information center. The new website, Saxon Stage, debuted and is getting a positive response. Phyliss Jaffe alerted the LHS faculty of the new website and they love it!

Trips

Phyliss Jaffe commented on the Juilliard tour during the New York field trip. Juilliard does not consider SAT/ACT scores, GPAs are not a big factor, and admission is based on talent/portfolio. Phyliss shared the admission statistics wherein Juilliard accepts 425 students per year with 19 being theatre, 24 being dance, and the remainder being music students. Una thanked Susan Stewart for coordinating the NYC trip. Phyliss reported that 17 students, 2 parents and she will be participating in the spring London trip.

Time's Square 2090

Una asked the group for feedback about what worked/what didn't and how we can improve our support for the next show. How can we improve our contact with the cast/crew? One way is to obtain essential cast/crew/parent information prior to the first rehearsal.

Phyliss suggested that parents become involved in the ticket sales during school lunches, and Susan Stewart agreed adding that the students should participate but that the parents should work alongside them. Susan Mayman suggested that Una attend a Theatre Honor Society meeting and ask the members how they feel about SSOC and what we can do to help.

Phyliss said that the students were concerned about the parents helping build the set due to Cappie disqualification rules, but they were re-assured that this would not be the case. Phyliss needs help deconstructing the platforms from *Time's Square 2090* before January 15. The group discussed getting volunteers after school. Michael Coar suggested having a big screen viewing of the show when the DVD is ready. Phyliss added that LHS is getting a new projection screen and suggested a viewing after the set is taken down.

Michael Coar noted that no one knew when to open the auditorium doors on performance nights. Phyliss said she needed to gauge it depending upon the crowd, weather, etc. A basic rule is 30 minutes prior to the show time. The ticket taking process also needs to be improved.

Were the various committees necessary and did they function properly? The Cast Party, Concessions, Flowers, Programs, Publicity, Rehearsal and Hospitality Committees were necessary and provided needed support. Do we need a Costume Committee and a Prop Committee (with a designated SSOC parent chair) on each show? Phyliss and members agreed to assess this need on a "per production" basis. Una asked the group if we need a Ticket Sales Committee, and Sheryl Callahan suggested parents sign up for that when a show is cast.

Una asked if there should be a "fee" that would include T-shirt costs and lunch? Phyliss prefers it not be called a T-shirt/lunch fee but perhaps a "participation fee." Risa Sanders asked if there is a precedent for such a fee in similar groups such as Chorus, etc. Phyliss noted that in the past, the tech crew did not want to pay the same as a cast member. Risa asked about wholesale costs of show T-shirts. Michael Coar asked where the shirts were made and suggested we look into CustomInk.com and is emailing the information to Phyliss. Angela Lichtenstein added that her son, Alex, has used CustomInk.com for T-shirts he designed and the quality is good. Una said that pizza costs for set-building days can be included in a "participation fee" as well.

Fundraising Allocations

Phyliss addressed a wish list for the theatre department. She mentioned that a new curriculum offering of the department is the video broadcast class, and that LHS might be purchasing a new lighting system. She said Principal Ragone wants to improve equipment and the condition of the auditorium. Phyliss would like for the department to have two new video cameras (Cannon HF200) and two add-on shotgun microphones at \$179 each. The cost is \$550 per camera with an additional \$189 for extended warranties. She also needs a Ghost Light. Lore is that this welcomes ghosts from production pasts . . . but this is actually for safety. It's a sturdy floor standing caged bulb that stays on all night, and the cost is \$450. Max Baber (Meg's brother) of Barbizon Capital gave her the quote. She also needs two "boomboxes" that work with iPods. The maximum costs for these would be \$200 each. Fairfax County has some vendor contracts so she will look into any available discounts. Phyliss wants a basic sound system for the classroom. Una announced a balance of \$5,400 and that if we were to purchase these items the costs would be approximately \$3,200. This would leave enough for one-acts, awards and the spring play. Una has reviewed these proposed expenditures w/ Treasurer Jane Haltmaier, and Fundraising Chair David Brandt (who could not attend this meeting). Angela Lichtenstein added that these items will also help with future productions. The group was in agreement with the funding. Una suggested that SSOC funded purchases should be acknowledged in the PTA newsletter so LHS families who donated, know how their money was spent. Susan Mayman said we should also post this information on our website.

The group agreed to fund all items proposed by Phyliss Jaffe.

Important Dates

- (1) Next SSOC meeting-Tuesday, January 5, 6:00 pm in Room 101.
- (2) Spring Play Informational meeting-Monday, January 4 (Phyliss is thinking of moving audition dates for the spring play)
- (3) Theatre Honor Society (THS) Bake Sale-January 18 (will need parent volunteers)
- (4) THS Spring Car Wash- May 15, 2010, 9 AM – 3 PM, Great Falls Exxon

Susan Mayman mentioned that the LHS swim team might have after school practice conflicts with rehearsals for the spring show.

Miscellaneous

A spring clean-up in the Theatre Arts Lab, Room 10, was proposed. Michael Coar wants to budget money to reconfigure the room and suggested we use some of the leftover set materials. Phyliss agreed and wants to use this material to re-build the theatre arts room stage. Susan Mayman inquired about Honor Society points and Phyliss responded that students were given forms to fill out and return.

Adjournment

The meeting was adjourned at 7:00 pm.

In Attendance: Una Higgins, Phyliss Jaffe, Risa Sanders, Michael Coar, Sheryl Callahan, Wendy Mueller, Bonnie Patterson, Susan Stewart, Susan Mayman and Angela Lichtenstein.