

## **SAXON STAGE ON CUE**

**General Membership Meeting  
November 4, 2009, 6:30 pm  
Theatre Arts Lab, Room 101**

### **Agenda**

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

Una opened the meeting with the Treasurer's Report in Jane Haltmaier's absence.

#### **Treasurer's Report**

\$5,925.00 - Donations

\$1,510.00 - Spirit Wear

\$1,341.37 - Carwash

\$8,776.37 - Total Income

\$5,335.34 - Account Balance

Expenditures include corporate startup cost/fees, checking/deposit slips, spirit wear and website costs (\$314.42 for 2 years).

#### **Performance Support for *Time's Square 2090***

- (1) Publicity: photos featured on LHS website, show t-shirts, Rotary Club preview performance, Sun Gazette Newspapers, McLean and Great Falls Connection newspapers, Washington Post (Local Living Section) , WUSA9.com.
- (2) Posters: Una thanked Michael Coar for making posters. Two hundred posters have been displayed, and Una called upon volunteers to put more in Great Falls & McLean.
- (3) Large Signs: Betsy Hubbell is in charge of the large signs. Theatre Arts Chair, Phyllis Jaffe, had a PG rating put on the large signs and suggested putting PG rating stickers on the small signs. The group discussed the importance of informing the community about the PG content of the show.
- (4) Programs: Marie Cecil is working on the playbill and all cast/crew will have biographies included.

- (5) Preview Day: Una announced that the performance will begin at 10:30 am. 50 theatre arts students from Cooper Middle School will attend preview day w/ faculty, Meg Baber. Risa Sanders has reached out to The Potomac School, The Langley School, Longfellow Middle School, Kilmer Middle School, Chesterbrook Residences, The Palladium and The Lewinsville Center. Una thanked Risa for her efforts at procuring audiences for preview day.
- (6) Concessions/Tickets: Una asked for ticket sales volunteers and passed around a sign-up sheet. Kathy Allen Cox informed the group that she had purchased all concessions at Costco. Phyllis Jaffe added that the students in the Education for Employment class are planning to make balloons, and Stargrams, a concessions staple, will be also be available for purchase. Una passed around a flyer describing the balloon project. Betsy Hubbell stated that she is making flower arrangements to sell for \$5.00 per bunch. Phyllis mentioned the past success of selling single carnations. Una suggested, and the group agreed, that donation buckets should be placed at the lobby tables. Una also informed the group that Wes Brandt would like each concession/ticket volunteer dress in black to portray “the government” from the show.
- (7) Cappie Night: Amy Mannon and Susan Stewart are coordinating Cappie Night festivities for SSOC. Una Higgins is working on the content for Cappie packets which will include a synopsis of TS 2090, tech notes, scenic and lighting design notes, Director’s notes, and a CD recording. The theme will be black & red. Una told the group that approximately 30 critics will be in attendance.
- (8) Audio Recording: Michael Coar is handling the audio recording and making 200 CDs. Una thanked him for also preparing the posters and for his assistance with the microphones.
- (9) Hospitality Luncheon: Risa Sanders is the Chair and is ready for a 10:30 am set-up and 12:00 pm lunch to support the cast/crew’s 8:30 am-6 pm rehearsal. Risa reported that everything was ready and thanked all volunteers.
- (10) Cast Party: The Kornes have graciously volunteered to host the Cast/Crew Party at their home.
- (11) Decorations: Una suggested that the “Spirit Rock” be painted, and said that it is available after 2 pm Friday. Una also said if anyone wants to help decorate the theatre lobby showcases to contact her or Wendy.

Website Update and Performance Tickets: Tim Higgins has been working on the website and will debut the new site after the show runs. Tickets are available on-line and 71 have been purchased to date. Una passed around the hard tickets (which look fabulous). The cast/crew will be selling the tickets during school lunches, Nov. 11-13.

Communications: Una announced that all email communication now comes from [info@saxonstage.com](mailto:info@saxonstage.com). These will be sent out every Friday with information for the following week. Unsubscriber information will soon be attached.

Trips: Phyllis Jaffe announced that registration for the NYC field trip will be Friday early morning, and that all forms will be due at that time. The trip will begin with a 5am departure to NYC on December 2 and end with a 5am arrival back at LHS on December 3. Phyllis reiterated that the students will be excused from class both days.

Washington Post/Cappies: Una extended thanks to everyone for participating in the letter writing campaign and on-line petition to the *Washington Post* regarding their Cappie coverage/involvement.

Allocations/Donations: Una tabled finalizing allocations until the next meeting. Una discussed that she initially didn't envision SSOC as a fundraising group but now appreciates the needs, support and equipment necessary for theatre productions, etc. Una explained that \$11,500 was donated to FAPAS in October 2008 compared to \$4,960 this year; and that Ms. Jaffe has had to use FAPAS funds for production costs. Una posed the question if anyone in the group is opposed or offended if we use funds for whatever is necessary? Kathy Allen Cox said that we should use the funds for whatever we need, and Angela Lichtenstein agreed and added that we shouldn't define ourselves in such a way to hinder our ability to fund what is necessary. The group voiced no opposition. The group also discussed ways to ask for donations other than at the beginning of the year. Does someone stand up at the performances and ask for donations? The orchestra does this, but the difference is that the orchestra performances are free. Fundraising Chair, David Brandt, told the group that our ticket sales go to production costs and that, historically, the musicals make more money than the plays. There was a group discussion about the costs of microphones.

Wes Brandt added that he spoke with some of the LHS teachers and they agreed to give extra credit to students who attend a performance of Time's Square 2090.

Next Meeting: The next SSOC meeting will be held Wednesday, December 7 at 6:00 pm in Room 101.

### Adjournment

The meeting was adjourned at 7:35 pm.

In Attendance: Una Higgins, Phyllis Jaffe, Kathy Allen Cox, Betsy Hubbell, Risa Sanders, Matt Korn, Sheryl Callahan, Wendy Mueller, Bonnie Patterson, Dawna Poyner, David Brandt, Cori Johnson, Susan Stewart, Linda DaRocha, Colette Worm, Susan Mayman, Laura Mendelsohn, Dorothy Hall, Michael Coar, Wes Brandt and Angela Lichtenstein