

**Barrington High School Fine Arts Boosters**  
**Minutes of the Board Meeting**  
**December 2, 2013**

**14 Attending:** Barry Altshuler, Claudia Altshuler, Susan Buerckholtz, Pam Conroy, Mary Gerak, Cindy Johnson, Diana Jonske, Terri Longo, Chrissy Mena, Louise Nelson, Kimberly Priola, Grant Sahr, Carrie Stegvik, Gregg Werner.

**Meeting Called to Order: 7:36 pm**

**Minutes of November 4, 2013 Meeting** - Grant suggested amending the last sentence of the second bullet point of Terri Longo's report on page 4 from "Grant replied the (decision about how to spend the advertising revenue) would be decided once the money is in the Booster account) to "Grant replied that the advertising revenue would be directed to the theater program through the teacher request process". Barry Altshuler stated his name was spelled incorrectly on page 6 asked for it to be corrected. Mary Gerak made a motion to pass the amended November 4<sup>th</sup> minutes and Barry Altshuler seconded the motion. The motion was passed and the amended minutes were approved.

**President's Report** (Kimberly and Anthony Priola):

- Kimberly did not have anything to report.

**Treasurer's Report** (Gregg Werner):

- Gregg passed out the financial statements as of October. This is the first month we can compare revenues and expenditures to or budget. He decided to include the overall yearly budget on the statements instead of the year-to-date budget. This will help us keep track of how we're doing compared to the overall budget.
- More membership money was collected in October. We haven't paid out a lot of money as of yet.
- Gregg had the following to report about Nancie Tobison's fund:
  - The BHS Horseshoe Club will house the Nancie Tobison fund until our charitable status is reinstated. Once that happens, Boosters will handle it.
  - We have not received any donations yet but will hand out fliers and information at the concerts. We may also try to put out information on the Alumni and Choir facebook pages. Chrissy Mena offered to put articles on the website.

- Checks to Nancie's fund will come to Gregg. He will log them into Quickbooks and put an additional line item on our statement, but won't reflect it on our tax return.
- Grant let everyone know that, of the \$20,400 of the approved teacher requests, \$7,850 has been spent so far and \$4,421 was paid in advance.
- Grant requested the board to approve an amount up to \$600 to pay for 1 Fine Arts Board and 2 Fine Arts Department silkscreen tablecloths and skirts that we can keep in the FA office to use when we have tables at various events. It helps to promote the fine arts and makes our tables look professional. The skirts run about \$200 each but he will continue to shop around for the best price.
- ***Mary Gerak made a motion to approve an amount not to exceed \$600 for the purchase three silkscreen tablecloths and skirts. Louise Nelson seconded the motion. All voted in favor and the motion was passed.***

#### **Secretary's Report (Carrie Stegvik)**

- Carrie passed out the attendance sheet.

#### **Committee Reports:**

##### **Membership (Jeri Broderick, Susan Buerckholtz, Louise Fox and Lyn Messemer)**

- Susan recently collected \$2,150, which brings the total Membership revenue up to \$30,534 with 181 members to date.
- Grant stated that the PayPal button is now on the website. He plans to include an update on where we stand with Membership in his next newsletter email blast. Terri Longo asked if he could include the benefits of becoming a member in the newsletter. Grant agreed to do so.

##### **Website (Chrissie Mena)**

- Chrissie will be posting the minutes from the October meeting. As Grant stated, the PayPal button is now on the website. The "old" website is officially gone.

##### **Citrus (Diana Jonske, Laura Kamptner and Louise Nelson)**

- Gross sales this year were \$35,812, which was \$5,597 (14%) less than last year. We also had 43 less orders this year. Sales have continued to decline over the past few years.

- Citrus pick up times are Friday from 2 p.m. – 6 p.m. and Saturday from 9 a.m. – 12 p.m. Volunteers are still needed. Louise will let us know if there are extra product left over.

### **Concessions** (Marilyn Dato and Char Moos)

- Marilyn and Char were absent. *A Streetcar Named Desire* made \$370 and the choir Reunion Concert made \$37.
- Grant asked to have the concession checks for *Streetcar* made out to the BHS Drama Club and the check for the Reunion Concert made out to the BHS Choir to keep things clean and transparent. He asked Gregg not to issue the Drama Club check yet since that we don't know the expenses for the concessions sold at *Streetcar*. The Choir concessions consisted only of donated bottled water, so their check can be cut at any time.
- A discussion about how to handle concessions went as follows:
  - Kimberly Priola said Boosters shouldn't get into the management of concessions products. She feels it's easier to have Boosters buy the products and the organizations should keep the sales profits without having to worry about expenses.
  - Louise Nelson said if a "kid-driven" organization sells concessions, they should pay for the products.
  - Cindy Johnson stated the choir has its own email list, so it can send out requests to have concessions donated by letting parents know what is needed.
  - Grant said that asking for parent donations is what we are trying to avoid with the revamp of concessions process. Starting last spring, concessions donations were not to be handled through the teachers. All of the organizations use the Booster concessions. The Choir is the only organization that sells a "specialty" product – holiday pies.
  - Gregg stated that Boosters buy the products, inventory is taken and the monies are paid out to the different organizations at the end of the year.

### **Scholarship** (Kelly Yager)

- Kelly Yager was absent. She will provide an update next month.

### **Student Board (Lisa Gabriel):**

- Lisa Gabriel was absent. Mary Gerak reported the 8<sup>th</sup> grade Fine Arts Open House is set for Thursday, January 18<sup>th</sup>. They will use Infinite Campus email addresses for all 8<sup>th</sup> graders to provide information on Booster membership, Fine Arts classes and other topics.

### **PTO Representative (Louise Fox):**

- Louise was absent.

### **Alumni Representative (Starr Shum):**

- Starr was absent.

### **Publicity/Special Projects (Terri Longo):**

- Tribeca Flashpoint bought the back cover. So far, 16 ads have been sold for a total of \$3,250. Ads are sold for the entire season of 5 shows. 4-color ads cost \$700 for the back cover and \$500 for the inside cover.
- Ads can also put onto the tickets people print at home. Terri is still brainstorming for other places we can sell ads.
- Carrie Stegvik asked about adding photos and biographies of the main actors like they do at some schools. Others felt it could be a lot of work to get the bios and proof them. Grant said the mission this year was to start selling ads in the Playbill and develop it from there.

### **Best Seat in the House (Cindy Hesselbein)**

- Grant has been working with the seat vendor to get the final seat numbers and configuration. We planned to have 700 seats but the seat vendor is recommending larger seats, which would only allow 600 seats in the space. Less seats may cut into the ability to rent out the auditorium.
- Grant shared the following updates regarding the project:
  - He is looking to vary the size and width of the seats so we can have more seats without making the seats too small. Comparable high schools have between 850 – 1,000 seats. The rule of thumb is to have the same number of seats that would accommodate the average graduating class size.

- Batavia High School received community money for their 1,000-seat auditorium since many shows that use the space are independent of the school district. It is billed as a community arts venue that is separate from the high school revenue stream.
  - We may get the seat numbers by this spring in order to have the project listed as a Capital Facilities Project for 2015/2016. It will include Steve McWilliams, Paul Gillette, the architect as well as others. Now is the time to include upgrading the lights, concrete, electrical and other things. The architect is deciding what else can be improved when the seats are removed, such as changing the sound and shape of the soundboard. It will cost \$3,000 to replace the wires between the heart of the sound system and the soundboard to stop the popping noise caused by using extension cords.
  - There are still limitations in the space. We can certainly replace the seats and improve the concrete, electrics, the lights and the soundboard. The stage and other areas would require major renovations. Most other schools have a mobile band shell but our space is too small for that. Our shop was created specifically to make backdrops for the stage but is now used by shop students.
- Kimberly Priola wondered if we could do a Best Seat in the House fundraising event this year. Grant said he is not ruling it out. There are 2 roads for district funding – Buildings and Grounds and the Facilities Committee. He hopes to put the project on their radar for 2015/2016. Kimberly replied that if we don't get a fundraiser together soon, it might be too late.

### **Rep Reports:**

#### **Choir (Cindy Johnson, Maria Hayes and Chris Rudolphi):**

- The pie sale was successful.
- The Madrigals are leaving for Washington D.C. at the end of the week.
- The Reunion concert was wonderful and went well.

#### **Drama/Theater (Mary Gerak):**

- The performances and the attendance of *A Streetcar Named Desire* were terrific. 800 tickets were sold and 200 went to Booster members. 6 FAB memberships were issued. People asked if they could buy the bags offered for Membership but Mary wasn't sure if she could sell them to those who did not meet the threshold for getting a free bag.

- Unfortunately, *Streetcar* was not selected to perform at Theatre Fest, which takes place January 11 -13 even though it received very positive feedback from respondents.
- December 3 is the monologue workshop paid for by Boosters. The students will prepare for their showcase and for college auditions.
- December 9 is the Actors Workshop Showcase: Echoes of August at 7:00 p.m. in the Black Box Theatre. Tickets are free and it is open to the public.
- December 13 is the Drama Club Holiday Party from 5 p.m. – 9 p.m.

#### **Band (Barry Altshuler):**

- The football season is over and the Pep Band is getting ready for the basketball season.
- The Winter Band Concert is on December 10<sup>th</sup>.
- Preparations for the London trip are underway.

#### **Dance (Kirsten Neptun):**

- Kirsten was absent.

#### **Orchestra (Pam Conroy):**

- The Winter concert is on December 12<sup>th</sup>.
- There is a field trip to the Chicago Symphony Orchestra is on December 13<sup>th</sup>. The kids will have lunch at the Art Institute and view an exhibition. The CSO will play a piece that follows the pictures in the exhibition.

#### **Department/District Report (Grant Sahr):**

- The Black Box lobby has been cleaned out. The lobby has been painted and past plaques and awards will be displayed.
- Grant spoke with Lyn Messemer regarding Spotlight mailings and how to most effectively reach parents and students.

- Grant would also like to have a conversation with parents from each discipline regarding the overlapping fundraising activities. There is a lot of fundraising taking place around touring this year with Band and Choir in addition to citrus sales. He would also like to address the number of trips kids are taking that require time off school. The intent is not to limit opportunities but to make sure everything is balanced with school. He will start putting together a survey for parents that will be sent out in March.

Louise Fox motioned to adjourn the meeting. Cindy Johnson seconded the motion. The motion was approved and the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

*Carrie Stegvik*  
Secretary