

FAB Meeting November 30, 2009

Attendance: Patty O'Connell, Kaare Lotz, Julie Landes, Julie Burr, Debbie Fons, Karen Poellmann, Judy Lade, Vicki Gall, Caroline Bredeson, Kelly Vance, Mary Ann Vance, Kate Brondino, Carol Schuele, David Bowen, Ann Petrie, Geoff Carter, Sara Jacoby

1. Prayer and Welcome - President Patty O'Connell started the meeting with introductions and prayer.

2. Leahy Concert December 12, 2009

Sara Jacoby to coordinate events of the evening. Reported on ticket sales and underwriting. Conducted general discussion of procedures.

Concessions/Beverage Sales – Caroline Bredeson coordinating volunteers to make six different recipes of food to be served. Concessions to be sold before the performance and during intermission. Left over baked items will be packaged and sold after show. Beachwood supplying beer and wine. Non-alcoholic options - Pepsi products and water bottles.

Discussion of selling tickets for food and beverages. ID's checked and hand stamped when purchasing tickets for alcohol. Beverages allowed in theater in plastic cups. Doors open at 6pm. Performance at 7:30pm.

Merchandise – Vicki and Steve Gall to work with Leahy member regarding band CD's and DVD's. Leahy family available after performance to sign merchandise.

Ticket Sales – 585 tickets sold. If seats available tickets will be sold night of. Sara Jacobi to discuss with business office ability to accept credit cards for payment.

Meals will be provided for volunteers in the Board Room.

Clean Up – Final clean up of cafeteria, outer and inner concourse, and theater to be completed on Sunday, 12/13.

Ushers – Liz Zembrowski to coordinate and instruct volunteers.

Volunteer Forms – Names of volunteers have been distributed to coordinators and additional solicitations as needed via FAB email.

3. Winter Show – Two From Galilee 12/3-12/6

Ticket Sales – Julie Burr to coordinate. Teachers to be sent complimentary ticket forms.

Concessions – MaryAnn and Kelly Vance to coordinate. FAB to purchase soda and water.

T-shirts – Caroline Bredeson reported 21 shirts ordered so far.

Programs – Julie Landes coordinating printing of programs 12/1. State Theater Awards and Leahy promotion to be included.

Publicity – Julie Landes distributing additional posters.

Tech Meals - 11/30, 12/1 for approx. 25 – Debbie Fons to coordinate.

Parent Forms – Slow response of forms and money for director gifts, tech meals, and ticket sales. Additional solicitation via FAB email.

DVD – note to Jeff Schaetzke requesting taping of play after opening night.

4. State Theater Festival – FAB paid for transportation and one meal.

5. **Spring Musical** – Auditions for Stat Fair week of 12/13.
6. **New York City Theater Trip** – Deposit due 12/22. Jeff Schaetzke to send out more information.
7. **Choir Christmas Concert** – Friday, 12/18 Debbie Fons to order a cake for the reception. No holiday cookie sale.

Next Meeting January 7, 2010 at 7pm

Submitted by Kaare Lotz, Secretary
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