

Mark Keppel Drama Booster Club
Mark Keppel High School, Room A-114

Meeting Minutes from Tuesday, January 14, 2020

Present: Page Phillips, Cynthia Hom, Rosa Poras, Christine Umeda, Kristin Suzuki, Robin Chin, Cristina Porras, and Katherine Harry.

Meeting was called to order by Cynthia Hom at 6:40 pm

1. Secretary Minutes - Kristin Suzuki
Minutes from September 19, 2019 were read and approved by Page Phillips and seconded by Katherine Harry
2. Recommendations to Add/Delete agenda items:
Page Phillips made recommendations to request funds and will address it after the Treasurer's Report.
3. Treasurer's Report - Christine Umeda
 - a. Current bank balance is \$4,725.94.
 - b. \$300 donation check received from Robin Chin is not included in balance
 - c. E-waste recycling company has not sent a check from 11/30-12/1 E-waste drive. We may need to look into a new company that will host the drive from MKHS parking lot.
4. Director's Report - Page Phillips
 - A. Old Business:
 1. Theatre currently has \$12,000 in the theatre account
 2. Alice concessions brought in \$712. over 4 dates
 3. There was a \$346.88 charge (11/7/19) for AUSD that was taken out of account that Page Phillips will look into.
 4. Page Phillips will ask students to send a formal thank you note to Corporate Charitable Giving (for the generous matching donation - Robin Chin)
 - B. New Business
 1. Kristin will send out a google spreadsheet for the Box Office, Concession and Meal sign-ups after all of the scheduling has been finalized
 2. 10 meals to be split by Drama/Tech and Orchestra.
Drama/Tech will host the following meal dates: 2/14 (dinner), 2/18 (dinner), 2/20

(dinner), 2/25 (breakfast and dinner), and 3/5 (breakfast).

Orchestra will host: 2/19 (dinner), 2/21 (dinner), 2/24 (dinner), 2/26 (dinner), and 3/5 (lunch)

- a. Robin will represent Drama Booster at the Instrumental Music Booster Meeting 1/16 and forward the dates
- b. We will plan to feed approximately 125 students and directors (51 orchestra, 38 cast, 30 tech, 4 directors = 123)
- c. The parents of Gio Frumento (Tech student) have offered their services to help with meals. Ms. Phillips is waiting to hear back from Gio regarding their availability for a hot meal. Frumento's Italian Market (214 W. Beverly Blvd.)
- d. Scheduled menu: Pasta (ask Gio) and salad, Pizza (salad), Sandwiches (salad), Fried Chicken (rolls, salad) and 2 breakfasts (muffins, bagels, juice) - Need to poll students for allergy concerns

3. Misc. Purchases:

- a. A budget of \$1,000 was originally allocated to be spent on the fall and spring shows. \$500 was spent on Alice, leaving us with \$500 for Freaky Friday. We also received other monetary donations in the account to be used towards Freaky Friday.
- b. Ms. Phillips asked for permission to spend up to \$1,000 to purchase various items for the spring show. Board approved amount. A fountain for the water feature (\$118.80), rechargeable batteries for microphones (4 sets of 24 count @ \$35. = \$140. - together totaling \$258.) are among some of the purchases to be made.
- c. Alliance and PTSA have agreed to purchase LED stage lights for the Drama department.. Unfortunately, AUSD did not put the purchase of the lights on the agenda in time for the spring show. Ms. Phillips asked for Drama Booster to purchase the LED lights and PTSA will reimburse for the purchase once Alliance puts it on the agenda. The stage lights are LED and have multiple colors that will be used for the upcoming show. Sharon Woo has a discount card that will be applied to the purchase. Lights are \$1,499 each and we will be purchasing 2 sets, less a \$260 coupon. Board approved purchase.
- d. Freaky Friday will also have an assembly on 2/25, an preview on 2/27, and an 8th grade performance on 3/5

4. Program Ads:

- a. Ms. Phillips passed out a flier for Freaky Friday program ads. She asked that the board members look it over and give her feedback so that she can send it out to Drama and Orchestra.

8. Other Business:

- a. Ms. Phillips will contact Square to see if we can enable our chip inorder to have credit card charging capabilities for the spring show. We will look into a non profit account (ask Sharon Woo).

- b. Ms. Phillips asked to put a reminder in the next email letting our boosters know that they can support the Drama program by using Amazon Smile and linking to Mark Keppel Drama Booster.
- c. Donations that can be used for the play are: biology tables (will be made), dissecting trays (20), fake scalpels, fake food, white tulle for the wedding scene. Ms. Phillips will update the donation list shortly.
- d. April 23rd is the One Act - Students will sell any left over concessions from Freaky Friday at the One Act performance.
- e. Banquet: May 24th

Next Meeting: Tuesday, April 28, 2020 at 6:30 pm (changed to May 5th @ 8:30 PM)

- 5. Adjournment time: 8:00 pm