

## **CTPO Minutes**

**Date: September 6, 2022**

### **Meeting Participants:**

Timothy Broeker, Kelsey Nichols, Chad Davidson, Esther Kelley, Jodi Butler, Nancy Frese, Kim Luedtke, Rhea Saffar, Christie Hartberger, Elizabeth Sharpe, Jodi Levin, Julie Kreiter, Julie Shaw, Kim McGarry, Lauren Greis, Sari Weil, Amy Feinstein, Tracey Becker, Zivit Blonder, Andrea Dalinka, Nancy Frese

### **1. President's Welcome (Jodi)**

Introductions and welcome to new participants

### **2. Approval of Minutes from Executive Board meeting**

- A motion was made and seconded to approve the minutes from the meeting, and the Executive Board approved the minutes.

### **3. Directors' Reports-Tim Broker, Kelsey Nichols**

- **Comedysportz**
  - There is a short amount of time before the show. The teams have been divided and rehearsals have been split. Seating will be on the stage
  - Concessions could possibly happen at this event.
- **Theatre club meeting**
  - Student leaders have been elected. Hoping they can turn this club into what they desire.

#### **Theatre and Choir**

- Ice cream social was a success with about 100 people in attendance.
- Paris Informational meeting was successful
  - 90 people are planning on attending consisting of students, parents, and staff and more are signing up

#### **Choir- Kelsey Nichols**

- Officers have been elected
- Mrs. Nichols will be going on maternity leave in 3 weeks. Marty Servatkat will be replacing her during this leave
- Voice lessons have begun and there is still some availability for those interested
- Choir shirts
  - T-Shirts for choir members have not occurred in the past 4 years. Hoping this could promote choir. The cost would be approximately \$7 per shirt. Students could wear them at different types of performances and events.
  - The board agreed to pay for the shirts and Kim adjusted the budget. The directors will submit the design to the CTPO
  - Sweatshirts were sold the last time the choir went out of the country. Might be something to think about for Paris.

#### **4. Treasurer's Report (Heather)**

- **Budget**

- Review of budget.
- Tabs will be added to the budget spreadsheet for the different committees to keep a trail of their expenses. This will be helpful for anybody new to the board or taking on a committee.
- T Shirts cost budget should be bumped up to \$800 due to inflation
- A motion was made and seconded, and the Executive Board approved the 2022-2023 budget. Budget was approved
- Audit committee meeting
  - Nancy will set up a meeting and Heather will attend
- Kim McGarry suggested that dates in the by laws might need to be altered for flexibility
  - The by-laws were revised and approved in 20-21. The constitution will need to be updated to align with the by-laws. Both will need to be updated if the language regarding the audit committee changes.

#### **5. Committee Reports**

- **Banquets (Rand Leboyer)**

- Need to select dates for theater and choir- Choir and theater directors will work on getting dates for this.
- Last year was very successful, but this year we will need a larger room. Allguares was not helpful for those with allergies, so this year we are looking for more venue options. Willow Hill was a suggestion. Hoping to finalize the location and dates before Thanksgiving.
- A question was thrown out about combining both the choir and theater banquet, but the directors felt that by doing so they would lose some of the traditions and it would take too long. Suggestion to hold these two events two weeks apart rather than one week to make attending easier for families who go to both.

- b. Membership (Rhea)**

- 63 members
- Nancy will be looking at both choir, theater and crew lists to try to reach out for more memberships.
- There are some that have paid for membership but are not current students or their parents. This can be alumni or donors that join yearly to support the arts. Payment is through Powerschool. There will be weekly check-ins with the office to confirm membership.

- c. Concessions (Andrea and Randi)**

- Some concessions were able to be saved from last year.

- Looking to create a list of all events where concessions will be sold. This will also help when looking for volunteers. Directors Mentioned the following events
  - Variety show
  - Winter pay
  - Childrens play
  - Concert in the courtyard- a great way to get rid of leftover concessions for the year.
- Jodi asked if the directors wanted donuts and cider for the fall concert (Cider & Song). Put on hold during COVID. Directors said it would be nice but not necessary if funds are needed elsewhere.
- Andrea asked if there was any way to use apple pay, square or zelle?
  - Students really would like to use this. Kim McGarry will look into this. Booster club uses apple pay so we should be able to ask her how to set this up.

#### **d. Show Meals (Heather and Tracey)**

- Rhea is helping with this since Heather could not attend this meeting.
- Questions were brought up about providing show meals during the children's play. It was not done in the past, however it could happen this year.

#### **e. Scholarships (Kim)**

- No report
- There were previous conversations about revamping the questionnaire, but that hasn't yet occurred

#### **f. Communications (Julie and Jodi)**

- The websites and social media have all been updated. Please let them know if anything hasn't been posted that should have.

### **6. Fundraising (Tracey and Christie)**

- Dine out nights
- Open Mic Night- May 13th in the GBN cafeteria
  - Thank you notes are currently going out with reminders about supporting us in 2023
- Fundraising Participation Points
  - \$1 = 1 point
  - Hoping to have one fundraiser per month to help with the cost of Paris
- Gift Checkbooks
  - Cost is \$30 each with a value of over \$300. We need to sell at least 300 checkbooks. These can be sold in person or online with a URL that will be provided. If sold online, be sure to have them indicate which student has sold them this checkbook. Be sure to collect payment at the time of the sale. Hoping to sell at the homecoming football game.

- In order to receive FPP, the student's family needs to be a member of the CTPO, otherwise, the first 2 checkbook sales will go towards memberships costs
  
- Boxes of fruit and coffee- fundraiser in October
- Lou Malnati's fundraiser in November
- Soft Pretzels fundraiser in December
- Fun Shaped Pasta fundraiser in Spring

**Other Information:**

- Should student reps come to the meetings? Would this be valuable? This will be discussed at our next meeting.
- Thank you to Esther Kelley for helping with uniforms and volunteering

**Next meeting: October 11th at 6:00 pm via Zoom**