

CTPO Minutes: December 6, 2022

Meeting Participants: Chad Davidson, Tracey Kelley, Jodi Butler, Nancy Frese, Kim Luedtke, Christie Hartberger, Kim McGarry, Tracey Becker, Zivit Blonder, Rhea Saffar, Sue Zeiller, Heather Goldman, Julie Kreiter, James Williams

1. President's Welcome (Jodi)
2. Approval of Minutes from the November 15, 2022 Meeting
 - a. A motion was made and seconded to approve the minutes from the meeting, and the Executive Board approved the minutes.
3. Directors' Reports
 - a. Choir
 - There are many express performances. Three of them have already been completed
 - Winter concert will take place next Tuesday night with an encore performance at the winter assembly
 - Express and jazz recorded their music and it is available on apple music
 - Ms. Nichols will be returning January 16th and her maternity sub will continue with extra curricular activities for some time
 - b. Theatre
 - Rumors opens tomorrow through Saturday
 - One Acts- playwriting workshop and they will be accepting scripts up until next week
 - Sign up for directors and performers will coming soon
 - Auditions for the Glenbrook Musical will take place after the V-Show
 - Auditions for children show will take place after the V-Show
4. Fundraising (Tracey)
 - a. Scholarship
 - Masterclass with Emily Kristen Morris
 1. Number of students – 6 paid performers; 1 stand in; 27 group participants
 2. Had cancellations and requests for refunds which were granted this time. Going forward, we will need to set a deadline after which refunds can't be given (i.e., 1 week prior)
 3. Money made:

- a. 1:1 @ \$65: \$455
- b. Group @ \$35: \$945
- c. Paid Emily: \$750
- d. Made: \$650

- Dine Outs

- 1. Next week, Wednesday, December 14 is next one -- Little Louies; advertised w/ flyers/handouts at Jr High Choral Fest and Winter Play

- Going to do a survey about what other events people would like to see for scholarship/general program support soon

- Open Mic

- 1. Going to Open Mic at Grandpa's in Glenview to see how others facilitate open mic night to get ideas
- 2. Going to get a group together about Open Mic Night - brainstorm themes and ways to really draw a crowd and more money

b. FPP

- Gift checkbooks

- 1. Still being sold online
- 2. Can't sell at Basketball; sold at Fall Concert and Jr High Choral Fest
- 3. Will sell at Winter Play and ASK CHAD – CAN I GET A TABLE/SELL AT WINTER CONCERT – DIFFERENT CROWD W/ BAND/ORCHESTRA
- 4. Extra outreach
 - a. We've emailed people who bought in 21 that didn't in 22
 - b. We've emailed past CTPO members (21 vs 22)
 - c. Randi brought to hockey tournament
 - d. Doing over a dozen Instagram posts to push them, promoting the businesses in the book
 - e. Consider selling outside a store in the Spring – Ace Glenview, Jewel Glenview, other ideas?
- 5. 117 still to sell (sold: 183 vs last year 205)

- FRESH Soft pretzels

- 1. 11/21 thru 12/7
- 2. Order hard copy and/or online – Jodi set up our own ONLINE STORE – took a lot of time and effort and trial and error with sample purchases in and out
- 3. Students/families will pick them up at Tracey's home on a Fri or Sat after finals in January and deliver within 3 days
- 4. Selling with Superbowl in mind. Timing set to allow study time and efficient delivery time.
- 5. Will get final sale information for pretzels to Kim and Zivit by Friday 5pm.

- *Next FPP will be set for about April. Will be Fun Pasta.*

5. Treasurer's Report (Kim)

- a. Haven't met with accountant yet
- b. Final tally of FPP completed so that FPP amounts can be sent to WorldStrides for students attending the Paris trip

6. Committee Reports

a. FPP (Zivit)

- Updating FPP to reflect fruit sales
- When available, Zivit will update FPP with pretzel sales totals
- If a student is going to Paris the FPP money will automatically be applied to the trip (per the FPP guidelines)
-

b. Banquets (Randi)

- Dates: Theater - May 10th. 6:30pm /. Choir May 17th - 6:30pm.
- Currently exploring locations
- List includes:
 - **Hilton Allgauer's** -
 - where we have hosted for many years worried about space not being large enough
 - last year seems a bit tight / food quality
 - issues with special meals needs to be address for 2023 if we select to go back to this site
 - Other options working to receive proposals with availability and pricing:
 - Renaissance North Shore - Skokie Highway
 - Marcello's Northbrook
 - Willow Hill
 - Pinstripes
 - If you have any other location you would like me to explore please let me know. I was trying to keep the location in Northbrook since this is a Northbrook High School event. Although we do have some Glenview students so I am sure I can expand to Glenview locations if necessary.
 - **Timeline:**
 - **December / January:** Secure Venues
 - **February / March:**
 - Teachers to provide a list of members of the Theater and Choirs for consolidation of invites.
 - Identify the number of Seniors to start the orders for Senior Gift (Last year T-Shirts ordered and managed by Julie Kreiter)
 - **Late March:** Invites will be sent out the week after Spring Break so we have plenty of time to work on this event.

- **April:** Will ask for volunteers to help with Centerpieces
- **May:** Volunteers to help with set up, registration desk and clean up

c. Membership (Rhea)

- Membership does not have anything to report this month. Currently 86 members.
- Volunteer Development: We had a very successful round of volunteers for the Rumors play. Full sign ups sheets for both Show Meals and Concessions. Rhea is making concerted efforts to reach out to new freshman and sophomore parents with a specific emphasis on developing a stronger crew parents presence in our CTPO.

d. Concessions (Andrea and Randi)

- Not present to give a report. As an addendum, Rhea shared an update from the Concessions team.

e. Scholarships (Kim)

- Scholarship had nothing new to report.
- Asking for people who do not have seniors to think about volunteering to be on the committee to select scholarship recipients for this spring. If anyone is interested, contact Kim.

f. Communications (Julie and Jodi)

- Website was updated for online pretzel sales.
- Online platform is working well.

7. New Business

a. Mobile payments

- Ready to be introduced. Teams will need training and to download the mobile app, so a decision was made to postpone rollout until after the New Year.

b. Auditing committee met nov 22nd

- Everything is in order and complete
- Some discussion regarding rewriting by-laws to have a more flexible audit deadline. However, any By-Laws changes must be submitted to the

federal government so a decision was made to table the discussion for now.

Next meeting: January 4th at 6:00 pm

Update from Randi: Banquets is in progress

1. Approval of Minutes from October 11 meeting
 - a. A motion was made and seconded to approve the minutes from the meeting, and the Executive Board approved the minutes.
2. President's Welcome (Jodi Butler)
 - a.
3. Fundraising Report (Tracey Becker)
 - a. 27 students in the Masterclass Group; CTPO made over \$700
4. FPP (Zivit)
 - a.
5. Director's Report (Chad Davidson)
6. Membership (Rhea Saffar)
7. Banquets (Randi Leboyer)
8. Concessions (Andrea Dalinka and Randi LeBoyer)
9. Show Meals (Rhea Saffar)
10. Treasurer's Report (Kim McGarry)
11. Scholarship (Kim Ludtke)
12. Communications (Jodi Butler & Julie Kreiter)

Meeting adjourned at 6:55pm