

CTPO Minutes: October 3, 2023

Meeting Participants: Rhea Saffar, Amy Feinstein, Wendy Johnson, Tim Broeker, Tracey Becker, Julie Weinberg, Michelle Leibovitz, Molly Brown, Chad Davidson, James Williams, Carrie Winkler, Amy Torf

1. Approval of Minutes from the September 2023 meeting (Amy F)
 - a. Approval of the minutes will occur at the November meeting.
2. Co-President's Welcome (Rhea and Tracey B)
 - a. Proposal to support member family
 - i. A motion was made and seconded to purchase a gift certificate to support a family in need.
 - b. Long term strategy:
 - i. Spending/savings to have in reserves
 1. Advised that it's prudent to have 6-24 months operating expenses. We have about two years worth of operating expenses. Therefore we're not compelled to spend down to a particular level.
 - ii. Fundraising objectives
 1. We are looking for volunteers to brainstorm our fundraising efforts and find ways to spend our time most efficiently. Questions to think about... Do we do fewer fundraisers, but make them bigger? How can we make sustainable income for longterm?
 2. Most of the money intake comes from concessions, membership and Open Mic Night. Spirit wear will also raise funds. This money goes towards our scholarship fund and supporting those in need.
 - c. Show Meals: Orchesis (crew) and V-Show (crew and pit, possibly ensembles)
 - i. Looking into expanding show meals to support crew for orchesis, V-show crew, pit and ensembles. In order to do this we would need more volunteers. If you are interested, let Rhea know, especially for Orchesis.
3. Directors' Reports
 - a. Choir
 - i. Voice lessons are underway. There is still limited availability.
 - ii. ILMA auditions are taking place.
 - iii. There was a combined performance at the homecoming assembly.

- iv. Choir t-shirts have been ordered. Thank you to the CTPO for helping pay for this.
- v. Dresses for Spartan Sound have been ordered and should be ready for the fall concert. Thank you to the CTPO for purchasing this.
- vi. Classes and extracurricular choirs are going well.
- vii. The first performance will take place on November 2nd.
- viii. V-show vocal auditions will take place next week.

- ix. Theatre and Stage Crew (Chad Davidson)
 - 1. We are currently in tech week for Annie.
 - 2. Auditions for winter play are scheduled for Oct 11th.

4. Treasurer's Report (Kim M)

- a. Just a reminder that if you purchase anything for CTPO you must use a tax exempt form.
- b. If you are requesting reimbursement, use the forms that are located on the website. You must confirm reimbursement prior to your purchase.

5. Membership/Volunteer Development (Wendy)

- a. 80 paid members. Last year we finished the year with 95 members.
- b. Volunteers for show meals and concessions have been going well.
- c. Chaperone volunteers are needed for the choir concert. Sign up requests will be sent out shortly. .
 - i. The Junior High Festival will need 4 chaperones. This will take place November 6th. It would be great to have CTPO representation at this event for Junior High parents.

- d. Adult night out (Christina L)
 - i. Looking to do a night out for the CTPO parents at the Laughing Academy in Glenview. The tentative date is Friday, February 2nd.
 - ii. Kendra Scott event will not be taking place unless you would like to volunteer to take over this event. If so, let Tracey or Rhea know.

6. Committee Reports

- a. Show Meals: Theatre (Tracey K and *open*)

- i. Dengeos has made some mistakes, but things have improved. We have had great volunteers.
 - ii. Puffs will be the next time we will offer show meals.
- b. Concessions (Lee and *Randi/open replacement*)
 - i. Candy and water is being purchased. We will also be selling Annie posters and gift checkbooks.
 - ii. NBJH will be bringing 50 students to the Saturday matinee, therefore, it will be a busy concessions that day.
- c. Uniforms (Nicole)
 - i. Uniforms are almost finished.
- d. Merch (*Rhea/open*)
 - i. Merch is in development. We are looking for design ideas. Suggestions were made to run a contest and take a survey to see what the students would like.
- e. Hospitality (Cider & Song, Jr. High Choral Fest) (Liz)
 - i. Volunteers are needed. Liz will reach out looking for people to sign up.
 - ii. We will need to add hospitality for the Jr. High. This is a good opportunity for recruiting. To be confirmed: we will also need hospitality for the Choir Camp that will take place on January 20th (this is likely just something we will help fund at \$5/student)
- f. Fundraising: FPP
 - i. Lou Malnati's vouchers (Sue)
 - 1. This fundraiser was unsuccessful. Only 7 vouchers were sold. Lou Malnatis requires a minimum of 20 vouchers. If they won't honor this, we will need to reimburse money to those that ordered.
 - ii. Soft Pretzels (Eileen)
 - 1. Fresh pretzels that will be sold prior to Thanksgiving. This is online purchase only, and they will be shipped directly to those who order that way, or delivered by the STUDENT a specific weekend in January. Students will sign an opt-in form for accountability..
- g. Fundraising (General/Scholarship)

- i. Dine outs (Molly and Julie)
 - 1. First dine out will be at Grill House on November 8th. 20% of all sales will go back to the CTPO.
 - 2. Chipotle will take place on January 10th. There is a minimum of \$150 in sales, but they will give back 33% to the CTPO.
 - 3. These dine outs will be posted in the monthly newsletters and posted on social media 3 weeks prior to the event.
- h. Principal search
 - i. District 225 will be starting the search process for our new principal in the next few weeks. District leadership will be scheduling meetings with various stakeholders to help craft the profile for our preferred candidate. There will be a meeting for parents on October 26 (time and location TBD) and it would be great if there could be some representation from CTPO to advocate for a strong supporter of the arts.
 - i. CTPO leadership was told that allocations from the school district budget for theatre productions has been cut drastically. Not clear if/what next steps are for the organization, but wanted to bring it to the attention of the group.

Next meeting: November 7, 2023 (Green and Gold Conference Room)