

WOLFPAC Meeting

May 8, 2006 6:00 at home of Kathleen and Ed Moore

Present: Rick Weinstein, President	Madeleine Skene
Brian Armstrong, Past President	Kenny Paillet
Debbie Bacon, past treasurer	Karen McIntyre
Kathleen Moore	Dennis Florence, Past Backstage Chair
Ed Moore	Paula Miller
Maria Husband	Eric Miller
Cyndi Weinstein	Eric Thompson
Eileen Waller	
Lisa Daws	

Rick chaired the meeting. Presented 28 point agenda.

1. Scholarship: two \$150 scholarships will be awarded, one each for Drama and Chorus. Selected by Ms. O'Brien and BC. Debbie Bacon to remind Ms. O and BC. **UPDATE:** **The Armstrong Honors Scholarship was announced at the ITS Banquet named after Brian and Rebecca Armstrong. It is in honor of their tireless efforts to bring about honors credit for Leon County Performing Arts Classes. The scholarship would go to an honors level student in performing arts at Chiles. The criteria need to be established and finalized by the WOLFPAC.**
- 2-7. Chairs/ Committees for Fall and Spring show:
Need one major Show Chairperson for each show to oversee various committees and work with BC the producer. Show chair also needs to stay in touch with Ms. O and committee chairs (for example, some people did not know about various needs until they received e-mail from chilesmusical.com (aka Debbie Bacon).
Committees needed:
 1. Backstage (Eric Miller for 06/07)
 2. Publicity
 3. Tickets (Eric Thompson for 06/07)
 4. Cast Party
 5. Concessions
 6. Costumes
 7. Food (Spring Musical only-Maria Husband again for 06/07)
 8. **"Bacon Bucks"** /Volunteer Hours Coordinator / **UPDATE:** . This person would track volunteer hours by WOLFPAC Members and would coordinate the effort to identify and communicate with those students and their families that need subsidy to participate in Drama/Choral Activities. This person would also communicate to parents that funds are available for students who need financial assistance to participate in the shows.
 9. **UPDATE: Newsletter. A newsletter committee would be responsible for developing and producing 3 newsletters in the Fall and 5 (one/month) beginning in January. Newsletter would be developed, laid out and produced by this committee.**
Chiles would pay for the raw materials and printing of the newsletter.
Newsletters mailed home would be a way to insure that parents and other

interested parties are kept abreast of the activities occurring in Chile Performing Arts. This is a wish list item from BC. He and Ms. O would be able to write an article as long as the other responsibilities of the newsletter belonged to the Newsletter Committee.

Lisa Daws, Cyndi Weinstein, Kathleen Moore and Eileen Waller said they will help with whatever is needed (Food, fundraising, publicity)

It was noted that many parents will be more willing to volunteer after they find out their child's participation in the shows.

Show chair notebook: Debbie strongly suggests creating a show chair notebook to be known as the Chairperson's Planning Guide so we don't have to "reinvent the wheel" each show. She has provided each chairperson from '05-'06 with a template to use when providing information about their committee.

Communication, Commitment, Ability to Delegate and Follow Through are the keys to a successful committee chair.

8. Publicity: Use neighborhood newsletters as well as other small community presses. Kathy Fredricks, 4220 Home, talked to director about PSA, calendar of events. Be sure it is via a parent donation because cannot have access to free TV appearances if any advertising is paid by the school.
9. WOLFPAC Foundation: Discussed how to begin such a foundation. Build relationships with local businesses (sponsors have advertising in programs, on easels, etc.). Alumni donations? First 10 years or so keep putting back in until have nice nest egg before take any money out. Set parameters so subsequent leadership will follow the plan. This requires a lot of folks doing bits and pieces. Foundations are created by establishing relationships with businesses to the point that they want to support us with significant funds.
10. Storage unit: Rick and Eileen to find out about use of storage units near Chiles
11. Fundraising: So much discussion that it was agreed to have another meeting later just to work on fundraising. Will be more effective after we get the wish list from Ms. O and BC.
 - Eric Thompson presented Gross Revenue and Ticket Sales chart which showed gross ticket sales at \$20,564. Ticket sale money goes directly to the school. Concession money goes to WOLFPAC. Ms. O and BC decide how to spend ticket revenue. Debbie said this year there was money available to defray costume expenditures so students did not have to pay costume fees.
 - a. Different levels of sponsor participation e.g. \$500, \$250, \$100.
 - b. Sponsor names on easels at doorways for events
 - c. Selling billboards at Leon Stadium?
 - d. Another Broken Egg – Pre-show event for each performance. Mike is a good guy. Need to build on this relationship. We need to know up front the cost to be covered for events like Gala. Offer him free advertising to be one of our

supporters e.g. full page ad and an insert. Promise at least 50 people minimum so he will give us cut rate on quality food.

- e. Breakfast at Angelo's on Kerry Forest Parkway? Tonya and George Owners. Left message with Luke.
- f. Silent Auction on Performance nights? (see band concert listserve announcement).
- g. \$5 seats for ALF residents on a Sunday matinee

UPDATE: Rick spoke to Ms. O and BC on 5/30/06 regarding their wish list. This will be discussed at the next WOLFPAC Meeting. Wish List Items Include: subsidies, scholarships and other miscellaneous items.

- 13. Future ticket sales: some way to use internet more effectively to reserve, pay for seats. Eric Thompson did tickets for 42nd Street- asks about pricing, should we charge more and increase ticket revenues. Can we set up a PayPal Account or something like it to do online ticket sales? This would allow for payment by credit card, which is currently not an option.

14. No treasurer's report yet

- 15. Elections: need to be held at summer meeting
- 16. Copies: Ms. Hamburg will permit WOLFPAC to make copies in her room
- 17. Honors initiative: Thank you Brian! Leon Co. will get half honors point and honors status for some performing arts classes, other disciplines as well (Band, technology?)

UPDATE: Ms. O is trying to get the honors designation for Stage Craft IV. Drama and Chorus Classes that have been given honors designation beginning next year are:

- a. **Drama III and IV**
- b. **Vocal Tech IV a.k.a Belle Chantique**
- c. **Vocal Ensemble IV a.k.a Chiles Singers**

It is the plan to keep the honors ball rolling by adding more performing arts classes to the list over time.

- 18. WOLFPAC meetings: Hold at the school so Ms.O and BC can make a brief appearance at the beginning of meetings. Maybe they could attend quarterly in addition to the parent meeting regarding the shows? **UPDATE: Ms. O and BC will be available to participate in a summer WOLFPAC meeting toward the end of July or very beginning of August.**

Open House: make WOLFPAC information / parent registration forms available

- 19. Could WOLFPAC pay for acting coach, such as Rod Durham (from Leon High school drama)? More money for David Jones? **UPDATE: The hiring of a contractor e.g. David Jones to assist with choreography and some directing, is the most likely solution for now. In the future when there are more enrollments, there is a better likelihood of hiring an additional faculty member full time.**

20.

- 21. Kids are not permitted to handle money for ticket sales or concessions. They may assist but not handle money.

- 22. Eric Thompson made ticket sales process work smoothly!

23. Continue to communicate with band program so students who qualify can participate in the orchestra for musicals
24. Invite Dr. Cox to 1st WOLFPAC meeting in fall...need to have large number of parents (and potential sponsors) present
25. Need volunteers: use List Serve to communicate, also create web group via Yahoo or similar site. **UPDATE: A web group now exists for Chiles WOLFPAC thanks to Lisa Daws. The web address is: <http://groups.yahoo.com/group/FriendsOfChilesMusical>**
26. How much does CHS financially support Performing Arts? Can students get scholarships for ITS districts, state etc.? Yearbook pages? **UPDATE: Ms. O'Bryan and BC wish to have WOLFPAC subsidize drama and choral trips based on need. Perhaps the subsidy could be tied to an essay or some kind of school related community service by the student who would receive it. More discussion at next meeting needs to occur.**
27. Communications: ListServe, E-mail, "thank yous" from cast. Make sure Tech parents are on e-mail lists, not just cast parents! (Apparently, tech parents did not know that parents could come and help during rehearsals, and with such a large cast there was need for some extra help with costumes, set painting, etc.)Tammie Cone is in charge of the Electronic Message Board (aka Jumbotron) sign on the performing arts building. **UPDATE: Tammy Cone says messages via listserve and electronic message board (a.k.a "Jumbotron") need to be approved and sent to her by the department head. Best way to contact Tammy Cone is through email.**
28. Plan for Alumni: Inform alumni about performances, they are welcome and encouraged to attend cast party, banquets etc. WOLFPAC needs to account for alumni at parties, banquets etc.

It was decided to add to the next meeting's agenda:

- Wish list from Ms. O and BC
- Methods of communication
- Elections
- Committee chairs
- Expenditures lists

The next meeting will occur in the middle of the summer