



# KINGS STAGELIGHTERS

Location: Video Conference

September 28, 2020

Meeting Minutes

## **Attendance:**

Cori Royer – President, Steve Wesloh – Secretary, Scott Hayward – Director, Peter Moore – Director, Lisa Abbott, Mark Abbott, Jen Christman, Beverly Cook, Lori Daumeyer, Shari Hill, Kathie MacNeil, Barb Matheus, Regina Meeker, Mary Reece, Dayle Thompson

## **1. President Report: Cori Royer**

- Group discussion on outreach approaches to parents involved in *Romeo & Juliet*. Decision was reached that due to the small cast and due to the number of “repeat” students for *Romeo and Juliet*, an in-person meeting was not necessary. Cori R. suggested a targeted email to solicit volunteers.
- Further group discussion on outreach for KJH and KHS musicals. Mary R. noted it is nice to engage early in the process and to have a face-to-face meeting in order to answer questions, though COVID-19 may limit turnout for a face-to-face meeting. Jen C. suggested a video and written FAQ. The video and written FAQ would address questions related to both support for Stagelighters and Kings Theater through volunteering and patronage, as well as theater in general (such as terminology, traditions, etc.). Jen C. is going to take the lead on the written FAQ and collaborate with Steve W, and Mary R. is going to take the lead on the video.

## **2. Director Report: Peter Moore**

- *Romeo & Juliet* is scheduled for November 19, 20 and 21 in the Kings High School theater with an audience.
- Pete M. raised the question of capacity and ticket sales. Group discussion that per Ohio rules, that audience in the theater is limited to 15% capacity of the theater, which equals 105 people. Per Scott H., according to Ohio rules parties must be 6 feet apart. This is accomplished by leaving two seats between parties, and by skipping every other row.

- Pete M. identified the need to live video stream the show to a secure audience through a ticketed process in order to address COVID-19 concerns for people uncomfortable or unable to attend in person. Lori D. and Mary R. both have contacts at theater groups doing secure live streams and will reach out to those organizations to gauge whether it could be suitable for Kings. Jen C. and Scott H. have a meeting with the Athletics Department to discuss ticketing and will inquire about the secure video live streaming that that they using. Scott H. noted that this should be a ticketed approach to still provide revenue. Scott H. also noted that some of this could be done in-house with the purchase of some infrastructure such as video cameras (or potentially borrowing from the Kings DMA group) but a third-party service is needed to get it securely onto the internet.
- Group discussion on topics covered by a below agenda items are included with the respective agenda item.

### 3. Director Report: Scott Hayward

- Scott H. noted the musical announcement that was released via video the prior week. The video is available at this link (<https://www.kingstheatre.net/announcements>). Highlights from that video include the following:
  - The Kings Theatre goal, for the entire year, is to be able to present and provide theater experiences, *no matter what*. This was not possible last year due to the timing of COVID-19 and inability to plan in advance. But it is the goal this year.
  - Consideration on show selection was the need to be flexible if necessary if the rehearsal and shows need to move online.
  - Kings High School fall production of *Romeo & Juliet* is November 19, 20 and 21. Rehearsals are ongoing, learning fight choreography, blocking and Shakespeare language. A meeting for the tech crew and backstage crew will be forthcoming soon.
  - The Kings Junior High musical will be a new opportunity called *Broadway Knights*, performing on January 28, 29 and 30, 2021. It will be an evening full of memorable moments from some of biggest shows - both classics and the hottest shows of the last few years. It will contain full group ensemble numbers, solos, duets and small groups. An audition information meeting is scheduled for Wednesday, October 7 at 2:00-2:30. Rehearsals will start at the end of October.
  - The Kings High School musical will be a production perfect for this year - *Songs For a New World*. It is a show about a world turned upside down. About moments where everything seems perfect and disaster strikes. About regrouping and surviving in a new set of circumstances, a new world, against overwhelming odds. This show from 1995 was originally cast for four performers, but will be expanded for this production to provide ample opportunities. The show does not

necessarily follow a plot line. Every song is unique. Each tells its own story. Auditions will be in early January with an information meeting in December.

#### **4. Secretary Report: Steve Wesloh**

- Steve W. solicited feedback on the format and detail of the minutes, and on a Stagelighters logo designed for the letterhead of the minutes.

#### **5. Patrons/Playbill Report: Regina Meeker**

- Regina M. noted that Minuteman Press has provided a template for the information to appear in the Playbill. She would like the information (bios, synopsis, head shots, etc.) in hand two weeks before it is “due” to ensure timely completion (so by October 23).
- Regina M. is going to contact Lance to see if he is available to do the *Romeo & Juliet* cast head shots. The group agreed that compensation of \$150 was reasonable.
- For the *Romeo & Juliet* show, discussion over COVID-19 considerations resulted in a conclusion that a basket to obtain your own Playbill makes the most sense instead of handing them out, maybe at the ticket table.
- Mary R. noted that if there is going to be live streams, we should determine if we need an ePlaybill.
- Regina M. noted a current total of \$2,300 in patronage. This includes a matching patronage from Johnson & Johnson.
- Ads for the *Romeo & Juliet* playbill are due by October 2.
- Regina M. raised the item of senior posters. Mary R. is going to provide Steve W. with a template of the posters to see if creating the posters is within his digital design skill level.

#### **6. Publicity/Yard Signs Report: Lisa Abbott**

- Artwork is needed by the end of the month in order to timely order the yard signs. Ms. Shields has assigned a DMA student to prepare it.
- Signs should be up the first week in November. Care will be taken in light of the presumed number of political signs at that point.

#### **7. Volunteers Report: Lori Daumeyer and Barb Matheus**

- Group discussion on approach for ushers due to COVID-19 considerations. Regina M. noted it will be important for ushers to properly seat people in the auditorium to ensure required social-distancing. Also important will be ushers with the fortitude to enforce the Ohio-required facial covering rule. There may be a need to open the doors earlier if possible to avoid a congregation outside the theater. Mention was made of the likely

need for usher training. Lori D. noted the need for seven ushers: two will be in the auditorium in the center aisle seating groups, one on each of the outside aisles seating groups, and then three to stand at each auditorium entrance to send down groups as the inside auditorium ushers are finished seating the previous group.

- Lori D. noted for tickets, three volunteers plus Jen. For concessions, three volunteers plus one additional volunteer for selling the Romeo & Juliet fundraiser masks. Cori R. inquired whether we will need any sort of acrylic barrier or otherwise between any of the volunteers at the tables and the public. We will have to review the Ohio order to determine our obligations.
- Group discussion on COVID-19 considerations for handling items, and the merits of gloves versus profuse hand sanitizing. Consensus is that gloves are ineffective and that hand sanitizing is preferred. Cori R. will provide hand sanitizer if otherwise unavailable from the school.

#### **8. Cast Meals Report: Dayle Thompson and Beverly Mann**

- Group discussion on meal options in light of COVID-19 considerations. Jen C. noted that at least with the PTO, food cannot come from home. Pete M. noted that if using the cafeteria, the food can be spread out, as can the cast. Pre-packaged food will be the best (no common-use utensils, no open containers, etc.).
- Pete M. requested a provided meal for the Wednesday dress rehearsal, as well as in between the two Saturday shows. He requested that if there was a possibility for a meal on either Monday or Tuesday, that would be great.
- D. Thompson noted the possibility of Jersey Mikes as everything is individually wrapped; Mary R. identified a new Tropical Smoothies establishment that recently supplied her school and was favorably received.
- D. Thompson stated it would be beneficial if there is the ability to have each cast and crew member identify what they want, including accommodations for food preferences and allergies.

#### **9. Concessions Report: Renee Collins (not present)**

- Group discussion on concessions due to COVID-19 considerations.
- Pete M. noted he is doing a fundraiser by selling Capulet and Montague face masks. Some will be available at the show, so a volunteer will be needed to manage that product.
- There has been a change in beverage vendor from Coke to Pepsi, so that will impact water purchase. Tyler Miller will be able to provide details.

#### **10. Stargrams Report: Kathie MacNeil**

- Kathie M. noted that for the Stargrams, there will not be a runner. She will prepare bags for each cast member. The bags will remain at a table in the lobby. The Stargrams will be placed into the bags and cast members will retrieve them from the bags at the end of the show. The bags will be colored to Capulet house cast, Montague house cast, and other cast. The bags will be re-used for each show. Stargrams will include candy or roses. Extra tables will be necessary behind the Stargrams table to hold the bags.
- Group discussion on COVID-19 considerations, including suggestions for people to bring their own pens to fill out the Stargrams, or have a “clean pen” and a “used pen” container.

#### **11. Tickets Report: Jennifer Christman**

- Jen C. and Scott H. have a meeting with the Athletics Department to assess their electronic ticketing service to determine its suitability for the theater shows. There will be a benefit to using a common program across KJH/KHS activities.
- Jen C. will need *Romeo & Juliet* artwork for the in-house tickets once it is available.

#### **12. Fundraising Report: Mary Reece**

- The summer camp will be held on Saturday, June 5, 2021.

#### **13. Treasurer Report: Janet Kean (not present)**

- Cori R. presented the financial report that was provided with the meeting agenda. The balance of the Scholarship/Savings account is \$4,268.59. The balance of the Operating/Checking account is \$9,375.37.
- Cori R. presented the expense of \$2,168.78 for the purchase of an intercom/communications system. Mary R. moved to purchase the system. Jen C. seconded the motion. A voice vote was called and the motion was approved.
- Cori R. presented the expense of \$1,306.24 (\$906.24 after \$200 contributions each from Choir and Band; Orchestra has not yet committed) for the purchase of a digital signage display for the lobby. Regina M. moved to purchase the digital signage display. Lori D. seconded the motion. A voice vote was called and the motion was approved.

#### **14. Open Business:**

- Cori R. noted a need for an attorney to review the suggested edits to the bylaws. Steve W. is going to determine if he can identify a suitable attorney. A request to the group was made as well.
- Cori R. noted a need for an accountant to audit the financials. A request to the group was made to identify any complimentary or low-cost accountants.

Meeting adjourned. Minutes prepared by Steve Wesloh, Stagelighters Secretary

**Next Meeting: Monday, January 11 , 2021**