

Friends of the Willow Glen Children's Theatre

Meeting – March 8, 2014

Minutes

Attendees: Diana Pohle (President, Friends), Sandy Shapiro (Treasurer, Friends), Linda Bojorquez (Treasurer, Friends), Neil Shapiro (Secretary, Friends), Julia Van Roo, William Van Roo, Gavin Coffing, Lori Cutright

Any action items coming out of this meeting will be indicated in **bold**.

Diana began by reviewing the agenda for the meeting.

The minutes of the February meeting were approved as written.

Program Budget, Registration, and Scholarship Account update

Lori provided a two-page handout which covered the following points:

- The contract for the Little Theatre has been accepted by WGCT; it is now in the process of going to the San Jose Unified School District for signatures. The rental is estimated to be \$1,586.50
- There is no WGCT session on Tuesday, April 1. The session on Saturday, April 26 will be held in Room 3 to accommodate another event in the Multi-Purpose Room.
- Lori will be placing a large T-shirt order to utilize the additional 2013-14 program funds. The shirts will have the Willow Glen Children's Theatre logo on the front and the city of San Jose logo on the back. Gavin wondered if the San Jose logo could be on the sleeve instead; **Lori said that she would check on this**, but having on the sleeve could be more expensive. Gavin stated he has no problem with having this logo on the back. We did express a strong preference for having a variety of different colors in the various sizes rather than one color per year. **Gavin and Amy will put together a list of amounts by color and size and get this to Lori by March 15.** We then discussed the Willow Glen Children's Theatre logo. This should be light colored on dark colored T-shirts and dark colored on light colored T-shirts. Finally, we decided, since funds are available, to order four years' worth of T-shirts.
- The WGCT informational meeting for parents will be next Saturday, March 15 in Room 3. Diana told us that Rosie's Pizza is booked for the cast party, which will be on Mother's Day. Diana and Linda thought we should sell roses at the concession stand for all the moms attending.
- The current enrollment for this session is 38 - very high! Lori told us that we need to start thinking about dates for the Fall, 2014 session. **Lori needs these dates by March 22.** Diana already has promotional ideas for the Fall session.
- Interviews for the Recreation Leader positions will be held this week. Two of the candidates who submitted applications will not be able to interview as they are

away at college. Linda stated that this is unfair to these college students; Lori is working with Lisa Harding of the Human Resources department to see if another WGCT-specific hiring can be done. Lori should hear from Lisa by Wednesday, March 19. At the least, these two applicants (who are currently Recreation Aides in WGCT) will be able to continue at that level; however, this will not be a great solution for Theatre Camp, which needs more Recreation Leaders. Lori said that, if worse comes to worse, there are Recreation Leaders who could be brought in from outside the WGCT program. Lori also talked about the Community Service Aide (CSA) positions; the posting through Happy Hollow has closed. We don't need aides so much now, but we will for Theatre Camp. Lori will discuss this with Lisa Harding as well.

- Lori then discussed the administration of the Friends Scholarship fund by the Willows Community Center staff. There are two possible options which Torie discussed with Julie Jennings, who oversees fiscal policy for the city of San Jose:
 - Setting up a Gift Trust Fund Account. Julie told Torie that this could take months.
 - Memorandum of Understanding (MOU).

We thought that the MOU was ready to go, but we found out at today's meeting that this is not the case. The Friends Scholarship Committee has received and approved the first scholarship request, but, because of problems with this MOU option, the scholarship has not been applied to this child's registration fee and she was told not to attend today's session. Sandy immediately wrote a check for \$117 (75% of the registration fee) and gave it to Lori. **Diana asked Neil to send an e-mail to the parents apologizing for this problem.** Lori indicated that she will also contact the parents. Lori then proposed a third option for administering the scholarships: that Friends oversee them. We would send the recipients a letter along with a check made out to the city of San Jose; the participant who receives this scholarship will use it to pay for the registration. The award letter would need to specify:

- The scholarship needs to be used *during the current session*
- Participants must pay the remaining balance, if any.
- All information about the scholarship, program, etc. will be in the award letter to make it as easy as possible on the Willow Glen Community Center staff who will be presented with these award letters.
- The staff will make copies of all items, keep them on file, and maintain a log of scholarships awarded, with such items as the participant's name, date, scholarship number, check number, amount awarded, etc.

The benefits of this third option are many; we discussed it, and then voted unanimously to implement this option. A lot of this information is already in the letter we send to recipients. **Hans and Neil will work to add what is not to the letter. Lori asked that Hans and Neil send her a copy of this updated award letter.**

- Finally, Lori presented us with the current financial statement for the WGCT. We have income of \$5,928 for 38 participants. We had payroll costs of \$257.04. Our current balance is \$23,766.36. Diana brought up the issue of prep time – can we add additional prep time before the session starts each Saturday? Lori told us that Recreation Leaders do get 15 minutes of prep time already. If they need more, Lori said that there are funds available. **Amy just has to let Lori know that additional prep time is needed.** Lori will let the staff know that Friends is advocating to get additional prep time for them. For this session, Gavin thought that prep time between 9:30 and 10:00 would work well. Julia pointed out that Theatre Camp will require additional prep time to clean up the building at Bramhall, etc.

Treasurer's Report

Sandy told us that there have been no changes since our last meeting. Our current balance is \$6,605.20.

Fall Fundraiser

Diana brought up an idea for a fall fundraiser – a murder mystery! We all agreed that this would be a great idea! Gavin volunteered to be a “consultant”. **Diana will check into possible venues, and will also check to see if Rosie's Pizza will cater,** as they did for our 25th anniversary Gala. Neil knows a website that specializes in murder mysteries; **he will send this link to Diana.**

Diana asked that all other agenda items be tabled until our next meeting.

Next meeting

Our next meeting will be Saturday, April 12 at 10:00 am.

We adjourned at 11:00 am.

Respectfully submitted,

Neil Shapiro

Friends of the WGCT Secretary