

# Friends of the Willow Glen Children's Theatre

Meeting – March 14, 2015

## Minutes

Attendees: Hans Cardenas (Vice President, Friends), Sandy Shapiro (Treasurer, Friends), Neil Shapiro (Secretary, Friends), Amy Shackelford (WGCT staff liaison), Gavin Coffing, Torie O'Reilly

Any action items coming out of this meeting will be indicated in **bold** and added to the action items list.

Hans started the meeting by reviewing today's agenda

Neil presented the minutes from our February meeting. Hans moved, Sandy seconded that these minutes be approved as written. The motion passed unanimously.

### Torie's Updates

- The WGCT looks fine financially for the year.
- We do not need to order T-shirts at this time.
- The price for Theatre Camp will be \$399. We have nine signups so far. Torie reminded us of the promotion going on between February 21 and March 31: anyone registering during that time gets 5% off the registration. **Hans will send information about this promotion to Torie for inclusion on the Willows Community Center Facebook page.**
- Torie asked what WGCT needs to reserve at Bramhall Park for Theatre Camp. Amy and Gavin told her that this would include the amphitheater, the office, and the adjoining room. Torie would like Amy to come to the center one day next week to pay a visit to Bramhall.
- The new scholarship method (using the Friends debit card) is working out very well!
- Torie will strongly encourage her staff to come to WGCT performances.
- Torie is waiting to hear from Peggy Rudd, the PRNS Facilities Supervisor for District 10, about getting into the Almaden Winery to see about the lights and what else may be there. If she doesn't hear from Peggy by Monday, Torie will contact Peggy's boss.
- We discussed Fairy Tale Theatre. This will be back in the fall! It will start September 19 for a six-week session. We think the cost will be \$68.00, although this is not confirmed. Fairy Tale Theatre is for four to six year olds. Torie asked if we can market Fairy Tale Theatre to library story time at Cambrian, Almaden and Pearl libraries. Torie was thinking of a PSA; Amy pointed out that WGCT staff used to have presentations at these libraries. **Hans offered to create a flyer for WGCT staff to hand out during these story time sessions.**

- Rec Day San Jose will be held on Saturday, May 2 at Discovery Meadow. All city programs will have booths to advertise their program. WGCT could have a table for no charge. Hans suggested a photo booth activity with props, hats, etc. **Hans volunteered to run this event.** Torie will confirm the date of Rec Day on Monday.

### Current Session

- We need to verify the lights at the Almaden Winery. Failing that, there is a parent very interested in helping with lighting. We could rent lights and a lightboard, but it would be expensive. Hans suggested reaching out to TheatreWorks. This would cost – he is not sure how much.
- **Hans will design the programs.** Amy has been sending cast bios to Diana. **Amy will get information such as the cast list to Hans by April 4. By April 5, Hans will have the first draft done.** We need to have the programs ready by Wednesday, April 8.
- **Linda will take head shots on March 21.**
- **Torie will check on the cost of hooded sweatshirts.**
- We have not gotten confirmation from Rosie's about the cast party. **Diana/Linda will follow up with Rosie's. Neil and Sandy will update the cast party flyer and get it to WGCT staff for distribution.**

### Summer Camp

- Neil, Sandy and Teddy Bojorquez worked the WGCT table at the Bay Area Parent Camp Fair on March 7. We got over 20 people who signed up for more information. **Neil and Sandy will send these names to Hans; Hans will send them personal e-mails.** Torie suggested inviting these parents to observe a Saturday session; Amy thought that if we do this, it should be before the intense rehearsals start. Torie then suggested a "try-me" week before the session starts. The goal would be to sign up these parents right there. Other items that Neil and Sandy brought up from the Camp Fair were:
  - Many parents asked about extended care after camp, perhaps till 5:00. Amy said that the staff needs that time for prep and planning for the performances. Torie suggested that the Willows staff could handle the time between 3:00 and 5:00 – **she will look into this.** Sandy mentioned another company who we saw at the Camp Fair: Shuddle, a service that will take kids from camp home. Torie told us that any such service must be a vendor of the city of San Jose. We could just make parents aware of this service; Gavin suggested that parents could talk to each other to set up car pools.
  - Neil and Sandy talked to a LOT of parents with children younger than seven; too young for Theatre Camp but not for Fairy Tale Theatre! Torie

told us that pre-school camp signups are through the roof; she asked if we could have a Fairy Tale Theatre component of Theatre Camp for half a day per week. Amy isn't sure we have the staff for this. Torie suggested we look at this for next summer, when some of our CSAs will become leaders.

- The flyer for Theatre Camp is ready to go and has been approved by the San Jose Unified School District. Neil pointed out that the Spanish version still has some English text on it; Hans may have sent out the not-quite final version. **Hans will resend the absolute final version to the Friends board.** Now, we need a distribution plan for the schools. We felt that we should do this after Spring Break, which for SJ Unified is April 13-17. We need volunteers to put the flyer packages together and deliver them to the schools. **Hans will e-mail the Friends board about setting up a delivery schedule.** Sandy reminded us that each school has a different day for their take-home envelopes – this could factor in to our delivery schedule.

### Financials

- Since our last meeting, we've received \$300 of income from Rosie's Pizza, and we had \$747.72 in expenses: Two scholarships, reimbursing Diana for folders, and the fee for the Camp Fair. Our new balance is \$8,374.27.
- We are still waiting for a donation from David Pohle's company. **Sandy will ask Linda where we are with this.**

### Miscellaneous items

- **Torie will send Amy information about alarm codes**
- Amy told us that the staff is out of paper for copying; Torie will supply WGCT with five reams.

### Next meeting

If we follow our schedule, our next meeting would be April 11, which is the Saturday of play weekend. Because of this, we want to check with the rest of the Board – **should we move the April meeting to April 18, 2015?** Please let us know.

We adjourned at 11:00 am.

Respectfully submitted,

Neil Shapiro

Friends of the WGCT Secretary