

WILMINGTON HIGH SCHOOL CHORAL AND THEATRE SUPPORT ("C.A.T.S.")

Monthly Meeting Minutes

Meeting Date: Monday, December 19, 2011

- **Welcome/Sign in**

- In Attendance: Maureen Stevens, Lidia Azevedo, Rick Surette, Julie Ledoux, Judy Keefe, John Grealish, Sheila Burke, John Burke, Karen Branco, Debbie Tetreault, Mr. Luciana.
- Meeting began at 7:00 pm

- **Mr. Luciana's Update**

- Ithacapella is scheduled for Friday, Jan. 6th at WMS. Press Packet, Press Release and Posters have arrived. Mr. Luciana is requesting help posting, advertising (including on facebook) and getting the word to the local newspaper. There will be a workshop during the day with Soundscape kids and then Ithacapella performs at 7:00 pm. Cost will be \$5 at the door - General Admission - No presales.
- Mr. L thanked the C.A.T.S. group for coming to what he deemed to be the best Choral Concert he has seen in years.
- The Pajama Game
 - Super Saturday, Jan. 7th:
 - Breakfast (donuts & Coffee) and Dinner are being provided by Mr. Luciana.
 - C.A.T.S. will fund and arrange for Lunch (Pizza & Soda). Mr. L anticipates needing pizza for approx. 20-30 and possibly even 50 students. Lidia Azevedo to look into getting some sort of deal from Michael's Place - Maureen Stevens to look into the same from Pizza Mia.
 - Bottled Water is also needed for Super Saturday and C.A.T.S. will arrange for same to be provided.
 - Mr. L also mentioned that they need water (generally) for Pajama Game Rehearsals as their supply has run out.
 - Super Saturday start time is 9:00am and end time at 9:00pm. Mr. L indicated that there will be a "core group" there all day and asked that parents show up to help when they can.
- Set Design/Construction
 - Set Design/Construction activity is taking place every Wednesday from 6pm - 9pm (including the Wednesday that falls during the holiday break - Dec. 28th). Anyone interested in helping should show up with whatever tools they are able to bring along with them.
- Volunteer Sign-Up Sheet - Jason has a "google doc" of the parents who signed up to help during the evenings of the performances and will send it along to Maureen who said she will get in touch with the parents and send out the link to same.
- Props:
 - 1950s Refrigerator has been found via Craigslist and Julie Ledoux is working with John Grealish to arrange for it to be picked up in Ipswich. John Grealish raises the point that we can not remove the freon from the refrigerator and Mr. L deems it not worthy of acquiring as he wants to "gut" the refrigerator.
 - Judy Keefe indicates she has a sewing machine which can be painted black - as did Debbie Tetreault. Julie Ledoux knows of one as well but needs to confirm that it can be made available. 6 Machines are needed but Mr. L said we can get by with 4 if needed.
 - Mr. L indicated that he already has the circa 1950s typewriter prop in his possession.
 - Circa 1950s Dictation Microphone has been found and acquired and is in Mr. L's possession.

- **President's Report - Maureen Stevens**

- Maureen entertains MOTION for approval of the Minutes of the 11/28/11 meeting. John Grealish makes Motion to Accept. Approved by All.
- Maureen updates the group on the look of the Pajama Game message grams and flower cards - graphic has changed to reflect the graphic that Mr. L sent to Maureen.

- The Pajama Game - Jan. 13&14 and Jan. 20&21

- T-Shirts - Mr. L expects The Pajama Game Tshirts to be in in about a week (they are being ordered this week) and a Tshirt will be made available for use in one of the Raffle Gift Baskets.
- Photographer Status (Craig Musicamp) - Photo Shoot is scheduled for Thursday, Jan. 5th. Arrival time is between 6pm and 7pm.
- Rick Surette to contact Town Crier and Patch
- Question is raised (later in meeting) as to why the photoshoot is before Super Saturday. It is proposed that we change the photo shoot date from Thursday, Jan. 5th to Monday, Jan. 9th. Maureen to check with the photographer (Craig) as to his availability and with Jason for his approval.
- Flowers - to be taken care of by Lidia and Maureen
- Raffle Baskets (One Basket will be raffled off each night)
 - Mainstream Massage Gift Basket (contains Massage Gift Cert., T-Shirt and BioFreeze)
 - Wilmington Crossing Gift Basket (contains Starbucks, Chilis, The Cleaner Spot Gift Certificates)
 - Dinner & a Movie Gift Basket (contains Ninety-Nine Gift Cert. and 2 Movie Passes (movie passes to be acquired by Maureen). It was decided that this gift basket should be offered on STUDENT NIGHT (FRIDAY, Jan. 13th)
 - Movie Basket (contains Pajamas, Pajama Game T-Shirt & a DVD Movie)
- Program Status
 - Mr. L said that the final Program is going in to Shawsheen Tech Tuesday, Dec. 20th and he will drop a copy of the Kendra & Anthony's Ad by K&A's store himself. Julie to send Mr. L email address of Shawsheen Tech contact.
- Costumes:
 - Mr. L has found a red dress with polka dots at a consignment store which he loves and will be acquiring for someone to wear. Julie found a dress for Hernando's Hideaway scene for "Gladys" character and received approval by Mr. L, Mrs. Keefe and Tristan to go ahead with the purchase. Judy Keefe brought more items which she acquired for the wardrobe collection and is working with Tristan on getting checklist done on who has what.
 - Tristan will be sending a check list home with all cast members on Tuesday evening (12/20) to check off what items they may have at home and what he has already put on them, etc.

- **Publicity Update - Rick Surette**

- Rick Surette is trying to get in touch with our contact at Town Crier and will also be contacting the Patch.
- Mr. L said posters will be ready by the end of the week (Poster size 11 x 17) to be displayed in schools, Senior Center, Town Hall, Roccas, Luccis, etc. (the kids usually go out with the posters - typically each student is responsible for posting 2 posters).

- **Treasurer's Report - Lidia Azevedo**

- Lidia distributed a Treasurer's Report. Last balance was \$5,744
- Lidia cashed check for \$150 for Bank to have for Choral Concert and deposited \$188.00 on 12/16/11. 50/50 for Choral Concert was \$375, gave winner \$187, we kept \$188.
- Lidia confirmed that the outstanding Scholarship Fund check has been cashed by Geoffrey MacDonald. BALANCE IS \$5,195.44.

- **Fundraising:**

- MARCHAPELLA (March 9th): Ticket prices \$10 and 50/50 Raffle will be held.
 - Maureen had not heard from George Breslin with an update but Rick said he spoke to George. George couldn't get a college group. He is going to have Ryan and James Ham again this year. Performances expected are Ryan, James Ham, Soundscape, Ball in the House, and one more High School (potentially Marblehead again). Maureen expressed an interest in selling candy at this event.

- **Webmaster Update - Rick Surette:**

- Rick Surette has confirmed that he now has complete control of the website.
- The Pajama Game Volunteer Sign-up Sheet Google Doc is now on website.
- Craig took pictures at Choral Concert...Rick said that they have been working to get pictures and video setting for the website. He has the link and once he has figured out how to get it set up he will get some pics up on the website. It is agreed that no Pajama Game pictures will be uploaded to the website until after the performances are over.
- Rick to get some pics to the Town Crier.
- Rick asked if we should put up photos from performances from years past - it was agreed that if that can be done then he should do it. Judy may have some pics from years past. Rick indicated he will have to call the ex-Webmaster to see if he can get the pics.

- **Adjourn:**

- Motion was made to adjourn at 8:25 pm by Maureen Stevens and Rick Surette. John Grealish Seconded. All agreed to end.

- **Next Meeting Date:**

Monday, January 23, 2012