

**Redding School of the Arts
TBC General Meeting Minutes
September 26, 2022 at 8:00am**

X **President – Katie Swartz**

X **VP1 – Julia Maire**

X **VP2 – Rosanna Redding**

X **Treasurer – Fran Patterson**

 Secretary – VACANT

X **At Large – Kerri Loomis**

X **At Large – Alexis Owens**

X **RSA Admin – Lane Carlson**

X **Show Director – Hillary Rogerson**

X **Teacher Rep – Tom Burkett**

1. President Katie Swartz called the meeting to order at 8:01am.
2. Moved item 8a (Teacher's Report) to between items 3 and 4. Add voting on signers to the agenda.
3. Julia Maire moved to approve the May Executive Meeting minutes. Tiffany Jones seconded, and the motion carried. Lane Carlson moved to approve the May General Meeting minutes. Rosanna Redding seconded, and the motion carried.
4. Treasurer Fran Patterson reported a current bank balance of \$60,443.05. Fran moved to remove Julie Kinder and Margaret Johnson as a signer from the TBC Tri-Counties Bank account. Tiffany Jones seconded, and the motion carried. Fran Patterson moved to add Lane Carlson and Kerri Loomis as signers on the TBC Tri-Counties Bank account. Kate Roach seconded, and the motion carried.
5. Old Business
 - a. President Katie Swartz reported that TBC participation in the RSA Meet & Greet and Back to School Night events was successful with lots of interest and interaction with new and returning families.
6. New Business
 - a. Set Design teacher Erika Warmington requested funding for rolling shelves and totes to clean up the storage in her classroom. Tiffany Jones moved to approve expenditures up to \$400 for this purpose. Fran Patterson seconded, and the motion carried.
 - b. Lane Carlson moved to approve funds to pay for a two-year Filmora subscription. Rosanna Redding seconded, and the motion carried. This expense will need to be added to the 2024-25 budget.
7. Volunteers
 - a. Katie Swartz and Tiffany Jones will work to follow up with people who completed Volunteer Interest Forms.
 - b. Fran Patterson moved to approve Kate Roach as the 2022-23 TBC Secretary. Rosanna Redding seconded, and the motion carried.
 - c. New costume and makeup/hair volunteers have been identified. This will allow Rosanna more free time to work as Costume Coordinator. The goal is to digitize records/pictures of our costumes for easy access by community groups to rent items.
7. Upcoming Events & Committee Updates
 - a. Julia Maire moved to approve the TBC General Meeting schedule for the 2022-23 school year (10/24, 11/28, 12/19, 1/30, 2/27, 3/27, 4/24, and 5/22). Fran Patterson seconded, and the motion carried. All meetings will be 8-9am in the community room. Lane Carlson will complete the facilities request for these meetings.
 - b. The TBC will host a performing arts interest meeting for our high schoolers and their families on Wednesday, September 28 at 6pm in Room 19. Participants will share their ideas for how to develop performing arts programming with the high school. TBC commits to supporting this development with the hope that new structures and groups will grow to take over this role over time. Teshya Russo is the drama teacher for the high school and is currently working with students on Shakespeare's *A Midsummer Night's Dream*.

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- c. The Mandatory Family Info Meeting for Moana cast member families will take place in the amphitheater on Wednesday, October 12 at 6pm. Katie and Hillary will co-lead and provide information about expectations, rehearsal schedules, and volunteer opportunities. This year's audition registration will be through an online form that will incorporate signing up for the Remind app and "signing" the audition rules understanding and cast contract electronically.
 - d. Julia Maire reported that plans for the October 14 Talent Showcase are underway. Decorations are coming along, and art auction auditions will take place this Friday. There is one act in the Talent Showcase involving high school students, who were welcomed to audition but not chose to replace any students who otherwise would have been in the show. Katie is working with a high schooler on plugging in to assist with stage management.
 - e. Moana Auditions will take place the week of 10/17 after minimum day dismissal time. Auditions will be scheduled based on the part the student is interested in auditioning for. More details about the process and how to sign up for time slots will be available soon.
 - f. Candice Percia's mother is coordinating Pacific Islander culture presentations and workshops for Monday, November 7. Exact plans are still in process, but the hope is to host an all-school assembly in the morning, then provide workshops for the Moana cast, crew, and Orffestra in the afternoon. The group will then present a cultural program open to RSA families and the public in the amphitheater that evening, which will feature dances taught to the students during the afternoon workshops.
 - g. This year's Theme Day Musical will be based on the Africa unit currently underway at RSA. Mr. Wylie is coordinating and will need a lot of help. Katie will meet with him to find out more.
 - h. The Lighted Christmas Parade is scheduled for 12/3. Candice's mom has a parade dance to the song "Mele Kalikimaka" she could teach to the Moana cast. The students cast as Moana, Maui, and maybe one other student will ride on the float.
8. School Reports
- a. Teacher's Report (Tom Burkett) – Thank you to the TBC for you work on the Talent Showcase and for providing songbooks for the campout sing-a-long. TBC assistance will be needed at the Veterans' assembly in November. Spring class concerts may look different this year – stay tuned.
 - b. School Director's Report (Lane Carlson) – We've got everything off to a good start this year. Lane requested support from TBC on promoting the performing arts programs of other local organizations. General agreement that our role is to support the performing arts community as a whole. Lane will reach out to UPrep to approve their request to present a teaser for their fall production of Descendants.
 - c. Show Director's Report (Hillary Rogerson) – The show directors have decided to adjust the performance schedule for Moana to avoid conflict with spring testing. Shows will now be May 5-6 and 12-13, 2023. No outside advertising has taken place yet, so this is not a big problem.
9. Public Forum – No public forum comments.
10. President Katie Swartz ended the meeting at 8:59am.

NEXT MEETINGS:

- TBC General Meeting – Monday, October 24, 8-9am in the Community Room
- All TBC meetings are open to the public. Agendas/minutes for meetings are posted prior to the meetings on the RSA TBC website.

Redding School of the Arts
TBC General Meeting Minutes
October 24, 2022 at 8:00am

President – Katie Swartz ___X___ VP1 – Julia Maire ___X___
VP2 – Rosanna Redding ___X___ Treasurer – Fran Patterson ___X___
Secretary – Kate Roach ___X___ At Large – Kerri Loomis ___X___
At Large – Alexis Owens ___X___ RSA Admin – Lane Carlson ___X___
Show Director – Hillary Rogerson ___X___ Teacher Rep – Tom Burkett ___X___

1. President, Katie Swartz called the meeting to order at 8:02 am.
2. Katie Swartz added 7e: advertising for school shows.
3. Julia Maire moved to approve the September meeting minutes, Kate Roach seconded, and the motion carried.
4. Treasury Update: Treasurer, Fran Patterson reported a current bank account balance of \$59,807.16. She reported that the talent show brought in approximately \$2,600, pending some receipts for reimbursement of supplies.
 - a. Hillary Rogerson moved to increase 2022-23 budget item 2110 (office expenses) from \$200 to \$500, from reserves, for the purchase of QuickBooks online subscription. Fran Patterson seconded and motion passed.
 - b. Julia Maire moved to establish a TBC Amazon.com account (controlled by the treasurer), Fran Paterson seconded, motion passed.
5. School Reports
 - a. Teacher's Report by Tom Burkett: The Talent Show was a smooth success thanks to the support of the TBC. The song "We Know the Way" is being taught to students for use in the Christmas Parade. He is still deciding on a hat for the orffestra to wear for Moana.
 - b. School Director's Report by Lane Carlson: The school and TBC need to do a better job of crowd control at the Talent Show as it is a persistent problem with all shows at the school. Discussed hiring security rather than using parent volunteers and/or roping-off/draping-off middle school hallway. Katie and Lane will have a meeting with Blake about the possibilities.
 - c. Show Director's Report by Hillary Rogerson: Auditions for Moana were held and the show was cast. Hillary, Tom, and Dawn were unanimous on every casting decision. Hillary is very proud of the bravery, courage, and peer supportiveness of this group of kids. Cast has a read through this week. For the Christmas parade, she would like to use Moana and Maui, also Grandma and Chief, if costumes can be ready in time. Outside-school rehearsals will start as soon as schedule is set.
6. Old Business
 - a. Debrief Oct events –
Lane, Julia, and Katie attended the High School Interest meeting. The High School plans to put on a mid-year Shakespeare monologue night; they might pull some 8th graders in for this, and they might use a dinner theater model. Getting high school students out into the community to usher shows at AXIOM to earn free tickets for shows is a

possibility. The high school program also plans to take students on a trip to Oregon to see a show.

At the Moana Family meeting there was a document handed out to all in attendance, but we plan on emailing it to all Moana parents. The next Moana parent meeting is on a Saturday in March near the end of rehearsal; hair, undergarments, etc. will be discussed.

Alexis suggested that at future Talent Showcases flowers be sold in the same way that they popcorn was sold this time: by walking around the auditorium.

Hillary reported that Moana Auditions went smoothly backstage. Others concurred that student containment was a problem in the house; it is possible that some wanted privacy to warm up. Online registration was easy on the administrative end and costumes fees were paid quickly.

b. Volunteer Interest form follow up was tabled for now. Katie reports they will be on it by the end of the month.

7. New Business

a. Policy Adjustment – Hillary moved to eliminate the “concessions and sponsorship fund” policy. Fran seconded. Motion passed.

7. Upcoming Events & Committee Updates

a. On Nov. 7th Polynesian Cultural Day will consist of a 10 am assembly, workshopping with the Moana students during the day, and a 6 pm performance involving students and the Polynesian performers. The performers are coming from Oregon and providing their services for free. We plan to provide dinner for them. Fran volunteered to be in charge of the event as Katie will be out of town that day. Alexis and Julia volunteered to help.

b. The Theme Day Musical is happening 11/16 (evening) and 11/18 (day), and is about a Zulu folk tale. Work on set pieces is being done and a meeting on costumes will take place later this week. Admission for the evening show goes to the school. The TBC will sell flowers. \$60 per show is budgeted for flowers. Rosanna suggests we sell a flower other than roses.

c. Christmas Parade – 12/3: Tiffany is working on the float. Closer to the event we will need help hanging lights on the float.

d. Moana T-shirt order form is out, and orders are due on October 31st.

e. Advertising for school shows: Katie reports that we are good to go on school show dates of Tuesday, May 2nd and Thursday, May 4th with a start time of 9 am.

8. Public Forum– No public forum comments.

9. President Katie Swarts adjourned the meeting at 8:56 am.

NEXT MEETINGS:

- TBC General Meeting – November 28 at 8am in the Community Room

- TBC General Meeting – December 19 at 8am in the Community Room

- All TBC meetings are open to the public. Agendas/minutes for meetings are posted prior to the meetings on the RSA TBC website.

**Redding School of the Arts
TBC General Meeting Minutes
November 28, 2022 at 8:00am**

<u> </u> President – Katie Swartz	<u> X </u> At Large – Kerri Loomis
<u> </u> VP1 – Julia Maire	<u> </u> At Large – Alexis Owens
<u> X </u> VP2 – Rosanna Redding	<u> X </u> RSA Admin – Lane Carlson
<u> X </u> Treasurer – Fran Patterson	<u> (phone) </u> Show Director – Hillary Rogerson
<u> X </u> Secretary – Kate Roach	<u> X </u> Teacher Rep – Tom Burkett

2 parents in attendance

1. Meeting called to order by Rosanna Redding at 8:02 am
2. Make any needed additions or changes to today's agenda: None
3. Approve October General Meeting Minutes: Lane moves, seconded by Fran
4. Treasury Update: October balance started at \$59, 807.16 and ended at \$64,157.63. Fran shared transaction records from September.
5. School Reports
 - a. Teacher's Report by Burkett: Thanks TBC for Support on Wylie's concerts. Noble's concerts are December 14th and 21st, asks for TBC to coordinate concessions. Fran says that Barber could coordinate concessions for this. Burkett asks for float to be parked in front of school Saturday for loading of instruments. Expresses need to decorate hats for orffestra, but they haven't arrived yet. Fran reports that they have shipped and will be delivered to the school. If hats do not arrive in time, Rosanna will help with an alternative. Burkett reminded TBC that if we need to communicate with all staff, he can do that on our behalf at staff meetings.
 - b. School Director's Report by Carlson: presented the mandatory LCAP report on powerpoint slides.
 - c. Show Director's Report by Rogerson: Informs us that she will not be able to attend the parade this year and that there is a need for a staff member (other than Burkett, because he is on the float) to be in attendance during the parade in order for students to walk with the float. Notes a need for a school-wide announcement of the rules for walking in the parade, to those not on the Moana Remind. Lane will find a staff member for parade during the staff meeting. Rogerson reports that Saturday's rehearsal went well.
6. Old Business
 - a. Debrief November events – Polynesian Culture Day: Rosanna reports an overall success and some hiccups in communication with facilities that we will learn from. Theme Day Musical: Wylie peeked in to say thank you for all the TBC support.
 - b. Volunteer Interest forms and volunteer recruitment: discussion postponed as the point person is not in attendance. Rogerson notes that parents of students in the musical can be reminded that they are required to contribute at least 10 hours to the production. She will send out a Remind to musical families, then reach out school-wide after two weeks.
7. New Business
 - a. Discussion – internal costume and set/prop use– Rosanna will postpone until next meeting as there are not enough people present to vote.
8. Upcoming Events & Committee Updates

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November 28, 2022 at 8:00am**

- a. Christmas Parade – 12/3: There are a lot of questions about when and where participants should meet. Haven't heard back from event-organizer with parade-order number. Can't have students walk without staff; Lane will address this at staff meeting.
- b. Moana T-shirts: Fran will follow up. Order is closed. Unsure if they will arrive in time.

8. Public Forum: none

PUBLIC FORUM: Hearing of persons desiring to address the Board on a subject not covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The maximum time allowed for each topic shall be 20 minutes. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Executive Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda.

9. Rosanna Reddina Adjourned the meeting at 9:02 am.

NEXT MEETINGS:

- TBC General Meeting – December 19 at 8am in the Community Room
- TBC General Meeting – January 30 at 8am in the Community Room
- All TBC meetings are open to the public. Agendas/minutes for meetings are posted prior to the meetings on the RSA TBC website.

**Redding School of the Arts
TBC General Meeting Minutes
December 19, 2022 at 8:00am**

<input checked="" type="checkbox"/> President – Katie Swartz	<input type="checkbox"/> At Large – Kerri Loomis
<input type="checkbox"/> VP1 – Julia Maire	<input checked="" type="checkbox"/> At Large – Alexis Owens
<input type="checkbox"/> VP2 – Rosanna Redding	<input checked="" type="checkbox"/> RSA Admin – Lane Carlson
<input checked="" type="checkbox"/> Treasurer – Fran Patterson	<input type="checkbox"/> (phone) Show Director – Hillary Rogerson
<input checked="" type="checkbox"/> Secretary – Kate Roach	<input type="checkbox"/> Teacher Rep – Tom Burkett

Attendees: Elisabeth Wolff and Jennifer Haslerud

1. Call Meeting to order: at 8:04 am by Katie Swartz
2. Make any needed additions or changes to today's agenda: None
3. Approve October General Meeting Minutes: Fran Patterson moved to approve the minutes, Alexis Owens seconded.
4. Treasury Update: Fran Patterson reported that the TBC account started the month of November with a balance of \$64,157.63 and ended with a balance of \$64,155.07.
5. School Reports
 - a. Teacher's Report: Tom Burkett reported that the Christmas parade was a success and the float was a success thanks to the Blasingames. RSA's entry in the parade won a trophy for Most Creative Float which will be displayed in Mr. Carlson's office.
 - b. School Director's Report: Lane Carlson reported that there was a TV commercial for our school (which he showed). He also reported that an FPAE donation letter was sent out.
 - c. Show Director's Report: Hillary Rogerson wished to thank the Blasingames for the beautiful float. Today is the last all cast rehearsal before break. She reported that she feels like rehearsals are not quite on schedule and need to be revamped for when we return from break.
6. Old Business
 - a. Debrief December events – Christmas Parade, PAN update: Katie Swartz thanks Mr. Wylie, Julie Maire, and Rosanna Redding for helping with the Christmas parade. The trailer has been undecorated and is ready to be picked up. FPAE (formerly PAN) met in December about fundraising opportunities for the new theater, within the high school building. FPAE will have to fundraise for everything within the theater. Lane Carlson reported that FPAE is looking for traveling performances to perform as a fundraiser. Hillary Rogerson suggested now being a good time to consider a dinner theatre/variety show as a fundraiser; although, we would not be able to do it this school year.
 - b. Volunteer Interest forms and volunteer recruitment: deferred to January 2023 meeting.
 - c. Internal costume and set/prop use: Rosanna Redding not present. Katie Swartz decided that no vote is needed to allow teachers to borrow costumes.
7. New Business
 - a. Show advertising– banner locations, Parent magazine opportunity: Katie Swartz reported that we have two large signs for advertising the Moana show. One will be posted in front of the school, and a location is needed for the second one. Lane will reach out to K2 properties for a downtown location. Fran Patterson suggested Turtle

**Redding School of the Arts
TBC General Meeting Minutes
December 19, 2022 at 8:00am**

Bay. Fran Patterson moved to buy a 1/8th size (cost \$290) ad in the March edition of Parent magazine. Hillary Rogerson seconded. Discussed size. All approved.

- b. Videography: The TBC paid the \$75 fee for the right to record the Moana production. We would not make money on recording the production, it would be solely for archival purposes. Possible videographers: Kate Swartz with her own equipment, the high school students with the school's equipment, or Alexis Owen's contacts. Alexis will reach out to her contacts.
- c. Fall Event clean up: The trailer used in the parade was taken care of. Some things are hanging around the school from theme day and talent show. Kate Roach volunteered to make sure TBC items were put away around the school, gain access to the storage units, and purchase and apply a lock to the storage unit.

8. Upcoming Events and Committee Updates

- a. Moana T-shirts: The T-shirts have arrived. Katie Swartz will sort, label, and bring to school this afternoon. Elizabeth Wolff volunteered to help with the T-shirts.
- b. Poster photos and production will be taken care of by a committee. Hillary Rogerson requests to be on the committee.
- c. Program– cast photos, business and sentiment ad volunteers: Cast photos need to be taken care of in January. We will wait to advertise in order to not step on the toes of the PTC and the auction.

9. Public Forum: None

PUBLIC FORUM: Hearing of persons desiring to address the Board on a subject not covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The maximum time allowed for each topic shall be 20 minutes. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Executive Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda.

10. Adjournment: 8:58 am by Katie Swartz

NEXT MEETINGS:

- TBC General Meeting – January 30 at 8am in the Community Room
- TBC General Meeting – February 27 at 8am in the Community Room
- All TBC meetings are open to the public. Agendas/minutes for meetings are posted prior to the meetings on the RSA TBC website.

**Redding School of the Arts
TBC General Meeting Minutes
January 30, 2023 at 8:00am**

X _____ **President – Katie Swartz**

_____ **VP1 – Julia Maire**

_____ **VP2 – Rosanna Redding**

X _____ **Treasurer – Fran Patterson**

X _____ **Secretary – Kate Roach**

X _____ **At Large – Kerri Loomis**

X _____ **At Large – Alexis Owens**

X _____ **RSA Admin – Lane Carlson**

phone _____ **Show Director – Hillary Rogerson**

X _____ **Teacher Rep – Tom Burkett**

Attendees: Sophia Zaniroli and Candice Percia

1. Call Meeting to order: 8:04 am by Katie Swartz
2. Make any needed additions or changes to today's agenda: none
3. Approve December General Meeting Minutes: Fran Patterson moved to approve the minutes, Lane Carlson seconded, all in favor
4. Treasury Update: The TBC account started the month of December with a balance of \$64, 155.07 and ended with a balance of \$59,295.66. Starting next month, Fran will include an itemized list of the middle school production budget each month.
5. School Reports
 - a. Teacher's Report: Tom Burkett reports that there will be a busy few months coming up with Wylie's program, Celebration of the Arts, Burkett's program, and the spring recital. Wylie might like concessions for his program. The Celebration of the Arts– which involves performing electives and serves as an open house to classrooms– is unlikely to need decoration, but could need concessions. Burkett's program, "Frog and Toad, and Friends" needs help with costuming and set. Katie Swartz and Tom will meet to make a list of needed items. The Spring Recital will be May 17th and involves after school programs.
 - b. School Director's Report: Lane Carlson reports that this is a busy time for planning for next year. High School expansion is another focus– currently receiving applications for next year. A draft calendar is being made for next year. Sofia Zaniroli reports that the calendar draft is being presented at today's staff meeting and at the board meeting tomorrow.
 - c. Show Director's Report: Hillary Rogerson reports that the show is moving along now– no longer behind. She decided to only use the center stage, both side classrooms (20 and 18) will act as wings. She will need help with props and canoe situation, and she plans to use the catwalk for forward use of the space. Hillary expresses that it is essential that next year's show returns to an outside [black box theater] venue: It costs more, but it brings in a larger audience and makes more money. When the show is not something special, the program loses its appeal.
6. Old Business
 - a. Debrief January events – none
 - b. Volunteer Interest forms and volunteer recruitment: Katie Swartz suggests that we send volunteer requests to a targeted audience of people that have expressed interest in helping. Katie will put that together.
7. New Business: none
8. Upcoming Events & Committee Updates
 - a. Posters: Katie Swartz reports that there is a concern over being sensitive in our display of a living culture. It is possible that we will not use a typical photoshopped picture of the leads but instead use graphic art, as was done with Lion King. This would allow us to have the

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TBC General Meeting Minutes
January 30, 2023 at 8:00am**

poster available sooner and provide consistency of advertising. Rogerson will talk to the cast to see how they feel about this.

- i. Distribution plan: A graphic poster could be available very soon. A photoshopped poster will take longer to produce.
 - ii. Souvenir photos and poster: If the posted did not include photographs. We could produce a souvenir poster with a whole cast photo.
 - b. Program – cast photos, business and sentiment ads: Katie Swartz will ask Cassie Plummer if she can take cast photos during the elective period. Alexis Owens has started to work on the add sheet to take to businesses, she has been waiting to distribute until after the auction
 - c. Props Committee: Kate Roach showed a coconut prop she is working on. She expressed a need for more than just two people to work on props, and will collaborate with Katie Swartz to get word out to other volunteers.
 - d. Front-of-House Committee: Kerri Loomis reported need to have a meeting to brainstorm and put dreams into effect.
 - e. Mandatory Family meeting – 3/25, 12-1pm: As the students will be practicing on the stage, this meeting could possibly take place in the activity center or science room.
 - f. Spring concerts – 2/16 (Wylie), 3/8 (Celebration of the Arts), 3/16 (Burkett): Katie Swartz reports that Wylie has told her he does not need help. Katie will meet with Burkett about his need for this performance. The Celebration of the Arts (COA) has not included the performance element in several years because of COVID. Hillary Rogerson pointed out that COA needs to be carefully programmed because of costume changes. Hillary and Kate Roach will serve as point people for COA, and go to Sofia with questions. Hillary and Kate will let Katie know what they need help with.
9. Public Forum: Lane Carlson reached out on banner location but hasn't heard back yet. Katie Swartz reports that tickets are available for sale, but posters won't be up until March or April. Percia suggested the soccer park as a possible location for advertising. Kerri Loomis would like to help with the Frog and Toad backdrop.

PUBLIC FORUM: Hearing of persons desiring to address the Board on a subject not covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The maximum time allowed for each topic shall be 20 minutes. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Executive Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda.

10. Adjournment: at 8:57 by Katie Swartz

NEXT MEETINGS:

- TBC General Meeting – February 27 at 8am in the Community Room
- TBC General Meeting – March 27 at 8am in the Community Room
- All TBC meetings are open to the public. Agendas/minutes for meetings are posted prior to the meetings on the RSA TBC website.

**Redding School of the Arts
TBC General Meeting Minutes
February 27, 2023 at 8:00am**

X **President – Katie Swartz**
_____ **VP1 – Julia Maire**
_____ **VP2 – Rosanna Redding**
X **Treasurer – Fran Patterson**
_____ **Secretary – Kate Roach**

X **At Large – Kerri Loomis**
X **At Large – Alexis Owens**
X **RSA Admin – Lane Carlson**
X **Show Director – Hillary Rogerson**
_____ **Teacher Rep – Tom Burkett**

1. Katie called the meeting to order at 8:03am.
2. Approval of the January General Meeting minutes was tabled until next month's meeting.
3. Fran provided a Treasurer's report. Current balance is \$58,539.95. Fran sent line item balances to the committee chairs responsible for certain areas of the show and is happy to answer any questions.
4. School Reports
 - a. Lane provided a School Director's report. Celebration of the Arts will take place on 3/8 with a fundraising dinner provided by the High School ASB. Admin is working on completing paperwork for an arts block grant and Prop 28 funding for new projects.
 - b. Hillary provided a Show Director's report. Progress was going very well until recently, when attendance at rehearsals has plummeted to the point that there are too many holes in scenes to do any productive rehearsing. Hillary will draft a letter to cast families that will be emailed by Admin to express the importance of regular attendance and remind them of the commitment they made before auditions. Hillary will also work with the other directors to determine what might make an effective incentive for the students to be at rehearsal; TBC has committed to providing financial support for whatever incentive the directors develop.
5. Old Business
 - a. Photos of our Moana and Maui actors in costume were completed and passed to Cassie Plummer and her high school digital artists. They should have a draft finished by March 4.
6. Upcoming Events & Committee Updates
 - a. Program – Cassie Plummer will be attending a rehearsal after Celebration of the Arts to take cast photos. Alexis has created a list of 60 potential business advertisers and will be reaching out to them in various ways this week. Katie will send an email to cast, crew, and Orff families in mid-March to encourage them to purchase sentiment ads.
 - b. Props – Erika's students are almost finished with set pieces and are willing to start helping with props. Kate has been busy making lots of coconuts!
 - c. Front-of-House – Julia and Kerri will meet later this week to develop a front-of-house plan. They will send an all-school message after their meeting to recruit potential helpers for design and decoration.
 - d. Celebration of the Arts – Hillary will need a minimum of 5 and a maximum of 8 adult volunteers to help with moving classes from classroom to stage. Katie will send an all-school message to recruit volunteers. Katie will put together a program for the performances.
 - e. Frog and Toad Concert (3/16) – Karis Loomis is providing custom cover art for the program. Alexis will lend two side tables for the sets. Lane and Blake will transport two wooden boxes from TBC storage that can be used as bases for the two beds for the set. Kerri is starting to design and paint the backdrops this week.
 - f. Mandatory Family meeting (3/25) – Katie, Rosanna, and Hillary will develop the meeting plan. The meeting will take place in the Activity Center.
7. The meeting was adjourned at 8:52am.

**Redding School of the Arts
TBC General Meeting Minutes
February 27, 2023 at 8:00am**

NEXT MEETINGS:

- TBC General Meeting – March 27 at 8am in the Community Room
- TBC General Meeting – April 24 at 8am in the Community Room
- All TBC meetings are open to the public. Agendas/minutes for meetings are posted prior to the meetings on the RSA TBC website.

**Redding School of the Arts
TBC General Meeting Minutes
March 27, 2023 at 8:00am**

<u> X </u>	President – Katie Swartz	<u> </u>	At Large – Kerri Loomis
<u> X </u>	VP1 – Julia Maire	<u> X </u>	At Large – Alexis Owens
<u> X </u>	VP2 – Rosanna Redding	<u> X </u>	RSA Admin – Lane Carlson
<u> X </u>	Treasurer – Fran Patterson	<u>phone</u>	Show Director – Hillary Rogerson
<u> X </u>	Secretary – Kate Roach	<u> X </u>	Teacher Rep – Tom Burkett

1. Call Meeting to order: at 8:04 am by Katie Swartz
2. Make any needed additions or changes to today's agenda: none
3. Approve February General Meeting Minutes: Fran Patterson moved to approve the minutes, Alexis Owens seconded the motion, all approved, motion passed.
4. Treasury Update: Fran Patterson reported that the TBC account started the month of February with a balance of \$58,539.95 and ended the month at \$57,787.88. She also reported that as committees near the end of their budgeted funds in preparation for the musical, there can be some flexibility thanks to the makeup budget that never goes near their allotted \$1,200 allowance.
 - a. Videographer stipend: Alexis has connected with a videographer who is willing to take drone footage of Moana (during dress rehearsals). He will only charge \$250; however, we only have \$200 budgeted for videography. Fran Patterson moved to increase the videography budget by \$50, Kate Roach seconded, all approved.
5. School Reports
 - a. Teacher's Report: Tom Burkett thanks the TBC for support for Frog and Toad. He regrets missing the opportunity to thank the TBC at the performance and has drafted a letter to that effect to send out to families. He would like receipts from set/props so that it can be reimbursed through his music budget rather than the TBC. Lane Carlson reported that the donations at the door brought in about \$1,700.
 - b. RSA Admin Report: Lane Carlson reports that they are busy this time of year preparing for next year and staffing. They are preparing for theme day and not getting many volunteers. Katie Swartz pointed out that it might be due to conflict with Good Friday. Tom Burkett pointed out that theme day used to be in May. Lane finished his report with the fact that they are still receiving high school applications for next year.
 - c. Show Director's Report: Hillary Rogerson reported that this week was unusual with only fourteen students in attendance; many students were away on the 6th grade and 8th grade class trips. They have made lots of progress with props coming in, including the canoe. Everything is moving forward. A change in schedule is required due to state testing: four of the evening rehearsals have to be moved to an earlier time that is not optimal for lighting purposes. They are still having issues with students missing Saturday rehearsals, but have decided they do not need the assistance of the TBC on this issue. However, if the TBC has ideas to increase attendance, those ideas are welcomed by the artistic directors.
6. Old Business
 - a. Debrief March events – Celebration of the Arts: Katie Swartz reported that it was nice to see a return to how things used to be. She reported that next year it might be good to start planning for this event a little earlier. Frog & Toad: Tom Burkett reported that he probably won't do one performance with all of his classes again next year. He will likely divide them up into two different dates a week apart. Moana Family meeting: Katie Swartz reported that the meeting went well and there were a lot of volunteer signups afterwards.
 - b. Poster updates: There was a possible communication break-down between the artistic directors and those executing the production of the poster. There will be an executive

**Redding School of the Arts
TBC General Meeting Minutes
March 27, 2023 at 8:00am**

meeting about the poster. This meeting will be held in person on Thursday, March 30th at 3:00 pm in the Community Room. Lane Carlson will have Claudia put out a notice.

7. New Business

- a. RSA school show: This show provides a preview to the student body, April 27th, before opening night. We used to charge for this event when the show took place offsite. After charging for the on-site show last year there was a lot of pushback from parents. Lane Carlson reported that this could be an issue with “free and public education.” He will draft a letter asking for donations from parents to offset the cost of the performance.
- b. Volunteer recruitment: Katie Swartz reported that there were lots of parents signing up to help after the parent meeting. Most of the chair-person positions are covered. Katie is willing to fill the security chair position if it is not filled. She reported that they are also looking for someone to fill the Appreciation Gifts Chair position.
- c. Marketing: Katie Swartz reported that we have missed the deadline to put an add in Parent magazine for this quarter. She has two posters printed, but they have not yet been hung. One can hang on the school billboard. Lane Carlson will contact Blake Fisher (head of Viva Downtown) via phone about getting a banner hung on/in the IOOF Hall. Katie will call about the radio. Fran Patterson suggested posting a preview video on social media. Hillary added that taking a video would need to happen at an evening rehearsal, possibly this Friday, for lighting purposes. Hillary and Rosanna need to coordinate on costumes for this shoot. Alexis will reach out to Redding Buzz.
- d. School show advertising: Only 250 tickets have been sold between the two school shows. Lane will reach out to charter schools, as the performances are only four weeks away. Hillary will reach out to Manzanita to see what their feedback is.
- e. Next year’s show location and timing: The artistic directors and the TBC desire for the school musical to return to a black-box theatre, next year, and to return to the previous time frame of performances January-March. Katie Swartz points out that we need to be cognizant that the PTC has already rearranged their auction schedule for us. While there is not time to discuss at this meeting, a decision has to be made by the end of this school year.

8. Upcoming Events & Committee Updates

- a. Program – Alexis Owens reported that cast photos are taking place during this Friday’s rehearsal, with a photographer. Business ads are slowly trickling in. Sentiment ads will be pushed this week as the deadline before the price increase is this Friday the 31s. April 15th is the final deadline for all adds.
- b. Props Committee: Kate Roach reported that the props committee had a meeting with the show director that provided clarity and they are nearing completion of their goals. Katie added that she brought in the “dead body” that was asked of her.
- c. Front-of-House Committee: Julie Maire reported that the committee has a plan that they will be assembling soon.
- d. Cast Party Committee: Katie reported that Tiffany was unable to attend, but that they met and are excited. The committee wanted to know if the cast party had to happen right after the show or if it could be on a later date. Hillary and Lane confirmed that it could be held later, off campus, and that it was a party thrown by the parents and that teachers did not have to attend. It was brought up that when an off-site case party happened, in years past, about a third of the cast did not show up. Rosanna pointed out that if it did not happen right after the show we would lose parent participation in striking the set. Katie brought up that a show debrief and internal awards could be used to occupy the cast during strike and a party could still be held later.
- e. Hair/Make-up Committee: Katie reported that this is going well.

**Redding School of the Arts
TBC General Meeting Minutes
March 27, 2023 at 8:00am**

- f. Costume Committee: Rosanna Redding reported that she doesn't know when she is going to get them all fitted. Hillary will meet with Rosanna about a game plan for fitting. Rosanna also needs a breakdown of who is in what scenes. Hillary will send this.
9. Public Forum: Kate asked for clarification that the Parent magazine deadline was missed. Someone brought up Monika Glanzer as a possible contact for advertising. Katie will reach out to her.

PUBLIC FORUM: Hearing of persons desiring to address the Board on a subject not covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The maximum time allowed for each topic shall be 20 minutes. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Executive Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda.

10. Adjournment: Meeting was adjourned by Kate Swartz at 9:11 am.

NEXT MEETINGS:

- TBC General Meeting – May 22 at 8am in the Community Room
- TBC General Meeting – June ?? at 8am in the Community Room
- All TBC meetings are open to the public. Agendas/minutes for meetings are posted prior to the meetings on the RSA TBC website.

**Redding School of the Arts
TBC General Meeting Agenda
April 24, 2023 at 8:00am**

 X **President – Katie Swartz**

 X **VP1 – Julia Maire**

 VP2 – Rosanna Redding

 X **Treasurer – Fran Patterson**

 X **Secretary – Kate Roach**

 At Large – Kerri Loomis

 X **At Large – Alexis Owens**

 X **RSA Admin – Lane Carlson**

phone **Show Director – Hillary Rogerson**

 X **Teacher Rep – Tom Burkett**

Also in attendance: Blake Schack

1. Call Meeting to order: at 8:02 pm by Katie Swartz
2. Make any needed additions or changes to today's agenda: none
3. Approve March General Meeting Minutes: Fran Patterson moved to approve the March meeting minutes, Alexis Owens seconded, all approved.
4. Treasury Update: Fran Patterson reported that the TBC account started the month of February with a balance of \$57,787.88 and ended with \$60,561.07. She reported that the TBC bank account has to be closed in May and then reopened under the correct tax ID, so please cash all checks and get all reimbursement forms turned in.
 - a. 2023-24 Budget – first read: This handout was explained by Katie Swartz. She asks for us to take it home to review as a vote will take place on it at the next meeting.
5. School Reports
 - a. Teacher's Report: Tom Burkett reports that recent teacher meetings have been focused on testing. There has been nothing negative regarding school shows.
 - b. RSA Admin Report: Lane Carlson reports that he and Tesha Russo will be meeting with Shasta College about high school pathways, they will also inquire about using the Shasta College theatre for next year's musical.
 - c. Show Director's Report: Hillary Rogerson reports that everything is moving forward and there has been a lot of progress in the last week. There was only one failed pickup, but the issue was resolved. She would like to send out a Remind to parents about call times for school shows. There was discussion about how roll and lunch count would take place on school-show days. Hillary reported that kids will be responsible for their own hair and makeup. There is a need to clarify to parents that they are not allowed to attend the school shows. Lane will send out a Remind about school show donation with a note that parents can't attend the school shows. Hillary will be working on a lighting schematic the next few days.
6. Old Business
 - a. Debrief April events – none
7. New Business
 - a. 2023/24 Board Slate – first read: Alexis Owens, Katie Swartz, and Fran Patterson plan to return to the board. Julia Maire and Kate Roach plan not to return.
 - b. Next year's show, location, and timing: We plan to return to a black-box theatre venue (off campus) for next year's school musical. We also plan to return to the pre-COVID dates of January/February. We are aware that this will affect the dates of other school events. Katie Swartz reports that ideal dates would be the last weekend in January and first weekend in February. Hillary Rogerson reports that the next ideal dates would be the last weekend in February and first weekend in March; but Katie pointed out that this would not be ideal for the school auction. Katie Swartz posed the question to Hillary, "If a venue could only allow one weekend, could it be condensed?" Hillary pointed out that more revenue is made in the second weekend due to word of mouth bringing in outside audience. We would need to carefully review finances so that we do not lose money.

**Redding School of the Arts
TBC General Meeting Agenda
April 24, 2023 at 8:00am**

- c. Next year's meeting schedule and pattern: Katie Swartz proposed meeting on a Friday afternoon time that corresponds with a regular director's meeting (that has taken place at that time in the past) so that the TBC can be more in touch with the teachers they are trying to help. Possibly another Friday can be designated for connecting with project chairs. Hillary pointed out that she and a couple of directors were unable to meet on Fridays this year but could possibly alter their schedules for next year. We will have to discuss more next time.

8. Upcoming Events & Committee Updates

- a. Backstage Support Committees (Costumes, Hair, Make-up, Monitors): Katie Swartz reports that Alexsis is helping with makeup, Rosanna has costumes under control, and some volunteers are signed up to help with shows. She will reach out to show helpers to get them at rehearsals.
- b. Front-of-House Committees (Décor, Sales, Ushers, Security): no report
- c. School Shows prep: Rosanna has facilities arranged, audience from high school could fill if too empty.
- d. Cast Party Committee: Katie reports that the cast party will stay on campus and would like to use the activity center. The party will wrap by 11:00. Katie put out email to get extra help with set strike and cast party. We need to put in a facilities request.
- e. RSA Spring Recital – 5/17: will need our help
- f. High School Mental Health Movie Premiere – 5/18: The TBC will provide flowers and concession support. High school will do most of the work per their grant. Fran thinks flowers will not sell and that we might want to brainstorm another option. Katie Swartz thinks we should put this out in the Shasta Arts Council weekly email. Lane can put this and Moana in the Chamber of Commerce news blast. Hillary thought that a social post—for Moana—should be made on Instagram. TBC board was unaware that we had an Instagram account. Hillary is going to pass the video preview off to a student as she thinks they would do a better job. Katie reports that the radio broadcast (for Moana) is taking place Wednesday morning. Hillary will call KShasta about squeezing them in.

9. Public Forum: none

PUBLIC FORUM: Hearing of persons desiring to address the Board on a subject not covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The maximum time allowed for each topic shall be 20 minutes. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Executive Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda.

10. Adjournment: Meeting adjourned by president Katie Swartz at 8:54 am.

NEXT MEETINGS:

- TBC General Meeting – May 22 at 8am in the Community Room
- All TBC meetings are open to the public. Agendas/minutes for meetings are posted prior to the meetings on the RSA TBC website.

**Redding School of the Arts
TBC General Meeting Minutes
May 22, 2023 at 8:00am**

<u>X</u> President – Katie Swartz <u>X</u> VP1 – Julia Maire VP2 – Rosanna Redding Treasurer – Fran Patterson <u>X</u> Secretary – Kate Roach	<u>8:45 am arrival</u> At Large – Kerri Loomis At Large – Alexis Owens <u>X</u> RSA Admin – Lane Carlson <u>phone</u> Show Director – Hillary Rogerson Teacher Rep – Tom Burkett
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Others in attendance: Erika Warmington and Blake Schack

1. Call Meeting to order: at 8:08 am by president, Katie Swartz
2. Make any needed additions or changes to today's agenda: none
3. Approve April General Meeting Minutes: Julia Maire moved to approve the minutes, Lane Carlson seconded, all approved, none opposed.
4. Treasury Update: Treasurer absent. Katie Swartz reported that we came out with about \$10k in the black this year.
 - a. 2023-24 Budget – second read and vote: Lane Carlson moved to approve the budget, Kate Roach seconded. Discussion: Hillary Rogerson brought up a need for TBC to cover some unpaid hours of work over the summer, as has been done pre-Covid. Katie recommended discussing in the fall after we have a solid number. In discussion of the budget, Hillary proposed to move \$500 from the Middle School Musical Other Show Expenses (item 2210) and split it between Make-up and Props to accommodate anticipated expense for The Little Mermaid: \$150 moving to Props (item 2206), \$350 moving to Make-up (item 2208). All approve the budget as modified, none opposed.
 - b. Tri Counties Bank account changes
 - i. Empower Fran Patterson to open new TBC checking account using the FPAE FEIN: Hillary moved to allow TBC to open new account under correct tax ID, Julia seconded, all approved, none opposed.
 - ii. Remove Julia Maire as an account signer: Kate Roach moved to remove Julia as a signer, Julia seconded, all approved, none opposed.
 - iii. Add Rosanna Redding as an account signer (and keep Lane Carlson and Kerri Loomis as account signers): Julia moved add Rosanna as a signer, Lane seconded, all approved, none opposed.
5. School Reports
 - a. Teacher's Report: Erika Warmington reported that it was a crazy year, and next year will bring new opportunities.
 - b. RSA Admin Report: Lane Carlson agreed to it being a crazy year. He is eager to get a new venue nailed down (for next year's musical) for planning purposes.
 - c. Show Director's Report: Hillary Rogerson is looking forward to next year and going to a new venue. Moana was a wonderful show and everyone did a wonderful job with their contributions to make it wonderful.
6. Old Business
 - a. Debrief May events – Moana, school shows, cast party, HS movie premiere, (spring recital): Katie reports that the HS movie premiere went well and the students got to show off the work that they did this year. She wants what happened with the spring recital this year to not happened again next year. The TBC is here to support the teachers in making it happen.
 - b. 2023/24 Board Slate – vote: Julia moved to approve new board members, Lane seconded, all approved, none opposed.

**Redding School of the Arts
TBC General Meeting Minutes
May 22, 2023 at 8:00am**

- i. President – Katie Swartz
- ii. VP1 – Rosanna Redding
- iii. VP2 – Kerri Loomis
- iv. Treasurer – Fran Patterson
- v. Secretary – Jody Thornock
- vi. At Large – Alexis Owens
- vii. At Large – Tiffany Williams

7. New Business

- a. Next year's show, location, and timing: Lane reported that they had a date set with the Shasta College theatre, but just received an email to "pump the breaks." Hillary has a meeting with SC in June to resolve the scheduling issue. Katie hasn't heard back from Axiom, and proposed Anderson High School as a possibility. Hillary shared that she would love to squeeze back into The David Marr if possible. Katie Will reach out to Cascade Theatre about available dates. Lane will keep the conversation going with Stacy at Shasta College. We can bring up the fact that we have a workforce of parents to staff the facility.
- b. Next year's meeting schedule and pattern: Katie would like a scheduled check-in with directors as well as monthly meetings. She has no schedule yet. [Kerri Loomis arrived.]

8. Upcoming Events & Committee Updates

- a. Summer Fashion Alliance workshops: Katie reports that RSA will host the workshops and hopes to start a costume design class next year. She shares that Rosanna is willing to remain costumer for another year.
- b. Next year events: Meet and Greet (8/14, 5:30pm), Back to School Night (8/22, 6pm), Mandatory Musical Meeting #1 (8/30, 6pm), Musical auditions (9/9, time TBD), Talent Show auditions (9/12-9/14, 3-5pm), National Dance Day FPAE event (9/15, 7:30pm): Hillary will possibly change the musical audition dates, she will submit net dates by the end of the week. This could result in the Mandatory Musical Meeting moving up a week.

9. Public Forum: none

PUBLIC FORUM: Hearing of persons desiring to address the Board on a subject not covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The maximum time allowed for each topic shall be 20 minutes. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Executive Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda.

10. Adjournment: 8:46 am by Katie Swartz