

**PENN TRAFFORD HIGH SCHOOL
DRAMA GUILD PARENT ASSOCIATION MEETING
Jan 2, 2024 - 6:00 P.M.**

- Call to Order at 6:33. A meeting was held prior to the parent meeting by Mrs Haberberger and Karrie Gutwald introducing the staff and explaining the rules and guidelines for the musical. Once that concluded, the cast left for rehearsal and the parent meeting started.
- Paulette gave an introduction of the officers. All parents then introduced themselves and their child
- Treasurer's Report – Anita Posner
 - Balance of Account at the last meeting was \$29,038.10
 - Deposits made since the last meeting totaled \$6,070.37
 - Withdrawals made since last meeting totaled \$20,459.69
 - \$10,000 of which was used to purchase a 6 month CD
 - \$5,000 was given to the drama guild for lighting purchase
 - Ending balance of the account is \$14,648.78.
 - Report approved by Wendy Dietz, seconded by Karen Longo
- Secretary's Report
 - Bernadette was unable to attend due to illness.
 - Paulette asked for approval of the minutes from the last meeting.
 - Approved by Shari Vislosky and Tracy Price
- Drama Guild Sponsor – Jen Haberberger
 - Mrs Haberberger gave an overview of the drama guild and staff positions prior to the start of the parent meeting.
- Business Manager – Karrie Gutwald
 - Karrie gave an overview of clearances needed to volunteer and explained how to find the links to clearances on the PTDG website under the parent tab.
 - Showed location of key forms on the PTDG website.
 - Business Ad
 - Patron Ads
 - Health Form
 - Bio Sheet – This is due by 1/23 for a child to have a bio in the program.
- Directors – Tom Bekovac / Janine Hribal
 - Janine was unable to attend due to illness.
 - A director introduction was given by Mrs Haberberger prior to the start of the parent meeting.
- **Drama Staff Positions – Overview of the committees were given by the following:**
 - Costumes – Corri Gross & Jen Coles
 - Hair/Make-up – Janine Hribal – Anita Posner spoke in Janine's absence.
 - Props – Wendy Dietz needs a new chair (shadow) for next year
 - Ticket sales-Back Stage – Ashley Temple (was unable to attend)
 - Sets – Rob Gutwald

- Painting – Ed Bostedo – was unable to attend. It was noted additional help will be needed for weekdays after school

➤ **Parent Association Committee Positions – Overview of the committees were given by the following:**

- Gift Table – Karen Longo
 - Need 4 people per show behind the table & before to make items
- Publicity – Juliann Damico has volunteered to chair this position - promote online, order signs and posters , organize passing out of signs/ posters
- Photography - additional help will be needed to shadow current senior parents that cover this function. – we will need about 3 people per tech week rehearsal (shadow).
- Concession Stand – Melissa Conte - Unable to attend, but Paulette gave a report sent to her by Melissa. Will need additional help as there are 6 shows to cover. Co chair needed
- Chaperones/Security – Charles Mills - during all shows (shadow for next year Premozics)
- Ushers – Christine Goldsworthy – Unable to attend, but will need someone to shadow Christine for next year. Duties include meeting the ushers and manage backstage gift bags for the kids.
- 50/50 Raffle – Gary & Amy Freilino -- unable to attend, Amanda and Brian Woy have volunteered to shadow this position for next year.
- Fundraising – Tracey Price and Amy Blystone
 - Discussed upcoming plans of a Sip and Paint, Gift Card Lottery Ticket.
 - Please let them know of any ideas.
- Flowers – Traci Laspina- SPRING ONLY -will need someone to shadow for next year. Duties involve organizing the flowers in preparation for the show and manning the table during the shows.

Need help for all the committees and shows sign up link

<https://www.signupgenius.com/go/10C0F44A9AA28ABFCC16-46999827-committee#/>

➤ **New Business:**

- Activity fees – \$75 for Cast & Stage Mgmt., Crew \$65 CHECK preferred or online ONLY! DUE Jan 30th fees includes: short sleeve t shirt for each cast/crew member, backstage snacks and water during shows, end of year gift, 2 meals during full day rehearsals, student banquet cost, headshots, senior gifts senior signs
- Donations of water for the cast/crew to use during current practices – small bottles preferred
- If you haven't done so already, join our Remind group. Text @24bbbp to 81010
- Ticket sales for parents will be from Jan 16th – Feb 15th. Prices \$15 for adults \$13 for students/ senior citizens
- General public Sales will start Feb 16th.
- If you volunteer 30 hours, you will be given 2 tickets to the show.
- To attend the banquet, you must have 25 hours of volunteer time, 10 of which should be backstage help.

Next Parent Meeting: Jan 30, 2024

- Adjournment 7:17 Amanda and Brian Woy