

**Penn-Trafford High School  
Drama Guild Parent Association Meeting  
October 2, 2023-7:00 pm**

**Call to Order** at 7:01 pm

- quickly introduced the board members again for those who were not at the previous meeting

**Treasurer's Report-Anita Posner**

- balance starting of \$28, 188.10
- checks totaling \$300
- motion to approve Karen Longo and Chris Schmidt

**Secretary's Report- Bernadette Hensler**

- approve the last meeting minutes-Steve Paulone and Tracey Laspina
- meeting minutes are online at our website and also in an email we sent
- remember to sign up for Reminds if you have not

**VP update-Kelly Arlia**

- organizing Trunk or Treat and need a few volunteers to help out with it
- it is on Thursday, Oct. 26, 2023 from 4:30-7 pm
- we need some crew kids to put on a costumes and help pass out candy
- encouraging the younger parents and freshman parents-this is an easy way to get some credit  
Or hours for helping
- Meghan Furnier can possibly do it if Football is done, Steve Paulone can help as well

**Drama Guild Sponsor-Jen Haberberger**

- everything she does she puts in Google Classroom for the kids to know
- has 17 kids to go to see Little Shop of Horrors on Oct. 19, deadline is Monday, Oct. 9  
To sign up to go if anyone else would like to go
- Trunk or Treat-some cast members signed up to do Trunk or Treat and she told the members  
They could not do it because they have rehearsal and need to be in rehearsal
- the students not all able to be at the rehearsals impacts the show and impacts the other kids
  - this is a commitment just like any other team they sign up for
  - there will be revisions to the contracts for next year to make it show they have to be  
More committed to attending rehearsals
  - PLEASE make sure your children are attending rehearsals and making it a priority
- haven't started crews yet, but need to
- 15 rehearsals before tech week
- no show on Friday Nov. 10 because it is too risky to schedule a show because even if PT doesn't  
Advance, we could have to host a game
- two shows on Saturday, Nov. 11, 2023 at 2pm and 7 pm; Sunday Nov. 12 show time at 2 pm
  - ALL kids HAVE to stay for the whole day. It is for the kids safety they have to stay
  - Parent Board will be feeding the kids in-between shows
- tear down on Nov. 13, 2023
- kids are such a kind group and always willing to help one another

## **Business Manager-Karrie Gutwald**

-NEED to have your clearances!!!!!!

## **Committees**

### **Costumes-Jen Coles**

-Jen could not attend, but was in the costume room gathering costumes  
-a lot of things to tag, seam ripping and sorting things that are needed to do right now

### **Sets-Rob Gutwald**

-they started doing sets last week  
-they built most of the sets we needed them to build and possibly coming in tomorrow  
    To do some cutting  
-have to hang some things on the stage  
-Fall Play is a good experience to get a feel for what they do  
-Mrs. H's theater class has designed the set for this show, but in the Spring we hire  
    A professional design to design the show  
-the set parents do a lot of good things!!!

### **Painting-Ed Bostedo**

-nothing new for painting and it hasn't been started yet

### **Props-Wendy Dietz**

-Starting Props on Thursday  
-only meeting on Thursdays for the fall show  
-a lot will be pulling things out of bins and some little things to create  
-the musical is more prop heavy  
-do NEED some parents to help work the shows. Wendy cannot be at every show  
-Props is 5:30-8  
-PLEASE join the remind

### **Hair and Makeup-Janine Hribal**

-starting on Monday Oct. 9 and meeting at 4:30  
-meeting on Mondays until the start of the play

### **Gift Table-Karen Longo-items for sale as shows Needs help**

-still looking for a lot of help for the gift table  
-can help make ornaments, magnets, frames with many things being done at home  
-NEED help to work the shows-before the show and during intermission

### **Publicity-OPEN need help to put out signs and posters**

-Brian Woy stepped up and said he would like to be our person to head Publicity  
-task include taking signs and posters and putting them out in the yards, do some things

On Facebook

-may do an ad in the newspaper

**Fundraising- OPEN POSITION**

-still an open position

-may do a ticket fundraiser in the Spring

-right now we are organizing an Applebee's night because we have a connection there

**Photography-** takes photos during rehearsals, headshots and preps for sales

-Gary Frelino and Paulette will be taking pictures

-welcome anyone who have a good quality camera we welcome you to take pictures

-will do a flashdrive for one price and you can get ALL the pictures of the kids

**Concession Stand-**Melissa Conte-food sales at shows

-what we will sell this year is a little different in previous years

-plan to sell pepperoni rolls and cookies and looking into Pringles as another option

-we need some help for set up before the show, during intermission, and after the show

For clean up

-if you sign up for this committee, you can sign up for other committees to do

Backstage before the shows. Concessions is only needed the day of the shows.

Cannot work concessions and gift table, that is the only committee you cannot

Do both

**50/50 raffle-Gary and Amy Frelino-**during all shows

-sell before the shows

-we have Brian and Amanda Woy will take over the 50/50

**Chaperones/Security-Charles Mills-**during all shows needs help 3-4 people

-3-4 people we need is per show

-2-3 in the auditorium and one in the back for backstage

-easy to work all shows, but work what you can

**Ushers-Christine Goldsworthy-**arrange usher schedule and manage backstage gift bags

For the kids

-CAP kids are usually our ushers that sign up through Mrs. Popovich

-ushers are far more used in the Spring because the Spring has assigned seats where the

Fall is open seating

**Old Business:**

-Activity fees-\$60 cast, stage managers, asst directors; \$45 crew-**DUE NO LATER THAN OCT. 10<sup>th</sup>-online or with a check**

-the link is in an previous email we had sent or your can go on the website

-is everyone in favor to keep the change of \$45 for crew-Amy Blystone and Karen Longo

Motioned to approve

-Trunk or Treat-need help

- held in the gold parking lot right in front of the high school on Thursday Oct. 26, 2023 from 4:30-7pm
- Sign ups by Oct. 17, 2023 to let Mrs. H know how many will be helping
- Tee Shirt sales-online store coming soon
  - art work is finalized and we will get that out to you the website to order them from
  - it is an online website from Fancy Fox that will sell T-shirts, sweatshirts, long sleeved shirts, Crew neck sweatshirts
  - shirts will be in before tech week
- If you haven't done so already, join our Remind group. Text @romparents to 81010
  - Please make sure you kids have signed up for the correct Remind texts
  - Mrs. H uses them to send Reminds
- Sign up on Signup Genius for the committees or on the paper we have at the table
- Do need your clearances to sign up for a committee

### **NEW BUSINESS**

- Volunteer Hours
  - Spring we have a banquet and in order to get invited to the banquet you have to volunteer
  - You have to volunteer 25 hours to get invited and we are adding that you do 10 hours backstage To be able to eligible
  - Trunk or Treat does count towards the volunteer hours
  - Fall show hours are counted with the Spring Show hours to get the invite
- Spring Activity Fee \$75 cast and stage managers, \$65 crew
  - They were not set with last years board, so we met as a board to set these fees
  - motion to approve the fees-Amanda Woy and Tracey Laspina
- Cast Party
  - a Senior parent usually hosts a cast party for the kids after the shows
  - usually has food and drinks and stays there for a few hours
  - LOOKING FOR A SENIOR PARENT TO HOST THE CAST PARTY** on Nov. 11, 2023

**Next Parent Meeting: Monday, Oct. 23<sup>rd</sup> at 7pm at the LGI**

Adjournment at 7:41 by Melissa Conte and Wendy Dietz