

**PENN-TRAFFORD HIGH SCHOOL  
DRAMA GUILD PARENT ASSOCIATION MEETING  
MARCH 26, 2024- 7:00 PM**

**-Call to Order/Pledge**

-7:01 pm

**-Treasurer's Report**

- Opening balance is \$17, 202.66
- Total deposits is \$1897.52
- Checks cashed \$1682.92
- Uncashed checks \$788.43
- Undeposited of fundraiser \$308 (Tropical Smoothie)
- Ending book balance of \$16,628.83
- Approval of Melissa Conte and Amanda Woy

**-Secretary's Report**

- Approved minutes by Betsy Cordera and Brian Woy

**-Drama Guild Sponsor-Jen Haberberger**

- We need the kids to stay health and find some rest over Spring break
- Get them Zicam and make them drink water
- Let's try to limit sleepovers to prevent the spread of illnesses
- Everything is coming together-lights are set up; they practiced with the orchestra  
Last Saturday ...it's getting real
- will be sending emails of things for the kids to be aware of-next week will be  
Wearing previous show shirts
- next week, we will not have a definite end time. Stay by your phones so when your  
Child texts you, you can come get them. The reason for no end time is because we  
Practice until we are done
- Next Friday, we have the Elementary Preview shows in the mornings. They will need  
To remind their teachers they are missing class. Will be missing morning  
Classes the following Friday as well
- We will need a list of a few parent helpers for the Preview shows, but you HAVE  
To be on the list that Jen Coles and Cori Gross set up. We do not need many helpers,  
But a few
- Also, remind them to keep up with their studies
- Directors are thinking of keeping them later tomorrow since they do not have  
School on Thursday
- On April 8, the students cannot be in the school until after 5 pm due to the Solar  
Eclipse so we will set the start of rehearsal time

**-Business Manager-Karrie Gutwald**

- Clearances have been checked for anyone who has signed up on SignUp Genius
- She has contacted anyone who has any expired clearances or missing

### **-Directors-Tom Bekavac/Janine Hribal**

-From the Director's point of view,

We are in the final stretches of rehearsals and I have never been more proud of a cast! We are running the show every day and I watch your kids find something new about their characters each time they step foot on the stage in these final weeks. Their characters are BIG! Energetic! Fun and full of the 1950s life! They have worked hard and it shows. There's something magical about putting on the amazing costumes created by a fantastically talented duo and their team, use eggs and other food made from bits of this and that by our fabulous props department and wear makeup designed by their fellow students! And when they step foot on our brilliant set and it alllllllllll comes together-you're in for an awesome production that will transport you to Sweet Apple, Ohio, smack in the middle of 1958. You will be in awe of your kids-I promise! Tell everyone you know, because you don't want to miss it.

Makeup: This week the Makeup Crew should be attending rehearsals to watch the show and see where all of the quick changes will be. They do not have to attend every day, but are more than welcome to come. They should watch at least once, but can watch every night if they want to. Makeup Crew is called next Monday at 3 pm (tentatively) and should wear all black for cast pictures. Tech call times for Makeup Crew is 4:30 everyday. Show time call is 4:30 as well.

Let me know if there is anything else you need!

Janine

### **-Drama Staff Positions-Updates**

-Costumes-Jen Coles/Cori Gross-

-We will need all of the costumes steamed and ironed

-Ticket Sales-Backstage-Ashley Temple-

-Ticket Sales are going on right now at the front door

-Please tell as many people as you can to come watch the show

-we need to fill the seats

-Sets-

-April 15 at 5:30pm is a set strike. We have tools, but if you have tools

By all means bring them. We need many people to come help move

Items off the stage because we have to get everything off the stage

That night

-Props-Wendy Dietz-props is all set and ready for next week and Thank you to

Who has helped

## **-Parent Association Committee Positions-**

### **-Gift Table-Karen Longo**

- Thank you to everyone who has taken stuff and done things to help with the Gift table
- We have plenty of Bye Bye Birdie items we can sell
- Remind everyone who attends to stop by the gift table

### **-Photography-headshots and cast photo 4/1**

- Will be doing a flash drive of all the pictures

### **-Concession Stand-Melissa Conte**

- NEEDS HELP
- We will need help every show except the first two shows

### **-Fundraising-Tracey Price Amy Blystone**

- We got \$77.54 from Chick-Fil-A
- Please turn in your Raffle tickets. We have 20 tickets left to sell. Anyone who Wants to sell any, please see Amy Blystone or TraceyPrice

### **-Flower-Traci Laspina**

- Thank for anyone who signed up to help
- Working the table the nights of the shows, we are in good shape
- Next Thursday, April 4 we will do our first set up. Maybe an hour of set up
- We do not have many preorders
- If you signed up to help, she will be sending out an email with her contact info

## **-Old Business-**

### **-Volunteerism**

- We need as many people to help as much as we can. If everyone would take Shift, we can all have them covered with 57 families that we have Between cast and crew

## **-New Business**

### **-Videographer forms**

- Westmoreland Media Group-Jill Con is our videographer this year
- she has a form that will be sent out for us to use to purchase flashdrives \$25 DVD, \$35 BluRay, USB \$45(both weeks of shows on one USB)
- DVD and BluRay only have can only have one show on them

### **-T-Shirts**

- If anyone ordered a T shirt, you should have gotten them by now.
- We did have a few students who wanted to order more T-shirts, so we are Looking into possibly opening the website again
- We will need a minimum of 12 orders to do the order
- We will let you know if we are able to open the website again

### **-Senior Yard Sign**

- Look for the signs that will be out soon with our Seniors
  - Donation of water for the cast/crew
    - Some of the kids have been forgetting water during the rehearsals
    - If you can, please purchase the case of small water bottles
  - Cast Parties
    - The Mossing Family is willing to host both weekends for the cast party
    - An online set up will be out to help with donations of food and drinks  
Look for it in Remind and email
  - Officers Elections-will take place at our last meeting-nominations are open now  
Until 1 week before the our next meeting on April 30
    - Nominations are now open
    - Board positions are one year positions
    - Each position is available for nominations for next year
    - email the drama guild email your nominations
  - Banquet
    - April 24 at the Lamplighter
    - if you have your 25 hours in (including 10 backstage hours, you will get your Parent invite to the banquet
    - please keep working to earn your hours for the invite
    - it is \$25 to attend
    - will have an ice cream bar
    - Committee Chairs-email the list of people who have completed their hours
- If you haven't done so already, join our Remind group. Text @24bbbp to 81010

**Adjournment at 7:37pm by Amanda Woy and Karen Longo**

**Upcoming Schedule:**

- Tuesday April 24 Banquet at Lamplighter
- Tuesday April 30 Parent Meeting