**PTHS Drama Guild Parents Association, Inc.**

**General Meeting Minutes – held via Zoom**

**Meeting Date: October 6, 2020**

**Meeting called to order at 7:00PM with the Pledge of Allegiance**

**Welcome by President: Tracey Powell**

**Treasurer’s Report : Tracey McKinnon for Pam Kaczmarkiewicz (absent)**

* Deficit going into the Fall play of $700
* Ways to correct deficit is through selling of fall play merchandise (ornaments, magnets, pictures) via pre-orders, fundraising ideas discussed
* Jen H discussed idea to sell 31 inch cutouts of purchaser’s image and put them in the seats in the auditorium to look like an audience.
* The Fall play is set to represent a high school assembly where the cast is receiving their senior superlatives. There will be no audience in the auditorium because the cast will be seated there for the performance.
* Motion to approve treasurer’s report: Erin Grabowski, Kelly Doman

**Secretary’s Report: Nicol Burdell**

* Agenda and zoom invitation were sent via email.
* Motion to approve previous meeting minutes from June 16,2020: Michael List, Liz Shermeto

**Drama Guild Sponsor – Jen Haberberger**

* Fall play will be streamed on November 20 and 21. Unsure when it will be taped. If ready, would like to tape earlier so there is time to edit.
* Fall play is set in the auditorium to represent a high school assembly. It will be social distanced. Unsure if the actors will have to wear masks while on stage.
* T-shirt for this play might be a blue shirt with red and white lettering.
* No sets – previous chair had child graduate last year
* No props – again previous chair has a child graduated and no one has taken over yet.
* No paint crew
* Janine Hribal - hair / makeup
* Amy Winchell – costumes – plans for the actors to wear their own clothes. It is set in current times.
* Will be using floor microphones and hanging microphones so there are none on the students and no need to disinfect.
* Mike Pelia will help with lights with possible help from Lena.

**Business Manager – Karrie Gutwald**

* Clearances – if you plan on volunteering (when volunteers are allowed again) you will be required to have your clearances. The three clearances needed are available on the PTHS drama guild website. Clearances include PA State police request for Criminal Records check – Act 34, Child Abuse History Clearance – Act 151, Federal Criminal history record/fingerprinting or affidavit – Act 114.
* If your clearances will expire, Karrie will contact you.
* International Thespians Society– is like a theater sorority/fraternity. It shows the student to be a well-rounded individual. It helps if the student is looking at theater programs. Bases on a point system and included both onstage/backstage hours. Students that weren’t able to be inducted last year will continue to accumulate points.

**Costumes – Amy Winchell (absent but sent communication)**

* Bek provides his vision of the play- set in current times
* Cast will help provide their own costumes.
* No intention of asking anyone to go and buy something needed. The costume can provide if the item is not owned.
* Amy will email the cast who are exceptions to the normal costumes
* Amy’s email is [winch2@msn.com](mailto:winch2@msn.com)

**Hair/Makeup – Janine Hribal**

* Janie will get the script and review with Bek. Janine will meet with each of the cast members individually and discuss what they will need to do with their hair and makeup. The cast will be doing their own hair and makeup.

**Publicity –**

* Yard signs – only purchasing as many as there are cast members so they will be able to keep them after the show plus potentially a few more to place at churches,etc
* Will not be hanging a banner over Rt 130 this fall
* Advertising via social media, PT star
* Suggestion made for flyers to be placed at entrance to Giant Eagle, Pizza parlors, etc

**Fundraising**

* Ideas – Raffle ticket, possibly having the event streamed at a restaurant and receiving percent of food purchases, Online 50/50 like the football team has done – can use existing paypal account.

**Gift Table – needs a chair**

* Will be offering pre-orders for ornaments, magnets, possible individual photo prints and frames.

**Well wishes –**

* For purchase and would stream at end of show
* Also could offer to businesses for advertising

**Activity Fee – $30 due ASAP for all cast and crew.**

* Checks payable to PTHSDGPA
* Includes tshirt for the cast members.
* Can be brought in by cast member and given to Mrs. H.
* Can pay via PayPal on Drama guild website <https://www.pthsdramaguild.com> under the donations tab (5th tab over on top). Please indicate the name of the cast member and that is for their activity fee.
* If you are able to pay extra, could be used for a student with financial hardships to pay for their activity fee. Please indicate donation if choosing to do this

Will not need Water/cookie table, Chaperones, Ushers. **If you would like to send/bring in water donation, please take to practice.**

**Next meeting : ? unsure at this time**

**Motion to adjourn meeting : Rita Randall, Erin Grabowski**

**Submitted by:**

**Nicol Burdell, Secretary**

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