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

**General Meeting Minutes**

**Meeting Date: January 10, 2022**

**Meeting called to order at 6:00PM**

**Kim Koziak – Parent Association President**

* Call to order
* Pledge of Allegiance
* Will need to replace three board members next year. Please shadow the positions if interested.
* You need to volunteer 25 hrs to be invited to the drama banquet at the end of the year

**Treasurer’s Report – Pam Kaczmarkiewicz**

* Three papers distributed. Final budget for Dracula, Preliminary budget for Fiddler using Footloose as a guide, Reconciliation budget.
* We use the activity fee $50 for banquet, gifts, tshirts, food during long practices.
* Need receipts for any reimbursement if you are on a committee or a committee chair.
* Motion to approve treasurer’s report: Erin Grabowski/Liz Shermeto

**Secretary Report – Nicol Burdell**

* Emails sent from the drama guild are from me. I send reminders for meetings and updates. Agenda will be emailed if we have a virtual meeting option.
* You may email pthsdramaguild@gmail.com with any questions.
* Tshirt/apparel order for Fiddler and for PTDG will be coming through Fancy Fox printing.
* Sign up genius will be sent for committee sign ups
* Motion to approve Secretary Report: Paulette Mills/Kelly Doman

**Jen Haberberger – PTDG Sponsor**

* Welcome
* Rehearsals M-T-Th-Sat
* Don’t come to rehearsal if sick.
* Fill out conflict calendar.

**Karrie Gutwald – Business Manager**

* $7300 for program – all cast/crew responsible for $50 worth of patron ads. The most ad dollars sold will have a choice of any apparel item from Fiddler sale
* February 15 is the final deadline for all adds
* Need passing grades in three or more classes, grades will be checked weekly, cannot come to practice if on the restricted list due to tardies/absentees.
* Info sheet, Contract, health form, Health consent, contact information, conflict calendar given at meeting
* Script is cast member’s responsibility. If found, will cost $5 to get back.
* Need clearances (found on drama guild website) to volunteer.

**Committees –**

* **Costumes** – Lori Bass- Riley - don’t need to know how to sew. In the costume room during every rehearsal.
* **Hair/Makeup** – Janine Hribal – tutorials for those doing own makeup will start in February. There will be prosthetic beards, witch makeup. Any students welcome. Crew will learn makeup tutorials too.
* **Publicity** – Erin Grabowski – don’t have to come into school to volunteer for this committee.can hang yard signs, flyers, social media posts. We have FB, twitter, Instagram accts
* **Props -**  Liz Shermeto.- Don’t have to be crafty. Can come as much or as little as you can. Meet during rehearsals
* **Gift Table**– Christie Smith – sell items during and before shows. Items need to be made and purchased before hand. Very successful selling during fall play.
* **50/50** – Freilino family – walk around before the shows and during intermission for 50/50 sale
* **Water/cookie table** – Julie Mossing – help is needed during intermission during shows.
* **Chaperones/security** – Paulette Mills – monitor the doors, monitor people taking pictures/video during shows
* **Ushers** – Christine Goldsworthy – seat people at show, carry gift table items back to cast/crew bags, monitor exits
* **Water/Snack** - Kim Koziak – looking for water donations for practice days. Little bottles are better
* **Fundraising** – Amy Pleins – Royal sing-a -long on January 22nd. Please sign up using sign up genius to help. – has now been postponed due to covid.
* **Flower table at show** – Shana Orlic - sell flowers before and during show and take preorders for bouquets of various sizes

**New Business**

All active members of the drama guild are required to pay $50 activity fee by the end of January. If you have any financial hardship, please let someone know and we can accommodate.

Next meeting TBD –

Motion to adjourn meeting – Paulette Mills / Liz Shermeto

**Submitted by:**

**Nicol Burdell, Secretary**

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