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

**General Meeting Minutes – held virtually via Google Meet**

**Meeting Date: March 15, 2021**

**Meeting called to order at 7:00PM**

**Tracey Powell – Parent Association President**

* Call to order
* Pledge of Allegiance

**Treasurer’s Report – Pam Kaczmarkiewicz**

Costs this year was Jaden’s catering $397 and yard signs $268

* Balance $17,394; Still have to cut check to Sunseri for pepperoni rolls #3168 profit from rolls
* Projected costs t-shirts/banquet
* Motion to approve treasurer’s report: Amy Freilino/Amy Winchell

**Secretary Report – Nicol Burdell**

* Please communicate any questions or concerns via the website [pthsdramaguild@gmail.com](mailto:pthsdramaguild@gmail.com)
* Meeting minutes will be posted on the website
* Motion to approve Secretary Report: Paulette Mills/ Kim Koziak

**Jen Haberberger – PTDG Sponsor**

* Be honest with covid screening tool. Do not come sick. Parents fill out screening tool before volunteering
* Tight schedule. Students need to practice at home.
* Hard to schedule practices due to others tight schedules and use of stage
* 3/18 – costume parade with practice after and then tech week.
* Monologues and songs to be recorded on March 29.
* Videoing on March 30 and 31st.

**Karrie Gutwald – Business Manager**

* Thespian applications/ticket stubs due tomorrow, March 16th. Maybe you won’t have much to turn in this year. Induction ceremony will be sometime in May. Must have PT high school stage time as well as backstage time.
* Clearances need to be updated and turned in. Emails went out to those that are close to or have expired. You cannot volunteer on school property if clearances aren’t updated.

**Committees – Tracey P**

**Costume committee** – Amy Winchell - Costume parade will be 3/18 at 4:30pm. Doors open at 4:30pm. Head shots begin at 5 PM. Head shots will be in color and in the program.

* **Painting** – no parent volunteer – could use help anytime you are available. Painting after school tomorrow, March 16th. No talent needed – painting a black wall.
* **Props** – Liz Shermeto – props are done. Thank you to Wendy Dietz and Lori Bass Riley and the 4 students for their help.
* **Hair/Makeup** – Janine Hribal – Maddie Decker helping. Did not need parent volunteers this year- thank you for offering to help. Kids aware of hair and makeup. Come to costume parade in day makeup and hair done. **Guys do not need makeup for costume parade.** Only students allowed in hair/makeup room are the ones made to look old or guys needing help with their hair.
* Portraits and candid shots (available for purchase through the gift table items) will be taken during tech week when the cast is in full hair and makeup. The candids will be used during the streaming for the working wishes. There will also be group shots by grade and cast photos.
* **Publicity** – Amy Pleins – 50 yard signs were distributed. Please put yours out for all to see. Please share the drama guild post from Facebook including the coloring page. Posters are available for businesses to post. Contact Erin Grabowski if you want one. Stickers will be placed on the pepperoni rolls to market the show. Information will be in take home Tuesdays at the elementary and middle schools.
* **Fundraising** – Erin Grabowski – Pepperoni Rolls were very successful. Please come and pick them up tomorrow, March 16 from 4 – 5:30 at the high school.
* **Gift Table**– Kim Koziak– sell items at shows and now online, magnets, picture frames, pictures, ornaments. New items to sell will be cookie trays and cake pops for a “watch party” theme to be sold and picked up around the streaming date. New item will be stickers – PTDG, thespians, Working to put on your laptop. Pickup of items will be April 15th from 5:30 – 7pm at the high school. Please watch for ordering tab on the website. Orders are due by March 24th.

**Banquet** – Tracey P

* We are working on details for the banquet. Might have to limit the attendees due to restrictions. We were looking at The Lamplighter as the venue. More details to follow. Only cast, crew and some staff are paid for. If we are able to have others come, you will be invited and will have to purchase a ticket.

**T-Shirts –** Tracey P

* Shirts are being finalized and will be available for purchase on the website. Apparel available for purchase are t-shirts, long sleeve crews, hoodie sweatshirts, crew neck sweatshirts. All cast and crew will get a t-shirt as part of their activity fee. This will be a quick turnaround time of around 7-10 days for ordering.

**Streaming Information – Ashley Temple**

* There will be a streaming link through Showtix that will be active on March 26th. You are able to purchase a streaming code for $20/code and will have to choose a time slot to view the show. The show times will be every half hour between certain hours during the evening. The streaming code can be purchased under the ticket tab on the website on March 26.

Next meeting TBD

Motion to adjourn meeting – Erin Grabowski / Amy Winchell

**Submitted by:**

**Nicol Burdell, Secretary**

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