

Penn Trafford Drama Guild Parents Association

10/8/24 Meeting Minutes

Present: Amy Blystone, Dave and Kristen Bramson, Nikki Urban, Amanda Woy, Tracey Price, Kevin Cordova, Heather and Andy Dynys, Karen Longo, Meghan Furnier, Sina and John Premicik, Corri Gross

Meeting called to order at 7pm with Pledge of Allegiance

April 30, 2024 meeting minutes - motion to approve by Amanda Woy, seconded by Dave Bramsen

- ❖ Treasurers report - Anita Posner
 - Currently in the negative (-\$1322) for the self-contained fall play budget; Bank accounts and CD are \$ 21,512.85 and respectively
 - Revenue for the fall are based on guesses based on previous years
 - PTDGPA will feed cast and crew on full day Saturday rehearsal
 - Discussed expenditures for the fall with emphasis on signs/posters - Possibility to have a volunteer distribute posters in the community and then give them to students after the show. Posters may be printed in smaller quantity though nothing was voted on or decided completely. Further discussion below.
 - Water donations requested for backstage and possibly for concessions.
 - Will attach budget in Remind prior to the next meeting for voting and approval.
- ❖ Vice President's report - Brian Woy
 - Revised the bylaws and made them more clear. Will be sending them out for review. Anything in bold or underlined is what was changed
 - Changed terminology, election rules, and ways to change bylaws.
 - Will vote on them the next meeting
 - Publicity is a big deal and needs to be handled – Binder available to help anyone willing to take it on. Bulk of it is social media and talking with the press. Let the board know if interested.
 - Photography – In big need for someone to donate time to take pictures especially during tech week and head shots. If you or someone you know is able to take this on, please let the board know.
 - Posters – possible to decrease the number printed – Possible to print out for the cast and crew for keepsakes – Might ask the kids who wants one before ordering. Some parents may be willing to pay for them but board is hopeful that it won't come to that. Open to ideas
- ❖ Secretary's Report - Karyn Frye
 - Reminded parents that all meeting minutes can be found on the PTDG website
 - Informed parents that the board is working as one and can be reached at pthsdramaguild@gmail.com.

- ❖ Lily Blystone's Presentation – Lily is an 11th grader and proud member of the Drama Guild. Her presentation included information on Girl Scouts and her time there. She is dedicating her Gold star project to the reorganization of the costume room in to something more organized and sustainable.
 - Hoping to start next week. Materials must be donated.
- ❖ Mrs. H's report: Dates of the show 11/22, 11/23, 11/24 – 7:30 and 3pm (for Sunday)
 - Trunk or treat set up is 4, it goes from 5-7 – Rehearsal is 6-9 that night
 - Please send in health forms – no medical attention can be given without consent
 - Activities fees due today! A lot of the kids haven't met yet to give activity fees
 - Artwork for poster/shirt revealed – created by Chloe Stack – request already sent to Fancy Fox – Sage green shirt with blue and white design – will give design to Karen Longo for gift table purposes
 - Things going well with small cast – hoping for more with Charlie.
 - Reviewed plot of play
 - Share/promote the play with local libraries – have the cast go to libraries? Promote through school libraries for AR
- ❖ Costumes - Nikki Urban
 - Half of the cast is costumed
 - More sewing work is needed
 - Volunteers are welcome
- ❖ Props - Kristen Bramsen
 - Moving smoothly however more help is needed – parents and students are welcome. Volunteer when you can.
 - Discussion about hats/masks part of costumes vs. props - Kristen said she is following the list she was given and is ok with what is on the list.
- ❖ Sets - Brian Woy for Rob Gutwald
 - Most of the heavy lifting is done – stage pieces are done. Need to complete bookcase. Can help Kristen with bigger items that are needed.
- ❖ Hair and Makeup – Anita Posner
 - 18 people signed up for hair and make up – they will be meeting soon. Will try to have them help out with props and costumes.
 - Way too many people for the makeup room so will need to whittle down
 - Many seniors graduating – looking to the next line of leadership
- ❖ Painting - Amanda Woy
 - Looking to get started soon
 - Remind code: @librispa
- ❖ Fundraising - Amy Blystone and Tracey Price
 - Two fall fundraisers already planned:
 - Tropical Smoothie Cafe - 10/9, 4-9pm
 - Wye Brewing - 10/23, 4-9 - 10% of food/drink (including alcohol) proceeds go to PTDG but you must mention the fundraiser or show the flyer.
 - Tip boards in November – Possible for a purse

- Chick fil A fundraiser in November – will return with dates – Will possibly schedule for spring musical – Amy will ask about a code that will help people support the fundraiser when ordering online.
- Looking to add Crumbl Cookie fundraiser
- Will also get in touch with Ed for a pizza fundraiser
- Make a wish basket – Possibility of doing a basket with gift cards for local businesses.
- ❖ Gift Table - Karen Longo
 - Themed gifts and treats for patrons but also for cast/crew
 - Will need help this fall
 - Will set up a Remind
 - Will increase candy bar prices to \$2 a bar
 - Will take Halloween candy donations (i.e. donate your leftover halloween candy to be sold at the fall play)
- ❖ Concessions - Meghan Furnier
 - Discussed possibility of selling beverages other than water however only water will be sold..
 - Concession stand has been renovated in to a school store – Unclear what the state of the stand is. Kids will be able to use fridge in faculty room for leftovers or storage of their own food/beverages.
 - May end up being a table by the concession stand or moved to another area to maximize space - discussed possibility of opening both lobbies.
 - Concessions and Gift Table reps to discuss possible overlap of food sold
- ❖ New Business
 - Activities fees – 60/cast, 45/ crew, 60 stage management - DUE TODAY
 - Fancy Fox has been contacted re: tshirts to get ball moving within the next two weeks
 - Trunk or treat – Need a volunteer to run it with the kids.
 - Will offer up their car.
 - One student volunteered, need two more – prefer crew members due to cast in rehearsal
 - Each bag of candy donated by students who can't participate equates to one hour of community service
 - PTDG to provide candy
- ❖ Motion to adjourn made by Dave Bramsen, Seconded by Amanda Woy