

PTHS Drama Guild Parents Association, Inc.

General Meeting minutes

Meeting Date: March. 5 , 2018

Meeting called to order at 6:00pm with the Pledge of Allegiance

Secretary's Report- Heather Kerrigan

All previous reports are sent via email and posted on the website

Treasurer's Report/Preliminary Budget for Spring Musical-Debbie Hochman

-copy of report given at meeting

-the income listed includes activity fees paid but is not complete income at this point because T-shirts have yet to be paid out, for each cast/crew member

Approval of budget: Darla Cyncar, second Tamara Patula

Drama Guild Sponsor-Jen Habeberger

-Students raised \$5227 in the SNAP fundraiser - we will receive 77% of that

-Next week will start M,T,W,TH, Sat rehearsals

-Check remind and website for rehearsal updates- SAT's will be this Saturday March 11 no one permitted in the building early

-NO ONE IS ALLOWED TO MISS REHEARSAL DURING TECH WEEK

-Costumes look great - help is needed please consider helping, not just during show time, all of our sets are not even built yet

Business Manager- Karrie Gutwald

-The preview shows for elem. Schools will be both Fridays April 6, 13 9:45 am start

-the people who contributed on SNAP will be in the program

-Angel Morante was our top seller and will get her choice of her own shirt

-Parent ads were down this year, business ads were up, we had 64 business ads

-Thespian info sheets were sent home with students, All Info Due By March 17th (combo of onstage and backstage hours needed)

-Committee Heads PLEASE send your volunteer names AND HOURS to Karrie so she can check clearances before the show, as well as log volunteer hours

-must have 20 volunteer hour to be invited to the banquet

-ramp is being built/installed, parent assoc will donate money toward this project

Committee Reports:

Costumes-Amy Winchell

-Please review the email that was sent in regards to shoes/jeans for boys AND the undergarments and shoe requirements for the girls

-any help is appreciated there is ironing and steaming to be done

-Costume Parade is March 17 9am students report at 8:15

-pictures for center of program will be taken Tues March 6 at 5:30 student arrival 5pm

-request for bins to be purchased after the show to store costumes

Sets-Greg Johnston

- there are a lot of set pieces for this show, and still more to be built, any help is appreciated
- clearances are needed but can be completed with Mrs Gutwald

Painting-

- Ashley, Mrs. List, And Mrs. Shojae have been helping with the after school set painting-Thank you to them
- Ashley Bender former PT grad who now attends CMU will come to help paint the backdrop

Props-Janet Johnston

- Janet is looking for a drum set to be used onstage, and a small "retro" style couch, please contact us if you have either of these

Hair/Make Up-Janine Hribal

- most of the wigs are in, the make-up kits for the new drama students will be in soon and distributed
- Help is needed for the first week /preview show in the room to help Janine
- most cast member have had their hair/makeup done, ensemble is next week (March 12 5pm)

Publicity-Amy Lanzelotti

- Yard signs have been distributed and placed around the community, there are a few left as well as signs-please contact Amy if you need them
- With the high winds, if you see a sign down please fix it!
- Ads have been placed in in Penn Franklin News(March 26 April 6,9) and The STAR (March 29 April 5,9)
- Banners will go up this week
- A reporter will be coming to the school

Tickets-

- Online sales are going extremely well- 1500 tickets sold to date, this is the highest presale to date!!
- Tickets are being sold at the school on Tuesday evenings only

Gift Table-Darla Cyncar

- Jobs were divided up and the candy, treats and gifts are being made for the gift table.
- The work schedule is made up, please see/contact Darla if you are on this committee

Chaperones/Security- Elizabeth Heinbaugh

- no report from this committee

Water/Cookie Table-Amy Pleins

- cookies are ordered
- help is needed to fill spots on Amy's schedule

50/50 Raffle- Kim/ Bruce Norman

Backstage Water-Tammy Morante

Ushers-Shari Vislosky

- CAP students to volunteer
- 1 extra adult may be needed

Flowers-Jean Pucek

- there are two new local flower shops that will be used for the shows, one per weekend.
- help is needed, the Thursday before each opening night to prepare the flowers

New Business-

All Day Rehearsals

- as of now...**March 17th and March 24th from 9-4 lunch will be provided by the parent association**

T-shirts

- Order online by March 11th

Fundraiser Nights- Feb 17 Chick Fil A Feb 28 Applebee's , March 18 Chipotle

- Our last fundraiser will be at Chipotle **on Sunday March 18-Please attend as we need \$300 in sales to make a profit**

Senior Signs Pictures-

- Senior Pictures Due March 6th please submit

Musical Banquet- April 23 Harrison Room 6-9 Jaden's to cater

Parent Volunteer Hours- 20 hours to be invited to the banquet

Thespian Society--what students need to save- Due Date

Due date is March 17

Dates to remember- Night of the Stars @ the Palace Theater

- tickets have been ordered by Sherry Kotik- Thank you to Sherry for handling this again this year

Next Mtg. Scheduled For Monday April 2 , 2018 6:00pm

Motion to Adjourn Mtg- Erin List , second Paulette Mills

Submitted by:

Heather Kerrigan, Secretary

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