

PTHS Drama Guild Parents Association, Inc.
General Meeting minutes
Meeting Date: January 3 , 2019
Meeting called to order at 7:00pm
Approved by -Joe Pikovsky, Michael List

Secretary's Report- Heather Kerrigan

-- all monthly meeting minutes will be submitted and posted on the PTHS Drama Guild website to view

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

-copy of report given at meeting

-we raised \$3435 for the fall Steeler ticket raffle. Again we thank the Morante family for the donation of the tickets, Erin List for getting the gift card, and to all who sold their tickets to help make this fundraiser a success. Report showing, \$11,000 in bank and estim \$9,000 in total operations costs.

Report approved by: Amy Winchell, Paullette Mills

Drama Guild Sponsor-Jen Habeberger

- PARENTS- it is very important to get involved and VOLUNTEER your time to help make this show a success. We are in need of support from all so please share your talents and time. Please remind your student to turn in their info sheets, med forms conflict calendars (**monthly**) bios, or they will be put on restricted list
Also please be prompt for arrival and departure times! Rehearsal BEGINS at 6

Parents/Students: there are numerous ways to be informed throughout this musical season, please sign up for REMIND @hfa6gK follow us on TWITTER PTHSDramaGuild@PTSpringMusical, check the PTdramaguild website, AND have your students ALWAYS check the DRAMA room door

Business Manager- Karrie Gutwald

- PT volunteer policy states that you must have clearances to volunteer. All information can be found on our website. The \$40 activity fee for Parent Organization can be paid online, DUE BY JAN. 31st Ticket sales will be online. Information to follow when ticket sales will open. Parent ads due Feb 16, can be completed on the website. Each cast member must have,(sell0 Supporting cast in the amount of \$50 this year. Cast bios and pictures to Mrs. Gutwald, no selfies. Pictures can be emailed to her.

Committee Reports:

-some committee volunteers will require clearances as they will meet during rehearsal time, please email with questions.

Costumes-Amy Winchell

-meets during rehearsal time to compete costumes for entire cast

Sets-Rob Gutwald, thank you to Rob for taking on this responsibility, and to Gregg

Johnston for his years of help!

-meets during rehearsal time in the evenings and Sat. 8-12 Much help is needed, all are welcome

Painting- CHAIRPERSON IS NEEDED!

-meets 2:45 to 5pm to supervise HS students once the sets are completed

Props-Janet Johnston- has student volunteers, Adult help is WELCOME!!!

Hair/Make Up-Janine Hribal

-help will be needed for showtimes once the vision is given from BEK for each cast member-hair and make-up could be extensive

Publicity-Amy Pleins

-help is needed and any ideas are welcome for extra publicity throughout our area to promote our show.

Gift Table-Darla Cyncar

-Tracey Powell to co-chair and help with the planning. Would like it to be run similar to last year where everyone had a job to do. Volunteers will be needed for show time.

Chaperones/Security- Tracey McKinnon

-help will be needed for each of the show. Clearances needed

Water/Cookie Table-Amy Pleins

-help will be needed for the shows

50/50 Raffle- Elizabeth Heinbaugh

-will need help during the shows

Backstage Water- Angela Bender**Ushers-Shari Vislosky**

-coordinate with CAP volunteers, adult volunteers welcome

Flowers-Kathi Carver

-help will be needed prior to the shows and during the shows

New Business-

\$40 activity fee for all active members of the Drama Club (Musical) cast, crew. This will include a t-shirt for the show. Due Jan. 31st

T-shirts-

Please remind your child to turn in their T-Shirt order form

Parent Hours-

It is required that parents work/volunteer 25 hours. 10 of which are backstage, (sets, props, painting, costumes) WE NEED YOUR HELP!

Next Mtg. Scheduled For Thursday Feb 7 , 2019 6:00pm LGI

Motion to Adjourn Mtg- Paulette Mills, Michael List

Submitted by:

Heather Kerrigan, Secretary

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