

PTHS Drama Guild Parents Association, Inc.  
General Meeting minutes  
Meeting Date: Nov 6 , 2019  
Meeting called to order at 6:00pm

**Treasurer's Report/Preliminary Budget for Spring Musical-Pam K**  
**-copy of report given at meeting**

Report approved by: Erin List, Paullette Mills

**Secretary's Report- Heather Kerrigan**

-- last month's meeting minutes were distributed via email and posted on the PTHS Drama Guild website to view

Report approved by: Michele Simkovic

**Drama Guild Sponsor-Jen Habeberger**

- The show is NEXT SATURDAY--
- SATURDAY rehearsal will be 9-4 Food will be provided by the parent organization
- TECH WEEK IS MANDATORY- call time is 4:30 filming will be that Thursday, no one permitted in the auditorium
- Saturday show--call time will prob. Be 1pm (stay tuned) STUDENTS MUST STAY BETWEEN SHOWS---they will be fed by the parent organization
- There will be a donation bucket at all shows for Make A Wish for the school fundraiser, please consider a donation, thank you!
- Spring Musical Announcement--FOOTLOOSE!, Please leave the announcing to the production staff, as there is talk prior to the release and should be left to the staff--thank you

**Business Manager- Karrie Gutwald**

- PT volunteer policy states that you must have clearances to volunteer. All information can be found on our website.

---ALL committee chairpersons please send list of volunteer names to Karrie so that she may check clearances! Thank you

**Committee Reports:**

**Costumes-Amy Winchell**

Costume parade was last wednesday and went very well---she says thanks to all her wonderful volunteers

**Sets- Gregg Johnston (working hard on sets this day!!)**

**Painting- Tatem petrillo**

Maddy/Morgan and other students are helping to paint sets

**Props-Janet Johnston-**

Everything is complete

**Hair/Make Up-Janine Hribal**

-tutorials are complete and will run full hair makeup for tech week

**Publicity-Amy Pleins**

-banner has been dropped off to the municipal bldg to be hung, PLEASE SHARE ON ALL SOCIAL MEDIA ABOUT OUR SHOW!!!!!!

**Gift Table-Tracey McKINNON**

-Everything is going well and ready to go

**Chaperones/Security- Paulette Mills**

-help may be needed for each of the shows. Clearances needed

**Water/Cookie Table-Nicole Burdell**

-help will be needed for the shows

**50/50 Raffle- Elizabeth Heinbaugh**

-will need help during the shows

**Backstage Water- Tracey Powell**

**Ushers-Shari Vislosky**

-coordinate with CAP volunteers, adult volunteers welcome

**New Business-**

TECH WEEK---mandatory!! all must be present

Penn Middle School Show A Christmas Story --weekend of Nov 23 7pm

**Next Mtg. --To Be ANNOUNCED after Musical Auditions**

**Motion to Adjourn Mtg- Paulette Mills, Kelly Doman**

**Submitted by:**

**Heather Kerrigan, Secretary**

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