

PTHS Drama Guild Parents Association, Inc.

General Meeting minutes

Meeting Date: September 26th, 2016

Meeting called to order at 6:34pm with the Pledge of Allegiance

Introduction of Officers and Staff

- PTDG Officers: Lisa Popovich, President; Debbie Barber, Vice- President; Debbie Hockman, Treasurer; and Tracey Powell, Secretary.
- Drama Guild Sponsor: Jen Haberberger
- Fall Play Director: Tina Lepidi-Stewart/ Assistant Director: Brad Broman

Treasurer's report – Debbie Hockman

- Please refer to the Reconciliation Detail sheet that was handed out at the meeting. Our ending balance dated 9/20/16 is \$12,144.81
- A "Great Expectations" Preliminary budget was passed out during the meeting.
- Motion to accept the Treasurer's report was made by Joe Pikovsky.
- Seconded by Debbie Barber
- Motion carried

Fall Play Sponsor - Jen Haberberger

- "Great Expectations" packets were distributed to parents. They include a Cast /Crew Information sheet, PTHS Drama Guild Fall play Policies and Contract, a Health Form, and the Calendar for practices from now through the show.
- If any cast or crew member cannot make it to practice, they need to let Jen know. She does not have access to the attendance records from the school. Please email her if they cannot come – haberbergerj@penntrafford.org
- Please sign up for the Remind txt. Directions on how to do so can be found on the website.
- There is also a twitter account to follow and a Facebook page for our group.
- Lastly, there is a drama door that information is posted on. The kids know where this is to check it.
- An issue was brought up about the Friday night show, November 11th, 2016 – Opening Night. If our football team is in the playoffs, we will be moving the show from Friday night to a Saturday Matinee. We will not know this until the week before. We believe that attendance would suffer if we kept the show on that night. Also we have kids that play football, cheer and are in band in our show.
- The Penn Trafford International Thespians Society is a group that all students can apply to join.
- Cast and crew members should gather any show they attended, acted in or helped with sets. Ticket stubs, programs should be gathered throughout the year to submit in the spring. Half credit is given to 7th and 8th grade shows participated in and full credit for high school shows.
- In order to join the group, you must have both on stage and backstage experiences.
- More information to follow about this process.

Director and Assistant Director

- Tina Lepidi-Stewart introduced herself to the group and shared her extensive credentials with all of us.
- She is excited for the process of producing this show.
- She thanked all parents for their support during this process!
- Brad Broman introduced himself to the group and also shared his extensive credentials with all of us.
- He discussed the sets and his big plans.
- He mentioned possibly building a chandelier for the show.
- He thanked all the parents involved and asked for any help during this process.
- We thank him for volunteering his time to Assistant Direct this show!

Committee Reports:

Costumes – Brenda Haas

- Brenda mentioned that she is a Senior parent and will need someone to shadow her to take over her position next year.
- She needs as many volunteers as possible.
- There are approximately 500 man hours spent in costuming a show like this.
- Not a lot of sewing will be need, mostly pulling some 500 pieces of costumes for the cast from our extensive costume room.
- Some immediate needs are as follows: Top Hats – light beige would be great! - Ladies shoe boots in crème, light beige in size 10/11 - 3 pairs of Work boots that are higher at the ankle in sizes 10 ½ and 10 ½ Wide.

Sets – Mike Haas

- Sets are built by the parents; no students are permitted to use tools at the school.
- There are three dads that are currently helping with the sets. They could use a few more to help build.
- They are there Monday, Tuesday, Wednesday and Thursday from 6:00 to 8:30 or 9:30pm.
- Committee requests – Old Rot Iron Gate or Two large Garden Trellis's.

Painting – Brenda Christeleit

- Students are permitted to help with painting the sets.
- They can get credit for backstage work by participating in this crew.
- Painting often happens directly after school to allow drying time before rehearsal
- Parent volunteers are always needed for this crew.

Props - Barb Shojaie

- They will be working on props during rehearsals.
- There are lots of props to gather for this show.
- We will post on website anything that we cannot find that possibly parents can find.

Publicity – Amy Lanzelotti

- We order approximately 50 yard signs for the fall play.
- Exploring ordering more since there are 35 cast members that take home and put in their yard instead of out on the main roads to advertise.
- Color was being discussed for the signs
- We always need the yard spikes to put the signs on, if you have any to donate, please send in!
- Exploring if we can get a banner to display over Rt. 130 for the fall play.

Tickets – Kathy Carver (Spring Musical Only)

- Fall play tickets are a general admission ticket with no numbered seats. This allows for simplicity in selling.
- More information to follow regarding tickets.

Gift Table – We need a parent volunteer for this crew!**Hair and Makeup – Janine Hribal**

- She will be ordering some supplies on-line for makeup.
- Brad has big ideas for the makeup for this show!
- She always needs volunteers to help with the makeup for the show.

Water/Cookie Table – Barb Shojaie

- Volunteers are needed during the shows!
- Thank you to Jaden's Catering for always providing our cookies and water!

Water for Backstage – Debbie Barber

- Finding out from MaryJo Barker where she purchased the water.
- Jaden's Catering may be able to provide us the water
- The students are given small water bottles backstage for the shows

50/50 Raffle – Kim & Bruce Norman

- We are exploring when we need to renew our Gaming License?
- It cost \$100 to do this, but well worth it.
- Volunteers will be needed at the shows for this committee.

Chaperones/Security – We need a parent volunteer for this crew!

- Debbie Hockman ran this crew last year, but since she joined the Board as the Treasurer, she cannot run this Crew.
- Please consider volunteering to run this crew!

Flowers – Jean Pucek (Spring Musical Only!).**Ushers – We need a parent volunteer to run this crew!**

- The CAP students volunteer for community service hours for this crew.
- Since Lisa Popovich is the High School Nurse, she organizes the kids that volunteer.

Fundraisers – Officers

- Our plan is to do the same type of fundraising we did last year by hosting days to eat at certain restaurants, showing our flyer to get credit towards our group.
- Some successful ones were Hoss's (approx. \$300 made), Chik-Fil-A, Papa John's in Trafford etc.
- More information to follow.

Musical Banquet – Board Officers

- The Musical Banquet is held in the Spring!

New Business

- All active students in the Fall Play (actors, stage managers, crews) are required to pay an Activity Fee of \$15.00 paid to "PTDGPA."
- This fee is due now along with the packet that Jen Haberberger handed out.
- Clearances also need to be turned in as soon as possible to Jen. No one can work with any of the students without your clearances.
- They are free to do on-line as of right now.
- More information on our website: www.pthsdramaguild.com.

Next Meeting

- **Monday, October 17th, 2016** at 6:30pm most likely in the LGI room at the High School.

Motion to adjourn the meeting – Janine Hribal, Seconded by Sherry Kotik.

All approved – meeting adjourned

Submitted by:

Tracey Powell, Secretary
PTHS Drama Guild Parents Association, Inc.