

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

### **Introduction of Officers and Staff**

- Lisa Popovich, President; Debbie Barber, Vice-President; MaryJo Barker, Treasurer; Tracey Powell, Secretary
- Tina Lepidi-Stewart, Fall Sponsor and Director
- Jen Haberberger, Spring Co-Sponsor (Amy Kelly is the other Co-Sponsor, absent due to attending Deer Valley Camp)
- Karrie Gutwald, Co-Business Manager; Ashley Bodnar (Temple), Co-Business Manager

### **Treasurer's report: MaryJo Barker**

- Account balance - \$12,850.99
- Will provide a preliminary budget for "Break A Leg."

### **Fall Sponsor/Director Report**

- "Break A Leg" shows are being held at Trafford Middle School on November 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> at 7:30pm and November 8<sup>th</sup> at 2:00pm.
- The rehearsal schedule may be changed for the last week of October.
- T-shirts – in process.

### **Committee Reports:**

#### **Costumes – Brenda Haas**

- Audrey Cook is helping with Costumes.
- We will need more volunteers for this group! This is one of the most important crews for the success of our shows! Please consider helping with costumes!
- The tentative mini-costume parade/headshots being taken is scheduled for Saturday, October 24<sup>th</sup>, 2015 during rehearsal.

#### **Sets – Mike Haas**

- The crew last year opted out of going to breakfast on Saturdays. Instead they used the money that was allocated for that and bought a Jigsaw! Thank you!
- As far as the kids helping with set construction, they can do anything but use any power tools!
- Adult help will be needed!

#### **Props – We need a Chairperson**

- Organize and construct all needed props.
- Tina is currently working on props for the Fall play.

#### **Hair and Makeup – Janine Hribal**

- It was brought up at meeting considering buying new makeup kits for students. The price range is between \$20/\$25 per kit.
- Janine also suggested that we buy all new makeup due to most of the inventory being old.
- We would also like to teach the kids how to apply stage makeup properly.

#### **Water/Cookies – Barb Shojaie**

- Barb will be providing the cookies and water for us to sell.

#### **50/50 – Bruce & Kim Norman**

- Bruce and Kim were not present at this meeting.

#### **Publicity –Brenda Haas & Amy Lanzelotti**

- They will be doing the normal advertising in the local papers.
- Jen Haberberger is working on getting a logo that her students will create for this show.
- Once that is created, large brochures will be created to give to the kids and display at the schools and in businesses across town.
- Flyers will be created to have businesses like Pizza Hut etc. put on their pizza boxes advertising the show.

### **Chaperones/Security – We need a Chairperson!**

- This is a very important part of the show!
- It ensures the safety of our kids during the show backstage.
- The Chairperson does not have to work all the shows; they would coordinate all the volunteers.

### **Water backstage – MaryJo Barker & Debbie Barber**

- The kids will have water and a small snack backstage during the shows.

### **Gift Table – Kristen Polechko**

- This is a very fun crew to be a part of!
- We create items to sell for profit themed for the show.
- Typically meet once per week at Kristen's house to craft.

### **Ushers – We need a Chairperson!**

- Supervise student ushers.
- The CAP program handles sign-ups for ushers, the kids get community service hours for ushering.
- The kids wear red vests, usher people to their seats, deliver gift table items to cast, direct to restroom etc.
- The chairperson coordinates white bags to be placed backstage for cast and crew.

### **Flowers – Jean Pucek**

- Flowers are not provided for the Fall play!
- Jean graciously offered to chair the table for the Spring Musical!

### **Tickets – Tamara Patula**

- Karrie Gutwald and Ashley Bodnar assist with the tickets process.
- There are no pre-sale tickets for Fall play.
- The tickets are not numbered and are on a first come first serve basis.
- On-line purchases for tickets will be considered for the future.

### **Musical Banquet Decorating**

- The PTDG Board handles the planning of the Spring Banquet.

## **Old Business**

- All active students in the Fall Play (actors, stage managers, crews) are required to pay a \$15.00 activity fee. Checks can be made out to "PTDGPA."
- Students can bring their fee in a marked envelope to Jen Haberberger's room at the high school, # 116 during homeroom, on any school day.

## **New Business**

- **Clearances - for ALL PARENTS WORKING IN ANY CAPACITY FOR THE SHOWS, will need to have three clearances.**
- **They include: Child Abuse Act, ACT 51 & Fingerprinting.**
- The link to getting the clearances is currently on the penntrafford.org website and will be added to our ptdgdramaguild.com webpage this week.
- Clearances are due ASAP; the hard deadline for the school district is December 31, 2015!
- The original paperwork will need to be brought in and shown to Karrie Gutwald, she will make a copy and return to you.
- The new policy for the school district is that Clearances will need to be updated and re-submitted every 5 years!
- Students have the opportunity in the spring to join The Penn Trafford High School Troupe 4562 of The International Thespians Society.
- Students earn their membership into the Society with both on-stage and backstage experiences in theater.
- Performance credit starts in 7<sup>th</sup> grade through Senior year.
- Any shows that were worked on, acted in, attended etc., can get credits.
- The student will need to provide proof of being involved in shows or attending shows by saving programs/tickets etc. There will be a form to fill out in April to apply to the Society.
- Band/Chorus Festivals, Stage Right and/or CLO or any Theater group can be considered for points as well.
- Karrie Gutwald will tentatively start giving information starting in March 2016.
- For now, save your programs, ticket stubs etc.
- Fall Play t-shirts will be provided by Premier Promotional Solutions in Manor in the coming weeks.
- **Jen Haberberger mentioned that there will be a New York City Trip scheduled this year for June 3<sup>rd</sup> thru June 5<sup>th</sup>, 2016! More information to follow soon!**

- ***Next Meeting – Monday, October 26<sup>th</sup>, 2015 – Tentatively scheduled at The Trafford Middle School.  
More information to follow closer to meeting.***

Motion to adjourn the meeting – MaryJo Barker, Seconded by Debbie Barber.  
All approved – meeting adjourned

Submitted by:

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