

PTHS Drama Guild Parents Association, Inc.

General Meeting minutes

Meeting Date: February 7 , 2019

Meeting called to order at 7:00pm

Approved by - Paulette Mills, Elizabeth Heinbaugh

Secretary's Report- Heather Kerrigan

-- all monthly meeting minutes will be submitted and posted on the PTHS Drama Guild website to view as well as emailed to members after the monthly meeting

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

-copy of report given at meeting

-the preliminary budget remains the same at this time, there are deposits from activity fees that still will be added

Report approved by: Tracey Powell, Kathi Carver

Drama Guild Sponsor-Jen Habeberger

- PARENTS- it is very important to get involved and VOLUNTEER your time to help make this show a success. Consider volunteering even 1 time a month: in costumes, sets, props, make up. We are in need of support from all so please share your talents and time.
- *Please keep your child healthy through this cold/flu season. Rest and fluids!
- *If your Hunchback DVD did not work get it turned in ASAP and it will be replaced.

Business Manager- Karrie Gutwald

- PT volunteer policy states that you must have clearances to volunteer. All information can be found on our website. Ticket sales will be online. Ticket sales will open to public Monday Feb 11. Parent ads due Feb 16, can be completed on the website. Each cast member must have, (sell) Supporting cast in the amount of \$50 this year. Business ads due Feb 23. Students will get credit if they sell a business ad. Thespian forms will be sent out after Feb 16. On stage as well as backstage hours are required for Thespians. The ceremony will be in May

Committee Reports:

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

Costumes-Amy Winchell

-thanks to all who have helped. Email to be sent about under costume requirements for the cast

*shoes tbd soon, there may be enough character shoes to loan.

*students from costume design class will be making Fester's jackets for the show!

Sets-Rob Gutwald-

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

The sets are massive and much help is needed. The ramps are in. We have a set designer, just need extra hands to carry out the vision

Painting- Thank you to Tatum Petrillo and Mary Jo Montgomery

-meets 2:45 to 5pm and some evening as well also sometimes to supervise HS students once the sets are completed

Some items are primed so any help is appreciated

Props-Janet Johnston- got a peacock chair!! Looking for burgundy, dark grey, brown, navy TWIN or double size comforters

Hair/Make Up-Janine Hribal

-help will be needed for showtimes

-donation from Riverview HS of foundation makeup- Thank you to them!

*ensemble members have been given their own, make up, wig cap, pins,

*tutorials will be starting soon

*donations needed of make up wipes and paper towels for the make up room

Publicity-Amy Pleins

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

Amy is in contact with the vendor for signs/banners. Please be sure to place your sign in an intersection to be seen..

Gift Table-Darla Cyncar

Running similar to last year where everyone has a job to do. 6 Volunteers will be needed for show time/night. Projects are underway.

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

-Contacted Margie and GE for prices/ideas/color (purple,grey,black)

-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. - All have been paid

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!

*Night of the Stars ticket order form- due Feb 22 Sherry Kotik has information- this may be available online (check website)

Next Mtg. Scheduled For Tuesday March 5 , 2019 6:00pm Fishbowl

Motion to Adjourn Mtg- Paulette Mills Kelly Dolman

Submitted by: Heather Kerrigan, Secretary PTHS Drama Guild Parents Association, Inc.