

PTHS Drama Guild Parents Association, Inc.  
General Meeting minutes  
Meeting Date: January, 2, 2020  
Meeting called to order at 6:30pm with the Pledge of Allegiance

**Secretary's Report- Heather Kerrigan**

-reports will be sent via email as well as recorded online on the drama guild website for monthly review  
**-approval Darla Cynkar, Amy Winchell**

**Treasurer's Report/Preliminary Budget for Spring Musical-Pam Kaczmarkiewicz**

**-copy of reports given at meeting**

Preliminary budget given for Footloose, idea of fundraising brought up. This will be necessary, discussion of a ticket sale starting in February, discussion of committee to be formed to manage fundraising.

**-approval of reports Janice Adams, Erin List**

**Drama Guild Sponsor-Jen Habeberger**

**Welcome and introduction of production staff.**

**Please stay informed!- sign up for REMIND ASAP**, check the website, twitter, tell students to check the drama room door for postings as well

There was an Information and Instruction sheet given in a packet at the meeting PLEASE review all of the information and be mindful of the DUE DATES for ads, dues etc,

Remember academics is a priority, Students must maintain grades or will be placed on the restricted list

Please send Mrs. H a text via REMIND about attendance in case of an absence

Be mindful and respectful of rehearsal START and END times

**Business Manager- Karrie Gutwald**

Please be mindful of Due dates for cast bios, patron and parent ads, as well as the supporting cast ads.

\$50 in supporting cast ads must be sold by each cast member- business ads do count towards this. Due Feb 15

Activity Fee to PTHSDGPA due Jan. 30 \$40

Cast bios no selfies due Sat Jan 25

Students must have their script in a binder- if lost, \$5 due to Mrs. Gutwald (please be responsible)

Thespians, an induction ceremony will take place in May, To become a member please begin collecting your items in an orderly system now. -more information will follow

Parent Ads if you wish to give a personal shout out to your child in the program-this is separate from patron ads, and they are due Feb. 22 (examples from other programs can be given at next mtg. If needed)

CLEARANCES- to volunteer you must have clearances--THEY ARE FREE go to our drama website

**PTHSdramaguild.com there is a drop down bar for all the clearances and information needed**

If you have them on file with in the district they can be sent over to Mrs. Gutwald at

**gutwaldk@pennttrafford.org**

## **Committee Reports:**

### **Costumes-Amy Winchell**

Meet during rehearsal time, clearances needed, no need to know how to sew, there will be emails sent weekly with updates and help needed.

### **Sets- Rob Gutwald**

Meet during rehearsal time (SATURDAYS 8-12) , clearances needed, Volunteers needed and MUCH appreciated!

### **Painting- Tatum Petrillo**

Done after school 2:30-5 Clearances needed Help is Needed!! Once sets are built Will defin. Need help come April

### **Props-Janet Johnston**

Meet during rehearsal time, clearances needed, there are student volunteers for this committee but adults are welcome

### **Hair/Make Up-Janine Hribal**

Clearances needed, volunteers appreciated closer to run of show, and during showtime, there are student volunteers for this committee

### **Publicity-Amy Pleins**

Volunteers needed to help get the word out! Share on Facebook, etc

### **Gift Table-Darla Cynkar/Tracey McKinnon**

Volunteers needed, for work on various items to be sold during the run of the show at the gift table. Jobs given to work on items.. Volunteers needed during show, about 6 helpers per show

### **Chaperones/Security- Charles/Paulette Mills**

Clearances needed, volunteers appreciated, about 3-4 for each show

### **Water/Cookie Table-Nicole Burdell**

Cookies, water, chic-fil-a will be sold at the shows  
Volunteers will be needed for the run of the shows, about 6 per show

### **50/50 Raffle- Gary/Amy Freilino**

Volunteers needed for the run of the show 4 per show, to sell tickets and count money.

### **Ushers-Shari Vislosky**

Adult Volunteers welcome!- student (typically CAP volunteers) assist with this during the run of the show  
Arrive 1 hour before the show and assist with clean up after the show

## **Backstage Water-Tracey Powell**

### **Flowers-Shana Orlic**

Thank you to Shana for taking over this committee  
Pricing to be looked into for orders this year

### **New Business-**

Fundraising: a ticket will be used as a fundraiser starting in February.. More information to follow at upcoming mtg. And via email

\*\*\*\*Motion to add a Fundraising Chairperson

Amy Winchell, Shari Vislosky

Vote taken at the meeting

Motion passes

Parent Volunteer Hours- 15 hours to be invited to the banquet  
-record your volunteer hours with the committee chairperson!

Dates to remember-

Banquet Date will be announced at next mtg (tentative date as April 8th)

Night of the Stars - we perform on May 6 @ the Palace Theater tickets will be handled by Shari Vislosky (thank you Shari)... look for information to follow

**Next Mtg. Scheduled For Tuesday February 4 , 2020 6:00pm LGI**

Motion to Adjourn Mtg- Darla Cynkar, Erin List

**Submitted by:**

**Heather Kerrigan, Secretary**

**PTHS Drama Guild Parents Association, Inc.**