

PTHS Drama Guild Parents Association, Inc.  
General Meeting minutes  
Meeting Date: Sept. 16, 2019  
Meeting called to order at 6:04pm with the Pledge of Allegiance

\*Welcome and introduction of officers done by President: Tracey Powell

**Treasurer's Report/: Preliminary Budget discussed for Fall Play -Pam Kaczmarkiewicz  
-copy of report given at meeting**

Pam asks for PAPER receipts to be turned in when seeking reimbursements. thank you  
Motion to approve: Paulette Mills, Erin Grabowski

**Secretary's Report- Heather Kerrigan**

Please be sure to sign in at each meeting and print clearly an updated email for upcoming information.  
Each month's meeting minutes will be sent via email and posted on our Drama Guild website

**PTHSdramaguild.com**

Motion to approve: Michael List, Paulette Mills

**Drama Guild Sponsor-Jen Habeberger**

\*Parents introduced themselves to et to learn faces, Parents were asked to please return and PLEASE volunteer your time

\*Nov. 16-17 Fall Play show dates

Students and Parents please sign up for REMIND text alerts for important information updates!

\*on the remind app text @2019Mouse to 81010

\*Conflict calendars were given out and must be turned in to Mrs. H--this is done each month to help with scheduling and rehearsals.

\*Rehearsals for Mouse..Monday & Thursday 6-9 Tuesday 5-8 Saturday 9-12 Be ready to start on time and please be prompt with pick up times. Thank you

\*Please keep in mind we have only 29 rehearsals days until show time. Please make every effort to make this a priority.

\*Academics are a TOP priority, if they fall below par at any time students will be asked to step down from the show.

\*Contracts should be signed and turned in to Mrs. H

\***NYC** trip - info was handed out about a trip to New York City in the Spring, it is a tour with two shows and lots of fun, please email for more details or to register go to [www.peakperformancetours.com](http://www.peakperformancetours.com)

**Business Manager- Karrie Gutwald**

\* If you plan to volunteer PLEASE get your clearances on file to Mrs. Gutwald. There is no fee for volunteers and all the information and links can be found on our drama guild website.

[Pthsdramaguild.com](http://Pthsdramaguild.com)

\*Thespians is an honor society that our students can earn points for and participate in the ceremony held in May. Start collecting now, information will be sent out in January from mrs. gutwald and everything is due in February. Nothing is kept, it is all returned. Please keep it organized.

## **Committee Reports:**

### **Costumes-Amy Winchell**

Erin List is named as helping in the costume room for the Fall play with Amy. They meet during show times, and work directly with the students, so you MUST have clearances. Amy will send out emails to her committee with when and what is needed for the week.

### **Sets- CHAIRPERSON NEEDED**

Sarah Bender is designing our sets for this show but HELP IS NEEDED!!!

### **Painting- Tatum Petrillo**

She will be meeting after school once the sets are built. HELP IS NEEDED!!

### **Props-Janet Johnston**

She will meet during rehearsal times and does have student help on Tu-Th but WELCOMES adult volunteers!!

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

Most help needed during the run of the show, does have student volunteers.

### **Publicity-Amy Pleins**

Will be in charge of yard signs facebook newspaper and other advertising, ALL HELP is welcome!!!!

### **Gift Table-Tracey McKinnon**

Will meet with committee to get ideas make items and create the gift table for the show, ALL HELP WELCOME!!

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

HELP NEEDED DURING RUN OF THE SHOW

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

Cookies will be ordered, HELP NEEDED DURING RUN OF THE SHOW

### **50/50 Raffle- Freilinos to chair**

HELP NEEDED DURING RUN OF THE SHOW

**Backstage Water-** a parent volunteer would be helpful to organize this! Clearances needed

**Ushers-Shari Vislosky**

**New Business-**

**Hair/make Up room needs chair.**

\*Motion to purchase chairs has passed with all votes Yes Erin Grabowski/ Kim Koziak

**Homecoming Float:** Superhero theme A remind message has been sent with dates to work on the float Janne Hribal has graciously offered to help the students with the float. Today at 5pm Sun 22nd 3pm Wed. the 25 6pm. All students are welcome to join in the parade Line up for parade will be 5:15

**Fundraiser: We will wait until Spring with more students participating in the musical to do a fundraiser**

**Activity Fee for the Fall \$30 due ASAP this includes your child's t-shirt All students cast and crew are required to pay the activity fee. Check payable to PTHSDGPA**

**Next Mtg. Scheduled For Tuesday October 8th 6:00pm LGI**

**Motion to Adjourn Mtg- Poullette Mills Erin List**

**Submitted by:**

**Heather Kerrigan, Secretary**

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