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

**General Meeting Minutes**

**Meeting Date: March 28, 2022**

**Meeting called to order at 7:00PM**

**Tracey Powell – Parent Association President**

* Call to order
* Pledge of Allegiance
* Invitations for banquet with Tracey Powell

**Treasurer’s Report – Pam Kaczmarkiewicz**

* Help pay for half of sound board. Will be PTDG property
* Other expenses – two lunches, gifts at banquet, snack/water
* No fundraiser – budget will be smaller than in years past. Need good fundraising ideas
* Motion to approve treasurer’s report: Paulette Mills / Tracy Laspina

**Secretary Report – Nicol Burdell**

* Tshirt/apparel order for Fiddler and for PTDG will be distributed to children this week either Tuesday or Wednesday
* Motion to approve Secretary Report: Erin Grabowski/ Kelly Arlia

**Ashley Temple – Tickets**

* Online ticketing shuts off 2 hrs before showtime
* IF buying at the door, they will get a paper with their seat number. No actual tickets anymore.
* Able to look up online tickets by last name at door if needed.
* Doors open at 6:30pm

**Jen Haberberger – PTDG Sponsor**

* Document sent out on Remind has all information through May 10th
* Call time for Sunday shows is 11:30AM
* Circle time and Fiddler Friends are not part of the parent organization or staff, but kid driven. Call times are early for shows to a lot for these activities.
* 8:30pm is not the end time during tech week. Can run later.
* Elementary Preview shows - students need to tell their teacherst hat they will not be in class Friday morning.
* Please park in the RED lot if coming to help during the shows and leave other parking lots for patrons.
* Parent volunteers need to have clearances on file in order to volunteer. It is a federal violation if you work without clearances. Available online and doesn’t take long to get cleared.
* 13 cast/crew to be inducted in Thespian Society. Induction May 10. Money due this Thursday, March 31- $35
* If your child hasn’t gotten a banquet invite, please have them see Mrs. Haberberger
* Show ends Sunday May 10th, Tear down in Monday, May 11th. All hands on deck
* Flashdrives – filming show on Thursday night of both weekends. Flashdrive will include both casts. Can order through Family ID. $25 per flashdrive.
* Night of the Stars – NOTS – not mandatory but a nice end of the drama season. PTDG is the finale of the second intermission. Bussed to Palace Theater for rehearsal on Tuesday. They will take costumes home, will get dressed the next day and get to the Palace on their own.
* Able to start setting up on Fridays for the show at 2:30 PM
* 50th display will be in the cafeteria, tour and discounted tickets for alumni. Permanent photo display of the history of the drama guild will be in the lobby of the performance arts building.

**Committees –**

* **Costumes** – Lori Bass- Riley – 16 new prayer shawls being made. Working on repairs and switching items out. Instruct your child to hang up their clothes when they are done and put items in their bag.
* **Sets** – Rob Gutwald – Sets are complete.
* **Painting -**  Ed Bostedo – painting is complete
* **Hair/Makeup** – Janine Hribal –Everyone looks great. Shout out to makeup crew for all of their efforts especially with the beards.
* **Publicity** – Erin Grabowski – please share social media posts, tell family and friends, businesses.
* **Props -**  Liz Shermeto.- props complete and on the table and kids are using them.
* **Gift Table**– Christie Smith – Virtual gift table will be given to the kids in their bags opening night of the show. Wine bottles for sale – to be placed in your window on show night – $10/bottle or 2 for $16. Candy, ornaments, picture frames, pictures, etc available for purchase at the shows. Can send something back to your cast/crew member. Every cast/crew member will get something from the parent organization each weekend.
* **50/50** – Freilino family – Tickets are prepped and ready. Extra tickets and signage completed.
* **Water/cookie table** – Julie Mossing – 4-5 people each show. Waiting for one more availability. Cookies ordered. Pretzels will be available on Sunday.
* **Chaperones/security** – Paulette Mills – 3-4 volunteers every night.
* **Ushers** – Christine Goldsworthy – Has all shows covered with adult volunteers and CAP students
* **Water/Snack** - Kim Koziak – Thank you for water donations. Still could use some snacks and water– clean snacks like – animal cracker, pretzels. Nothing messy. Thank you for the candy donations. Help to raise money since will didn’t have a fundraiser.
* **Flower table at show** – Shana Orlic – purchasing them through Costco. Cost is comparable to Adamm’s Family. Flower prepping on Thursday night in the art room -

**New Business**

-Taking nominations for three board positions.

-Banquet will be held Tuesday, April 12th at the Lamplighter in Delmont. Cost for guests $29. Need to have 25 volunteer hours to be invited to the banquet. Every show that you volunteer for would count as 3 hours.

**Cast party** – Saturday nights after show – usually starts around 10:30 – 11pm and goes until 1pm. Food and drink signup sheet on drama door.

 Locations:

Powell House – April 2

26 High Point Circle

Harrison City, PA 15636

412-913-7566

Kaczmarkiewicz House – April 9th – same time period.

**Next meeting - April 25th at 7PM in the LGI**. Final meeting – elect new board members.

Motion to adjourn meeting – Paulette Mills / Erin Grabowski

**Submitted by:**

**Nicol Burdell, Secretary**

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