

**Western Wayne Drama
Parents Meeting**

DATE: 08/19/2026

LOCATION: R Place, Hamlin

TIME: 6:00 p.m.

Purpose/Objectives: To meet as a group to establish clear expectations and organize resources needed for upcoming events.

Frequency: Monthly (TBD)

Meeting Called By: Jackie Vass

Facilitator: Jackie Vass

Note Taker: Lauren Maxwell

Attendees: Drama Club Parents

TIME (Minutes)

- **Review of Old Actions (Close/Extend)** 5
 - ✓ **Stephanie – Food Voucher Tickets** 5
 - Sign Up Genius - Food/Basket Donations**
 - ✓ **Samatha – Sub-Acct for Motorcycle Ride Funds for Drama**
 - NYC Trip**
 - ✓ **Samatha - Need 4 Cash Boxes for Car show (raffles baskets, 50/50, food, BAER registration)** 10
 - ✓ **Phil – QR Code for Texas Roadhouse**
 - **Pass Up of Issues/Hot Topics**
 - **Club Officer Updates**
 - ✓ **Vice President**
 - ✓ **Treasurer**
 - ✓ **Financial Update**
 - ✓ **Secretary**
 - **Marketing for Events (All Avenues)**
- Highlight of Significant Items/Upcoming Events:** 50
- **Opening Remark and Additional Items of Discussion**
 - ✓ **Jessica McLaughlin**
 - **Opportunity for students and/ or parents to see an evening performance of Big Fish at the Standard Theater company on Saturday, Aug. 29. Location Main Ave, Scranton, PA, 18504. Transportation would be on your own to : the theater. A google form will be sent out to gather a head count ASAP. They can hold 30 seats for us.**
 - ✓ **Dollar Tree Donation Event – Labor Day Weekend**
 - ✓ **Herr's Chips** (2 boxes donated 10 add'l boxes will be purchased at discount rate include: Sour Cream & Onion, Sour Cream & Cheese, Salt & Vinegar, Honey BBQ, Regular Chips, BBQ Chips, Pretzels, Popcorn and Cheese Curls)
 - ✓ **Pierogies purchase (2 boxes) Discounted rate**
 - **Presentation of Drama Web Site and create drama email account**
 - **Drama email account – Phil**

- **Bike Nights (BAER - Sept 12th)** Event starts at 9 a.m. and food is served at 12:00 p.m. Need volunteer list to hand out flyers (1st group by 10 a.m. like to due in shifts or whole day.

- **Car Show/Motorcycle Run**

- ✓ Update on Raffle Baskets
- ✓ Donations/Volunteers - Sign up Genius (Food, Raffle, Volunteers)
- ✓ Flyer Distribution

- **Volunteers 8:15 a.m. BAER MOTORCYCLE (Sept 19th)**

- ✓ BAER - Registration (money, register riders (hold harmless), give out voucher/raffle ticket) (be there by 8:15 a.m.) registration begins at 9:00 a.m.
- ✓ School (concession stand, raffle table (incl. 50/50), set up, break down, raffle basket redemption location

- **Texas Roadhouse (Oct 22nd – 3 p.m.-10 p.m.)**

- ✓ Raffle Basket Donations
- ✓ Volunteers Needed Night of Event (Raffle Tickets)
- ✓ Flyer Distribution

- **General Discussion**

- ✓ Bank Account – Update of Names on Account
- ✓ Financial Audit of Last Years Financial Transactions
- ✓ Club's Bylaw Review Comments
- ✓ **Security Clearances Turned In (NEW PROCEDURE) make sure you upload clearances.**
- ✓ Updated Parent Drama Letter

- **Recognition**

- **Review of New Actions and Dates**

Next meeting: Sept 10th, 2026 @ 7p.m. at Western Wayne Middle School

Audit: All Attendees (Round Table

Additional Information:

CARSHOW SUPPLIES: Poster Boards, Drama Banner (Zip ties), Raffle Boxes, Tickets (Raffle & 50/50), Pens/Markers, Post-it Notes, Tape, Tables, Chairs, Table Covering, Cash Box, Upcoming Events Flyer (holder), Picture Frames for Gift Cards, Ticket Number Listing, Tents

TRH SUPPLIES: Drama Banner (Tape), Raffle Boxes, Tickets, Pens/Marker, Cash Box, Raffle Baskets, Upcoming Events Flyer (holder), Ticket Number Listing, Post-it Notes