

Port Tobacco Players Board of Directors Meeting Minutes

The meeting was called to order on August 11th at 6:35 PM

Board Members Present - Matt Jones, Chris Magee, Tessa Silvestro, Mike Gahan, Kyle Rappe, Tara Waters, Ben Simpson, Melissa Ball

Absent - Joselle Gilpin

Motion to approve July meeting minutes was made by Chris Magee, seconded by Tessa Silvestro. It was passed unanimously.

Treasurer's Report - presented by Mike Gahan. Motion to approve report was made by Ben Simpson, seconded by Tara Waters. It passed unanimously.

Properties - Tessa Silvestro - contacted the lighting company with plans and is waiting on an invoice. She is also meeting with sound companies in 2 weeks.

Costumes - Melissa Ball - The peg board is in progress. A new computer was installed up in the costume loft. Melissa Ball is looking into a new washer/dryer. We received a donation of vintage hats and Tessa will give Mike Gahan information to give the donor a receipt for tax purposes.

Public Affairs - Matt Jones - Rocktoberfest sponsorship paid for, Matt Jones will be asking for volunteers to sign up to work both online and at the summer membership meeting. The new website launched the last weekend of Guys and Dolls and had a good response. The promo video is done for the fair.

Membership - We discussed the upcoming summer membership meeting, if we needed more help with setup or pop up tents. We also suggested bringing membership envelopes to the meeting to sign up members.

Facilities - Chris Magee - Chris Magee met with the roofer again and was able to recreate the leak on the roof for them. It was repaired. Dressing room louvers were installed on the 19th. The privacy wall in the men's room is reattached. The sound closet floor will be being replaced with laminate and installed this month.

Chris Magee presented a design idea for the new patio which will replace the old deck, which would cost approximately \$2500. Chris Magee motioned for this project to be approved, Melissa Ball seconded. It was passed unanimously.

Air filters were checked throughout the theater and replaced. A plan for landscaping the back lot was discussed. Chris Magee is also dry locking the outdoor bricks.

Discussed purchasing 2 metal awnings for \$800 to prevent further leaking over doorways. Chris motioned and Ben Simpson seconded. Cost approved unanimously.

History/Library - Kyle Rappe - Play reading books were returned to shelves. Kyle Rappe will print a list of active members for Joselle Gilpin to have at the picnic. Ben Simpson is running the Nominations Committee and we will vote on additional members at the

membership meeting per bylaws.

Education - Ben Simpson - Camp report will be presented at the next meeting. Ben Simpson is checking dates and times for a potential make up workshop. We found space in the calendar and held the spots tentatively.

Matt Jameson resigned his position as director of Encore Kids, Ben Simpson will meet with Suzanne Donohue and Bill Righter on August 15th to discuss plans for next Encore season.

Productions - Tara Waters - Guys and Dolls finished. Elf auditions set and given to Public Affairs. Crucible is in rehearsals. Ben Simpson is sending the final version of the Actor's Agreement to Tara Waters. Tara Waters presented the potential slate chosen by the play reading committee. The Board amended the slate and Tara Waters made a motion to pass the amended slate, Matt Jones seconded. It passed unanimously. WATCH updates will now be added into the productions updates.

Old Business - Kyle Rappe is still working on the sound inventory.

New Business - Discussed creating an Amazon wish list for donors to use to purchase items the theater needs. All board members were asked to bring back ideas of items to add to the wish list for the next meeting.

Discussed logistics of hosting a Polar Express event. It was ruled out.

Mike Gahan said he had a discussion with the bank about a possible loan.

Ben Simpson motioned to adjourn the meeting and Tara Waters seconded. The motion passed. Meeting adjourned at 8:37 PM