

Port Tobacco Players Board of Directors meeting December 1, 2019

The meeting was called to order by Vice President Ben Simpson at 6:32 pm.

Board Members Present- Ben Simpson, Joselle Gilpin, Tessa Silvestro, Chris Magee, Mike Gahan, Tara Waters. On the phone- Matt Jones

Board Members Absent- Melissa Ball, Kyle Rappe

Minutes – Chris Magee moved to accept as corrected. This was seconded by Tess Silvestro and the motion passed unanimously.

Treasurer- We received \$1,000 from SMECO as an incentive for changing lights to LED. As part of the terms for our loan we must report back when we spend the funds. We are receiving approximately \$149,000. Tessa Silvestro made a motion to accept the Treasurer's report and Tara Waters seconded. The motion carried unanimously.

Properties- Tessa Silvestro- Sound System- Jim Watson was unaware we were moving ahead with the sound system. **Action Item Tessa Silvestro will talk to Jim Watson and explain that we have not yet made a final decision and what the new system will entail.** Tommy Scott had to use the backup light dimmer module and he is ordering a new one. Chris Magee is working on a repair for the work lights. We keep losing the stage left lights. Will Derr and Tessa Silvestro have found a better headset for the music director to use and it will work with our new sound system. The cost is approximately \$300.

Costumes-Melissa Ball- The costume guild has not yet purchased the new washer/dryer. **Action Item Melissa Ball will work with the costume guild to determine their requirements and Chris Magee will make the purchase.**

Public Affairs- Matt Jones-Small Business Saturday was very successful. Nick's Wine Bag renewal is due. **Action item Matt Jones will get the renewal information and contact Mike Gahan for a check.**

Membership- Joselle Gilpin- Nominations for next years board are in and the nomination time has closed. The Winter Meeting is set at the American Legion on February 2020.

Facilities- Chris Magee- The roof repair appears to be holding at this point. A new leak in the lobby has been discovered which is not part of the contract for the roof repairs. The stucco on the outside of the building will be painted when the weather is better. Chris Magee measured the space inside Mimi's. We may be able to put a small office and a men's room. We need to find out if the new historical building status has a regulation as to what we can do with the building. Action item- Chris Magee will contact the town to check on our responsibilities. We will begin the work on the rear deck when the weather changes. The rehearsal hall floor will be finished between December 22 and 25.

Education-Ben Simpson- Charles County public Schools are having a scholarship fair at CSM on December 17th at 6pm. After discussion we have decided that we have a process in place that works and we don't need to attend. Maryland Education Fine Arts Program will be using the theater on December 4th from 7am until the afternoon. They will be using the theater and rehearsal hall. **Action Item- Mike Gahan will open the theater for them and speaking to them about our program.**

Productions- Tara Waters. The scripts for Cinderella have arrived. The prices for tickets for Cinderella will be \$7 for children and \$10 for adults. Elf is going well. Move Over Mrs. Markham is in rehearsal.

You're A Good Man Charlie Brown has been cast. The interviews for next year's season had begun. After the interviews and the season is set play reading committee will start working on changes and update for next year's reading season. One Act Festival has filled in the required forms and cast the show. Rehearsals have started. A proposed collaboration with CSM is a no go but still working on a possibility of using the Black Box Theater. **Action Item- Ben Simpson will find out if we can use the Courthouse for our September show.** It was decided by the entire Board that if we are unable to find an alternate location, we may have to skip the fall show so that we can do the necessary repairs.

Old Business

1. Fundraising- Chris Zabriskie would like to be added to the committee.
2. Amazon Wish List- send items to put on the list to Melissa Gilpin.

New Business

1. The historic plaque was installed, and it was dedicated on November 22nd.
2. Paddy Mudd will open the train station for a Morgan Stanley mixer prior to Elf on Friday.
3. We can now park in the lot for the feed store as it is closed, and we can park at Betty's when the shop is closed.
4. Credit Card- someone tried to use our credit card and it was cancelled by the Fraud Department.

Next meeting January 5,2020.

Tara Waters made a motion to adjourn. It was seconded by Chris Magee. The motion passed unanimously. The meeting was adjourned at 7:41 pm.