

Port Tobacco Players Board of Directors Meeting Minutes

The meeting was called to order by President Melissa Gilpin at 6:30pm on July 15th 2019.

Board members present- Ben Simpson, Mike Gahan, Joselle Gilpin, Tara Waters, Tessa Silvestro, Kyle Rappe, and Melissa Ball. Chris Magee was present on phone. Invited guest Matt Jones was present.

First order of business was the election of a board member to replace Matt Jameson following his resignation. Ben Simpson nominated Matt Jones and Tara Waters seconded. There were no other nominees. Matt Jones was selected by unanimous vote.

Minutes- June meeting minutes a motion was made by Tara Waters to accept and it was seconded by Kyle Rappe. It was passed unanimously. June Interim Meeting- Tessa Silvestro and Ben Simpson requested that a paragraph be added to the minutes. "While addressing the board James Watson was reminded to maintain professional decorum and use appropriate language when discussing issues with the board and addressing its members." Kyle Rappe made a motion to accept with the added paragraph. Ben Simpson seconded and it was approved unanimously.

Treasurer's Report- This month we had some large bills the Elf royalties and the paving of the back. Mike Gahan moved \$20,000 from capital account to our checking account. We had made expenses last year as well- roof, front paving and brick project. We have paid off the load from the county. Kyle Rappe moved to accept the minutes and Tara Waters seconded. Vote passed unanimously.

New Website Presentation- Ann Marie Watson- Ann Marie Watson will send each board member a link to the test site for us to try out, ask any questions and share ideas for making this work the best for our theater. The specific goals are to make the site more mobile friendly, improve the search engine, and have a clean modern look. The publicity team hope to launch after Guys and Dolls closes. We should review the site and send comments back by the 22nd of July. There should be no added expense in the update of the website.

Properties- Tessa Silvestro

1. Lighting-Tommy Scott had 4 dimmers stop working out of 96. One of our dimmer modules had stopped working. The module can be repaired but it is also been suggested that we also purchase a spare module to use in case of emergency. The

cost to repair is \$249. Used pack \$389, and a new one \$595 and these prices include delivery and installation. Tessa Silvestro made a motion to repair our broken one and buy a refurbished module for back up at a cost of \$638. Kyle Rappe seconded and the motion passed unanimously.

2. Sound System- Tessa Silvestro spoke to two companies.

- a. Brooks- He still had our quote from several years ago. It was broken into three parts. The sound system, lapel mics, and audio/visual throughout the theater. A lot of our video is still in good shape. They will get back to us with a new quote for redoing our system with growth options.
- b. CCS- This Company has a 4 week turn around for a quote. They will engineer an idea. They can install, sell us the plan or we cannot take the whole thing.

Who should participate in the discussion? After we review and get both quotes we should ask our sound team to review and give recommendations

Costumes- Melissa Ball- The computer for the costume loft has been purchased. The HVAC has been repaired. **Action Item- Mike Gahan will put up the peg board.** They are still having an issue with bugs. **Action Item- Chris Magee will see to exterminator and tree trimming.**

Public Affairs- Matt Jones- We have been asked to participate in Rocktoberfest again. Melissa Ball made a motion that we become a \$3,500 sponsor. Tara Waters seconded and the motion carried unanimously. The Frisbee Golf Tournament sponsored by Spoons has requested our sponsorship support. The sponsorship is \$25 and it benefits the Humane Society. Joselle Gilpin made a motion to provide a \$25 sponsorship. Kyle Rappe seconded and the motion passed unanimously. Finalized dates for our holiday show are 11/22/19-12/15/19. Ann Marie Watson will do the publicity photos for the upcoming season.

Membership- Joselle Gilpin- Summer meeting is on the 17th of August. We are going to get food platters from Mission Barbecue. We will also provide soda and water. Ask Richard Recekweg about folding tables. Matt Jones will contact Brooke Howells to publicize on Facebook. Is it time to raise the membership dues? Our actual cost for insurance based on 300 members is \$35. Something to think about in the future.

Facilities- Chris Magee

1. **Action Item- Mike Gahan will send a copy of the roof warranties to Chris Magee.**
They have walked to roof with another contractor to see how work was done and it looks like it was not done correctly. We need to review the warranty. We have 2 new proposals for roof repair. They are for different parts of the roof. Kyle Rappe made a motion to Walls to fix the roof for \$3,500. It was seconded by Joselle Gilpin. The vote was unanimous.
2. No further leaks from stage left door. Barnes is coming to put in new threshold.
3. August 3rd is the date for the replacing of the rehearsal hall floor.
4. Paving done on the side of the building by the rehearsal hall.
5. Facilities checklist is done. Email any comments to Chris Magee. All tasks need to be assigned.
6. HVAC maintenance- we need to change the filters. To be added to the Facilities Checklist.
7. Louver doors on dressing room doors are to be done.
8. Privacy wall in men's room still to be done.
9. We are going to take down the deck outside the stage door in the fall as it has become dangerous. The boards are no longer level, it is slippery and not handicap accessible. We will replace it with a better surface.
10. Fly 2 is fine
11. LED lights in costume loft still need some added, installed in stairwell and repaired.
12. Stucco on outside we may be able to use DryLock as a temporary fix.
13. Lobby and Mimi-s still working on design options.
14. Holding off on putting shelves in sound closet until we see what the new sound system needs.
15. Still researching a defibrillation system.

History/Library- Kyle Rappe- Instruments are blocking the bucket for play reading. We need to nominate a Nominating/Election at the summer meeting. Ben Simpson is the chair. Kyle Rappe will chair the by-laws committee. We need to clarify the word "term".

Education- Ben Simpson- Camp is full. Encore Kid meeting during summer and they would like to keep the same team for the upcoming year.

Productions- Tara Waters- Crucible budget- Tara Waters made a motion to accept as presented and Ben Simpson seconded. Passed unanimously. Guys and Dolls has opened to

great feedback. The Crucible has been rehearsing outside the theater. Death Trap turned in their assessment. This will be used as a tool to help future productions. The Actor's Agreement has been updated with the changes suggested. Alcohol is permitted at the theater for private events or PTP events. Elf contract has been signed and the logo pack ordered. The logo pack will be sent to Matt Jones. One Act- Rick Thompson would like to submit to do a one act from PTP. Tara Waters will contact Cindy Johnson for details about this year's festival. Play reading committee will meet on July 29th at 7:30 to review the plays read this summer. Tara Waters will meet with Jim Watson before the meeting to review the plan for the meeting.

Old Business

1. Inventory of sound equipment ongoing. The equipment has been moved from behind the mirror in the rehearsal hall.
2. Fundraising- we need to recognize and appreciate our benefactors more. Hope to have a gala in the fall of 2020. Suggesting an opening night reception for our benefactors. We are going to survey them to see what they want out of the theater.

New Business-

1. Should we price out the cost of ordering some of our disposables with Amazon or are they cheaper from Sam's Club/Costco?
2. There was some difficulty with the mixer for the IPAD in the PIT. It is own its own network but it couldn't be unmuted. They have come up with a temporary fix.
3. Board meeting will be the first Sunday of the month unless there is strike for a show then it will be the second Sunday.

Matt Jones made a motion to adjourn the meeting and Tessa Silvestro seconded. The motion passed. Meeting adjourned at 10:00pm.

Next meeting August 11 at 6:30.