

Port Tobacco Players Board of Directors Meeting November 3, 2019

The meeting was called to order by President Melissa Gilpin at 6:35pm.

Board Members Present- Melissa Gilpin, Ben Simpson, Joselle Gilpin, Tessa Silvestro, Chris Magee, Kyle Rappe, Tara Waters.

Board Members Absent- Mike Gahan, Matt Jones

Minutes were presented and Ben Simpson made a motion to accept the minutes. Kyle Rappe seconded, and the motion was passed unanimously.

Treasurer's Report- Mike Gahan sent the report and Kyle Rappe made a motion to accept the Treasurer's Report. Tessa Silvestro seconded, and the motion was passed unanimously.

Properties- Tessa Silvestro-

Brooks of Whitefordsystems came to give the Board a presentation on and Audio/Video Systems upgrade. The planned upgrade would include Audio System, Audio Monitoring, Video Monitoring, and a Control System. This would include an Allen & Heath d Line S5000 Surface Digital Mixing Console. Everything can be housed in the closet next to the sound booth. Line Array speaker will make sure that the front hears as well as the back and there will be no feedback if we need to turn the sound up. Shure QLX-D Wireless System can see the status of all the microphones on a computer screen. This would work with any new mics we purchased. Assisted Listening Devices – we would need 8 to meet the American With Disabilities Act. There would be audio monitoring in 6 locations. Brooks could not find a better system for the orchestra than we have in place now. We need to talk to Zack Ball, Will Derr and Jim Watson to get their advice concerning the orchestra area. Video Monitoring will add infra-red emitters. 90 days of gold service and training are included. After the 90 days there are service plans available.

Light system repair bill has not yet come in. We are applying for a grant to purchase a focusing chair. Tommy Scott has purchased the Cyc Cels.

Costumes/Makeup- Melissa Gilpin-

The costume loft may need an auxiliary water pump to get the water to the washer faster. The Guild is looking at Black Friday sales to purchase a new washer/dryer. The Guild is working with facilities to do repairs in the costume loft.

Membership- Joselle Gilpin-

The Winter Banquet is set for February 8th, 2020 at the American Legion in LaPlata. Joselle Gilpin will contact Carlton Silvestro to provide Trivia for the event.

Facilities- Chris Magee

Roof repair will begin next week depending on the weather. The rehearsal hall will be closed December 23/24 to complete the floor. The louvers in the dressing room door are complete. The awning is purchased and has arrived at the theater. The dry lock worked well on the stucco and it can now be painted grey. The baseboards in the women's dressing room need repair.

Encore Kids has not turned in their budget yet. The participants in the makeup class have requested a second class.

#### Productions- Tara Waters

Elf is in rehearsals. We need to put the Actor's Agreement Template on the website. The photo release was reviewed by a lawyer friend of Ben Simpson and he found no issues. The participants in the One Act festival are requesting travel funds. The Production team needs to send the Board a budget for review. The February Children's show is narrowed down to Goldilocks or Cinderella. Interview Committee for the 2020/2021 season is having trouble with the website. Melissa Ball presented the Move Over Mrs. Markham budget. The board increased the set decoration from \$300 to \$800. Ben Simpson made a motion to accept the budget as amended and Tessa Silvestro seconded. The motion passed unanimously. Amy Cooksey reached out about house management issues for Elf. There is one show that has a pre-show mixer and it will be necessary to clear the actors out of the rehearsal hall. It was suggested that the Board reps and the usher wear Santa Hats to help them to be easily recognized. Action Item – Tessa Silvestro will reach out to Amy Cooksey to email patrons concerning parking, facilities, and tickets being released at 7:50 if not paid.

#### Old Business-

Wish List- no items yet. Batteries should be added

#### New Business-

Historic Plaque- Chris Magee will reach out to the town to find out about installation. Town would like to install opening night of Elf.

Next Meeting Dec 1 at 6:30 pm.

Kyle Rappe made a motion to adjourn and it was seconded by Tara Waters. The motion was carried unanimously. The meeting was adjourned at 8:43 pm.