

Port Tobacco Players Board of Directors Meeting Minutes

The meeting was called to order by President Melissa Gilpin at 6:30 pm on October 13, 2019.

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

Minutes- Kyles Rappe made a motion to accept minutes as corrected. Matt Jones seconded. The motion passed unanimously.

Treasurer's Report- Mike Gahan- We are still waiting to hear back about our loan request for \$150,000 from Community Bank of Chesapeake. We can also consider a line of credit or a mortgage refinance. We also should consider moving funds out of the scholarship fund. This is difficult because of the kind of fund that these funds are in. We must make sure that the membership understands that we will always fund the scholarships even after moving the funds but this is a lot of money in that account. **Action Item- Mike Gahan will find out how much of the fund was actual donation from members and how much was actual growth. Action Item- Mike Gahan will set up a line item for education classes' expense and income.** Kyle Rappe made a motion to accept the Treasurer's report and Tara Waters seconded the motion. The motion passed unanimously.

Properties- Tessa Silvestro- Lighting repair service will meet with Tommy Scott and then send the bill for the repair work. Sound system- we have only had a response from one company (Brooks) He would be willing to come to our Board Meeting and give us a presentation. We have received a lighting proposal from Tommy Scott for an upgrade to our "Cyc Cels". The total cost with shipping is \$1,156.03. Tessa Silvestro made a motion to purchase this upgrade as presented by Tommy Scott and Ben Simpson seconded. The motion passed unanimously.

Costumes- Melissa Gilpin- How do we reorder makeup as it runs out? Would Kaitelyn Dieguez be willing to help out? The Costume Guild has not yet made a decision on the washer and dryer replacement.

Public Affairs. Matt Jones – Rocktoberfest- We will have lots of postcards to give out. Perhaps we should have some giveaways to take with us next year. The Fair was very successful again this year. Derby Dames are having a Trunk or Treat after their bout on October 27th. We have been invited to participate. Capital Clubhouse had offered us an advertising opportunity. An 8 foot ringside banner will cost \$1,400 for the entire year, a

lobby banner will cost \$1,200. Matt Jones made a motion that we get the \$1,200 lobby banner and Ben Simpson seconded. The motion passed unanimously. Chamber of Commerce Book can we contact them to add our listing under things to do and fix our listing under theater.

Commented [MG1]: Did Matt get this action?

Membership- Joselle Gilpin- Winter Banquet- Joselle will contact the American Legion to see if we can get February 8th or 15th. Ben Simpson is the head of the nominating committee and Kathy Mead and Kim Ball will be serving on the committee. So far 8 people have been nominated. Nominations are open until December 1. We must get a signature from each of the nominees agreeing to the nomination.

Facilities- Chris Magee- Mike Gahan presented the roof proposal on behalf of Chris Magee and as Chris's proxy made a motion that we go ahead with the repair. Kyle Rappe seconded and the motion passed unanimously. The baseboard in the women's dressing room needs to be repaired.

History/Library/By-Laws- Kyle Rappe- We will have two By Law issues to deal with at the Winter Meeting. The first one deals with the terms of the Board of Directors and the other clears up intent from last year's change.

Education- Ben Simpson- Make up class is set up and has 12 participants. Need better communication about students in the class so the class can be directed to the appropriate age group. It was suggested that we reach out to local teacher and professors to see if they would be willing to teach some classes. Encore Kids has 21 members, 13 teens and 9 kids. Bill Righter will be preparing a budget. We will be paying the director and producer of Encore kids again this year. Tessa Silvestro has agreed to be Camp Director again.

Productions- Tara Waters- Crucible-closed and we had positive feedback. The show sold more tickets than budgeted. Elf is in rehearsals. Mrs. Markham has been cast and has had its first read through. The One Act Festival had three directors interested. Kim Bessler's play has been chosen to represent Port Tobacco Players. The Children's Show will be February 8 & 9. The Interview Committee for our 2020/21 Season is going to set up SignUp Genius for interviews. Board Members at shows need to introduce themselves to house managers, directors, producers and stage managers. They need to make sure that they are aware that if anything happens backstage, onstage or in the audience is reported to them so that we are aware and contact the Productions Chair. Tara Waters and Kyle Rappe will work on a Standard Operating Procedure and Tessa Silvestro will work on an Incident Report Template. These will be added to the Producers Manual.

Commented [MG2]: We should include Ben's objection to this.

Old Business-

Amazon Wish list- nothing on it yet

Fund Raising- Meeting on October 16 at 6:30 at Kaow Thai Restaurant.

Commented [MG3]: Spelling of Kaow

New Business-

SOPS- Each committee chair has prepared upper level outline of jobs for their committee. Next month more detail of what they have to accomplish during the year.

Flex Tickets- Do people who work the box office get Flex Tickets? Action Item- Ben Simpson will check on training that is given to box office on acceptance of Flex Tickets, how comp tickets are handled and if orchestra members are given comp tickets.

Next meeting November 3, 2019 at 6:30

Kyle Rappe made a motion to adjourn and it was seconded by Tara Waters. The motion passed unanimously. Meeting adjourned at 9:28pm.