

Port Tobacco Players Board of Directors Meeting Minutes

May 7, 2019

Meeting was called to order by President Melissa Gilpin at 6:28 pm.

Members attending- Melissa Gilpin, Ben Simpson, Mike Gahan, Joselle Gilpin, Tara Waters, Tessa Silvestro, Matt Jameson. Kyle Rappe, Chris Magee.

Minutes- Ben Simpson made a motion to accept the minutes as corrected. Matt Jameson seconded. Motion was approved.

Treasurer's Report- Mike Gahan- Repairs have been done to the keyboard and the new one had been delivered. The repairs to the piano dollies have been completed as well. We need to label all of the items that we are keeping so that we know what can be discarded. **ACTION ITEM- Melissa Gilpin will make signs and Tara Waters will laminate them so they can be attached to the items we are keeping.** Tessa Silvestro made a motion to accept the Treasurer's report. Chris Magee seconded and the motion was passed.

Properties Report- Tessa Silvestro- Tessa is researching the best cataloging methods. There are some data bases that can be used for our large set pieces as well as the costumes and sound equipment. She is also looking at the best way to set up digital lending.

Costumes- Melissa Gilpin- We had a very nice set up for LaPlata Days. We have lent some costumes to Hard Bargain Players. The Costume Guild now has a Facebook group to use for communication. Kyle Rappe is going to work with them to set up their computer. The Guild is also going to meet with Properties and Facilities.

Public Affairs- Matt Jameson- The Public Affairs team is going to do an email survey starting with Guys and Dolls. It will be available in the programs and online. Keith Linville will be taking over the work on our Marquee for the new season. He will meet with Richard Reckeweg after Guys and Dolls. Dave Standish will be putting up the street banners on the closing day of each show for the upcoming show. Ann Marie Watson is taking over the website. Brooke Howells is working with the photos on Google. The team is looking into a business Facebook account. We are going to start putting the company photos on the website. Mike Gahan made a motion to purchase a scanning wand. Tara Waters seconded and the motion was passed. **ACTION ITEM: Mike Gahan will purchase the scanning wand.** We are going to start putting the coming soon video on Facebook and the website. We should also consider ideas to get more people to opening nights with such things as raffles and business tie ins. MTI contacted us to get photos to use from Assassins and we realized we do not have a photo release form. **ACTION ITEM: Ben Simpson will reach out to John Kirby to create a contract for cast and crew to sign at first rehearsal.** It was suggested that we consider doing reduced cost and earlier family shows when we are doing family friendly shows. We could adjust the time on one of the Saturdays so that families could bring their younger children to and early show and we could reduce the price for children under 8. The public affairs team also suggested bring back a Haunted House. It had not been done in a long time. The weekend after Crucible closes would be the best time. **ACTION ITEM: Matt Jameson will chair and form a committee to look into having a Haunted House Event.**

Membership- Joselle Gilpin- The membership picnic will be August 17th at 3pm at the Sagers house. Jim Watson is still willing to work on a membership database. **ACTION ITEM: Joselle Gilpin will reach out to Jim about the database.** Nominations for the nominating committee for new board members must be held at the summer meeting. Ben Simpson is heading the committee.

Facilities- Chris Magee-

1. The lock for the sound room is being purchased
2. It is time to change the locks because everyone has a key.
3. Peroxide wipes have been priced out and we are getting holders for them. Hand sanitizers are in the lobby.
4. May 21st is a meeting of the Facilities committee.
5. The front computers are relatively new and do not need to be replaced.
6. Work is starting on a design for the counter for the lobby

History/Library/Bylaws- Kyle Rappe- Library is completely alphabetized. A purge of scripts that we have a large number of is underway. We have a book with all of our shows from 1948-1992. Bylaws- President and Treasurer need to be bonded. We need to correct the minutes of the winter meeting to read that bylaw changed must be submitted in writing no later than October 1. If a board member leaves prior to completing their term and another is put in place to complete that term that member will be considered to have served a full term under the bylaws. They can only serve up to two terms even if one was a shortened appointed term.

Education- Ben Simpson- Cam- Teen camp is full, 12 spots available in the middle school camp and elementary is about ½ full. We still need counselors. The teen camp is doing Footloose as their show. The middle school is doing Annie kids and Willie Wonka Jr. Elementary will do workshops in the morning and work on a show in the afternoon. We have reached out to clowns to come work with the kids and a children's theater group. Encore kids are going strong and their show is June 15th. Still looking at the calendar for classes.

Productions- Tara Waters- Play Reading committee has started. Producer/Directors meeting went well. They have requested information about a Makeup Guild. **ACTION ITEM-Melissa Gilpin will look into reforming the Makeup Guild.** They also requested that the Costume Guild assignments be posted the Producer/Director Facebook page. Tara will be more present at rehearsals and should be notified of any changes to cast or production team. Everything is ready for the trifold except Legally Blonde. We need to add some more House Managers to the rotation for the next season. **ACTION ITEM: Ben Simpson will set up Sign Up Genius.** Tara will send out Board Member sign up for Deathtrap rep. Producers need to give House Managers any important information specific to their shows. **ACTION ITEM: Tessa Silvestro will create a template.**

Old Business

1. Sound Proposal- submitted to board on December 3rd. **ACTION ITEM: Kyle Rappe will send out again.**
2. Pit Size Report- Jim Watson

New Business

1. 2019 Scholarship Recipients-
 - a. Griffin Cole Moyer- LaPlata High School – going to Slippery Rock University
 - b. La’Niya Johnson- North Point High School- going to North Carolina A&T

The committee may change the weight of community service and lean more towards the arts.
We might want to consider an audition aspect to the scholarship.

Motion was made by Mike Gahan to adjourn. The motion was seconded by Kyle Rappe the motion was carried and the meeting was adjourned at 8:40pm.

Next meeting June 6, 2019 6:30 pm