

Port Tobacco Players Board of Directors Interim Board Meeting Minutes

The meeting was called to order by President Melissa Gilpin at 7:01 pm on June 30th 2019.

Board Members Present- Mike Gahan, Joselle Gilpin, Tara Waters, Tessa Silvestro, Kyle Rappe, Ben Simpson, and Melissa Gilpin. Chris Magee was present on the phone. Absent – Matt Jameson.

Port Tobacco Players member's present- James Watson, Ann Marie Watson, Michael Margelos, and Christopher Smith.

Melissa Gilpin announced that Matt Jameson had resigned from the Board of Directors. Per the by-laws a replacement member must be voted on by the next board meeting.

Casting Agreement- The casts of Guys and Dolls and The Crucible have signed the agreement. There are concerns from the Producer/Directors about the roll out of the agreement. They did not feel that they received sufficient time to provide feedback and recommendations.

Discussion and changes based on recommendations from Ann Marie Watson.

1. It is agreed that we should move several of the more theater specific items to the top of the list- Number 12 PTP is a smoke free facility. In addition alcohol restriction should be added. Number 16- I will promote and foster a professional attitude. Number 17- I will not disparage this production, cast or crew member or PTP on any social media. Number 18- Any violent, offensive, unsafe action(s) taken against any staff, cast, crew or company members will result in my immediate termination or other action as appropriate to the satisfaction of the Producer and the PTP Board. Number 19- I understand that PTP does not tolerate verbal, written, social media, physical or sexual harassment.
2. It is agreed that in Number 2 we define the term load in and remove cast party. In addition we will add verbiage advising that anything that the cast member does not understand they should seek an explanation from the Producer, Director or Stage Manager.
3. We will make it understood that any Production can make changes to this document to fit their particular show excluding the items listed above that are directly related to the theater itself.

4. In number 5 we will add a drop down so that the Production can pick the call time. For example 60 minutes, 90 minute, 2 hours.
5. It is agreed that Number 8 be editable so that individual productions can word it to fit their needs.
6. It is agreed that we will remove Number 9 completely.
7. It is agreed that Number 13 will be amended to that no guests are permitted backstage during productions and we will add a Number to state that guests may come to rehearsals with the permission of the Producer, Director or Stage Manager.
8. It is agreed that we will add to Number 18 a line concerning criminal activity. It was suggested that we reach out to an attorney to make sure that we using the proper working. **ACTION ITEM- Ben Simpson will contact an attorney.**
9. It is agreed that rather than having each cast member sign individually that one paper with everyone signing that they have received a copy of the document and that they understand and are aware that they can take any questions to the Producer, Director or Stage Manager. Producers will keep the signed sheet until after the show is complete and then destroy it.

Photo release- We need to add an opt out button. It would be a good idea to add this to the audition sheet so that we know in advance if a cast member will not let us use their image. This is important for our publicity photos. Change wording in line 2 from I will to I may.

In the future we should vet through the Producers and Directors but in the end the Board must make the final decision. We need to find the best way to communicate to the membership. The new website might be the best way to communicate. Board Meetings will go back to a regular schedule and call in attendance will be permitted. The minutes can also be added to the website. **ACTION ITEM-Kyle Rappe will check the time line for approval of the minutes to see if they must be approved at a meeting or can be approved earlier in another vehicle such as a Facebook vote.** We will also add the updated by laws to the website.

Maryland Theater Guide- vote was taken at an earlier meeting to pull advertising.

Email to Tara Waters from James Watson- Though we thought we were being transparent it appears that there are concerns that actions are being taken in secret.

We need to address the best way to respond to feedback. In the email a number of issues we brought up that we were not aware of.

Discussion was opened to members attending.

James Watson brought up concerns that he has with board concerning transparency. The minutes are not logged into the book in Richard's office. The meetings are held at irregular times. In addition he was concerned about the ending of the lease with Mimi's, the pulling of the advertising from the Maryland Theater Guide, the purchase of the new headsets without the input of the musical directors, the setting of the date for the Play Reading Committee voting meeting. He also expressed concern that the board was planning on black balling him and that this meeting was set up to go after him. 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.

Michael Margelos also brought up the transparency of the board and his concerns.

Ann Marie Watson suggested we contact the Maryland Volunteer Attorney for the Arts for legal advice as they do pro bono work. She also suggested that we create a Members Corner on the new website. We can post the minutes and other notices in that section.

Kyle Rappe made a motion to adjourn and it was seconded by Tara Waters. The motion carried unanimously. Melissa Gilpin adjourned the meeting at 9:30.

The next board meeting is July 15th 2019 at 6:30.