

## Port Tobacco Players Board of Directors Meeting Minutes

The meeting was called to order by Vice President Ben Simpson at 6:27pm on June 6, 2019

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

Minutes- Motion was made by Chris Magee to accept the minutes. It was seconded by Kyle Rappe and the motion passed.

Treasurer's Report- The Charles County Fair never had us on the video board last September. They have sent us a refund. We sold one brick this month. We had a carpet cleaner come in after the flood at the stage left door and our air conditioning team come in after the heat exhaustion during Death Trap. The adaptor on our refurbished key board is not working and Bullocks is getting a replacement. The scanning wand has been purchased. The show budgets will be sent with the minutes to the office. Tara Waters made a motion to accept the Treasurer's Report. It was seconded by Kyle Rappe and the motion passed.

Properties- Tessa Silvestro- On Wednesday Tessa Silvestro and Chris Magee will be going through the large items to see what we can get rid of. Work is still being done to categorize, pack and scan out props items. Still working on a digital checkout system.

Costumes- Melissa Gilpin- The computers in the front of the building were purchased in 2013 and their warranties ran out in 2016. We can replace one of them with a new one and send the old one to the costume loft for their needs. It was recommended that we get a laptop for the office/lobby and a desk top for the business office. Ben Simpson made a motion to purchase the computers with a limit not to exceed \$2,000. It was seconded by Tara Waters and passed. We recently received a large fabric donation. 2 overhead lights need to be fixed near the washer/dryer. **ACTION ITEM- Mike Gahan will contact the electrician.** Austin Gore, Leonardtown and Reston still need to return some costume pieces.

Public Affairs- Matt Jameson- Pork in the Park at Regency Stadium went well. Our booth was very cute unfortunately there was low attendance. The email survey is being developed by Ann Marie Watson and is expected to launch during the run of Guys and Dolls. The survey will help us to gain information about our target audience. We are not sure which print ads have been working for us. The Haunted House will not happen this year. Trifold is almost complete. We are waiting for the write up from Charlie Brown.

They did not have a logo pack available to them so they are doing their own write up. The Christmas Show team is creating a coming soon type write up for inclusion. The Website is in the process of a redesign. This is a big undertaking. Once sections are completed we would like Ann Marie Watson to come and show us how to navigate the website.

Hopefully this will be in time for the next board meeting. **ACTION ITEM-Matt Jameson will arrange with Ann Marie Watson to have a teaching session about the website.** There have been concerns expressed about the content of the reviews by the MD Theater Guide. The review of the Newtown Players Show was one of the concerning factors when after sending in comments about the review we received no feedback. An idea was suggested that we consider becoming reviewers and contacting other theaters to join in. Chris Magee made a motion to cut the MD Theater Guide from press release and cut advertising. Tara Water seconded. The vote was 5 ayes and 4 nays. The motion passed. Maryland State Arts Council will be at the theater on Saturday night. Mike Gahan will be at the theater for the Choral Arts Society Concert and will be our representative.

Membership- Joselle Gilpin- The summer membership meeting is August 17<sup>th</sup> at the Sagers' House. **ACTION ITEMS-Matt Jameson will get the publicity team working on getting the word out.** Tara Waters will work with Joselle to show the procedure for membership.

Facilities – Chris Magee-

1. Roof Leaks and flooding still an issue. We need to get a second roofer out to see what is going on and make recommendations. Chris Magee has a gentleman he will call.
2. Rehearsal Hall floor – will be redone on Saturday afternoon. The room must be clear.
3. Privacy Wall in the men's room urinal will be put in.
4. We must deal with the collapsing deck outside the stage door. It is also very slippery and dangerous for people with adaptive devices. The plan is raze the deck and put in a new flat surface that will be easier and safer for all. We also need to remove the railroad ties along the back parking lot and pave the lot. Chris Magee made a motion for us to spend \$4,800 towards asphalt and Tara Waters seconded it. The vote was 7 ayes and 1 nay. The motion passed.



[REDACTED]

REDACTED

6. Our wall coverings are falling apart and we must find someone who can replace them. It was suggested that if we find the material we may be able to have a carpet layer hang it for us. In the past we have found the vendor for fabric but no one to hang it.
7. Hand sanitizers are up around the building.

History/Library- Kyle Rappe- We received a donation of books. We will see what they are and then decide what it the best use of them.

Education- Ben Simpson- Camp- We have 45 elementary campers, 46 middle school campers and the high school program is full. Interviews were done and the counselors were hired. Programs that will be coming to the theater for camp include, a puppet show, a children’s theater and a history program. Encore Kids- Their performance is Saturday 6/15/2019 at 11:00am. The show is called Hannah of the Hills. The program this year has been very successful and a good core group has been developed. Adult Encore- they are still going to nursing homes. Ben Simpson has stressed that they need to let us know if they are planning a large scale show or venue. In July a full list of classes for the year will be released. Ben Simpson has created a Facebook group for education.

Productions- Death Trap has closed. Guys and Dolls is in rehearsal. The Crucible has been cast and they have their first read through on Saturday. Play reading is moving along we are half way through. A voting meeting will take place in July and the date will be announced soon. ACTION ITEM- Tessa Silvestro is working on a House Manager Template and a digital Sign Up Genius for ushers.

Old Business

1. Sound Closet has been cleaned and the team has started moving sound items from behind the mirrors in the rehearsal hall. A number code lock will be going on the door to protect the equipment. The code will rest with the sound team and be given to the

sound designer for each show. We can then change the code. This will protect our equipment and make sure the space can only be used for sound.

2. Sound RFP- do we need a complete new system or can we explain what we need and how do we get there. Mike Gahan suggested that we can get a loan if necessary to pay for the system and then we can do fund raising to pay it back. ACTION ITEM- Tara Waters will work on creating a fund raising program. ACTION ITEM- Tessa Silvestro will get quotes for sound systems and then review it with the Sound League.

#### New Business-

1. We need a dust collection system for the workshop. The dust is making some of our builders ill. Chris Magee got quotes ranging from \$600-\$900. Chris Magee made a motion that we purchased a chop vac system costing no more than \$1,000. Kyle Rappe seconded and the motion was passed.
2. The dressing room doors close off air circulation when closed. The fix that problem, louvers should be installed on the lower portion of the doors.
3. Communication Best Practices- We must get away from using Facebook, text, and messaging all the time. Sometimes it is better to talk directly or by phone so that there is no confusion in the meaning of messages.
4. Actor's Agreement and Photo release- We need to create a photo release form to use in if we are contacted to use production pictures in public releases as we did were the photos from Assassins. It was suggested that we consider an actor's agreement since we already have to create a photo release. Many other theaters have one and this could help the producers and directors to make sure that their casts know their responsibilities and commitment. ACTION ITEM- Ben Simpson will work with John Kirby to create a form and send it to us for review. We would like to be able to present for this season.

Tara Waters made a motion to adjourn and it was seconded by Kyle Rappe. Meeting was adjourned at 9:33.

NEXT MEEETING JULY 15<sup>th</sup> AT 6:30