

Port Tobacco Board of Directors Meeting January 5,2020

The meeting was called to order by President Melissa Gilpin at 6:30 pm.

Board Members Present- Ben Simpson, Joselle Gilpin, Mike Gahan, Tara Waters, Matt Jones, Kyle Rappe, Chris Magee, Tessa Silvestro and Melissa Gilpin.

Guests- Mimi and Danny of Mimi's Cleaners, John Flatley LaPlata Small Business Association, Neil Twohig, Liz Mildenstein, and Kathy Mead.

Mimi's Cleaners- termination letter was given to Mimi on June 30 with December 31,2019 as the date to be out of the building. A customer called Mr. Flatly concerned that Mimi was been thrown out without notice. Mimi is looking for another location to move to but has had difficulties because of family illness and a fire in the location she was originally planning to move to. She is asking for another month to be able to get everything moved. Melissa Gilpin made a motion that we give her until January 31,2020 and not charge her rent for this month. Matt Jones seconded the motion and it was passed unanimously.

Kathy Mead presented the budget for You're a Good Man Charlie Brown. They will be adding a sensory friendly matinee. Ben Simpson made a motion to accept the budget and Tara Waters seconded it. The motion passed unanimously.

Minutes- Joselle Gilpin- Ben Simpson made a motion to accept the minutes as corrected and it was seconded by Kyle Rappe. The motion was passed unanimously.

Treasurer's report- Mike Gahan- There are no royalties listed for Cinderella. Kyle Rappe made a motion to accept the Treasurer's report. Chris Magee seconded, and the motion passed unanimously. Loan Status- the appraisal was just completed. Mike Gahan just found out we are not in good standing with the State of Maryland. Issue no filing done in 2019. Richard Reckeweg has been working on an exemption for years, but we have not received the exemption yet. Mike Gahan will add to the SOP that this filing is due every April.

Properties- Tessa Silvestro- The lighting pack has been repaired. An email was sent regarding the sound system recommendation to Jason Klunkowski, Jim Watson, and Chris Cease. The email will also be sent to Kelsey Clarke, Zack Ball and Will Derr to review and get their opinions about the new system. We are explaining that this is the proposal and we want to know if this fits with what we need and if not, what is missing. The system may not be ready in time for Charlie Brown.

Costumes- Melissa Gilpin- working to get new members into the Guild. The loft has a new washer.

Public Affairs- Matt Jones- Matt Jones made a motion to spend \$2,700 to advertise again with the Blue Crabs this year. Tessa Silvestro seconded the motion and the motion passed unanimously. LaPlata High School ad was paid for, but the check was picked up late. Rhonda Edwards picked up the check and it will be put towards an ad in a future program. We are in LaPlataopoly. The ENews Email system is reaching its limit. Mike Gahan made a motion to accept Ann Marie Watson's recommendation to use Mail Chimp. Matt Jones seconded, and the motion carried unanimously. The board has requested that the public affairs team come up with a standardized template for the show programs so that all shows look the same.

Membership- Joselle Gilpin- Banquet is all set.

Facilities- Chris Magee- The roof is holding and weather permitting the roofer will start on the tower. The louvers on the dressing room doors are done. The cost of defibrillators is about \$1,400. Melissa Gilpin made a motion to purchase them and it was seconded by Mike Gahan. The motion passed unanimously. Chris Magee is still looking for fabric for the seating area walls. He is having trouble finding someone to install. We may be able to use carpet on the walls which would cost about \$1,800 plus installation. We need to get a dumpster for our show strike. The dumpsters would be available the final weekend of the shows and would be picked up after the show's strike. Chris Magee made a motion that we default to dumpsters after every show. Kyle Rappe seconded the motion and it passed unanimously. Kyle Rappe made a motion that we allow Move Over Mrs. Markham and You're a Good Man Charlie Brown to amend their budget to add the cost of the dumpster. Chris Magee seconded the motion and it carried unanimously. **ACTION ITEM- Mike Gahan will check on getting recycling for the theater. ACTION ITEM- Mike Gahan will check with the town about putting a shed out back.** Renovations in the theater would start around August 17, 2020.

History/Library- Kyle Rappe- By-Law changes were sent out with the election packages. Keith Linville and Craig Hower were on the By-Laws Committee.

Education- Ben Simpson- Encore kids did a show case before the holidays and have started rehearsing again for a show in June. The Camp dates this year are Kid camp July 27-31, High School Camp August 3-8, and Middle School August 10-15.

Productions- Tara Waters- Cinderella is in rehearsal. Charlie Brown is in rehearsal. Dearly Beloved wants their audition flyer to start getting publicized. The Actor's Agreement is not yet on the website.

Report of the Interview Committee and the presentation of the slate for 2020/2021

Committee members Neil Twohig, Liz Mildenstein, Chris Magee, and Becky Kuhn (absent).

The committee looked at the possibility of two shows off site for the fall including the Black Box. Shows were not looked at just for money they would bring in but for artistic value.

Hello Dolly- 11/20/2020-12/13/2020 Directed by Ben Simpson

Macbeth – 1/15/2021-1/31/2021 Directed by Craig Hower

Little Shop of Horrors – 3-5/2021-3/28/2021 Directed by Kyle Rappe

Children's Show- 2/6/2021-2/7/2021 Director TBD

12 Angry Men 4/9/2021-4/18/2021 Directed by Mike Gahan

The Importance of Being Earnest – 5/7/2021-5/23/2021 Directed by Rachel Wallace

Beauty and the Beast- 7/9/2020-8/8/2021 Directed by Tessa Silvestro

Tara Waters made a motion to accept the season as presented. Mike Gahan seconded, and the motion passed unanimously. Our One Act lost an actor and is replacing him so they can go to the Festival. Our entry will be on the 18th of January with tech at 9am and their show at 4pm. All our Watch judges have been assigned. We have 4 judges and 2 alternates, and they have all finished their training.

New Business

Train Museum – the town wants to collaborate with us. We may be able to use it as rehearsal space.

Parking- we can now park at the LaPlata Farm and Home Supply and we can also park at Betti's after working hours.

Ballot eligibility- all nominees have been deemed eligible.

ACTION ITEM-Everyone send Melissa Gilpin highlights of the year to be presented at the Banquet.

Next Meeting February 1, 2020 at 5pm

Mike Gahan made to adjourn, and Ben Simpson seconded the motion carried.

The meeting was adjourned at 9:15pm.