

PTP Board of Directors Meeting Minutes

March 3, 2019

The meeting was called to order by President Melissa Gilpin Ball at 6:29 pm. Board members present: Melissa Gilpin Ball, Ben Simpson, Mike Gahan, Joselle Gilpin, Tara Waters, Matt Jameson, Kyle Rappe, Tessa Silvestro, and Chris Magee.

A motion was made by Tara Waters to accept the minutes as presented. Motion was seconded by Mike Gahan. Motion passed.

Treasurer's report- Mike Gahan- Withdrawals from the Scholarship Fund must be approved by the board. We have never actually used the fund to pay for the awarded Scholarships from the fund. Mike Gahan made a motion that a line item be added to each show's budget to reflect any Grant money received. Tessa Silvestro seconded. The motion passed. We only have 4 months left on our Charles County Government loan. After the loan is paid off it will cut our monthly expenses by \$800. The theater received a \$300 donation from SMECO. **ACTION ITEM- What was the final cost of the Winter Meeting?** Chris Magee moved to accept the Treasurer's Report. Motion was seconded by Tara Waters and the motion carried.

Properties- Melissa Ball/Tessa Silvestro- The purge was very successful. Top right shelf in shop was cleaned and organized and a lot of pieces in the rehearsal hall were given away. 13 different groups showed up for the purge. It was recommended that another purge be held in the future. Tessa Silvestro is working on a list for checking out and lending props. Contact Tessa Silvestro for lending or donating of props.

Headset proposals- Tessa Silvestro

1. Eartec UltraLITE7- wireless set that can link to a second set. The sets have 7 headsets but we can expand to 14 in the future. Batteries are rechargeable.
2. Eartech Comstar System- this system is more industrial. Comes with 8 headsets and can be expanded to 16. Batteries are rechargeable.
3. Clear-Com DX200 Systems- 4 wireless headsets per system. We would need to purchase 2 systems. This is the most expensive and may not be cost effective.

When we purchase we will have to set up base stations for headsets and chargers. Ben Simpson made a motion that we spend up to \$2,500 to purchase the 7 set Eartech UltraLITE 7 system and accessories. Matt Jameson seconded. Motion passed. **ACTION ITEM- Purchase new wireless headsets.** Mike Gahan suggests that the care of the system be added to the strike checklist for the stage managers or sound team to use at the end of each show.

Costumes – Melissa Ball- Melissa Ball has sent a message to Carol Charnock to learn how the committee chair interacts with the Costume Guild. **ACTION ITEM- Create system for lending costumes for profit.** Guild is still working on a do not lend list.

Public Affairs- Matt Jameson- Matt Jameson is reaching out to the members of the Publicity Team. They will be continuing their positions for the time being. Our PayPal account is set up and with have the cube attached to our new tablet. LaPlata Day is April 27 Guys and Dolls is going to try to get a team together for the bed races. Tours of the theater will be given as part of the LaPlata Historical Committee. Press release for James and the Giant Peach has gone out. It was recommended that Matt Jameson get the passwords to all our publicity accounts.

Membership- Tara Waters/ Joselle Gilpin- 120 people paid for the Winter Meeting with a large number coming after dinner for the entertainment and meeting. New membership database is on hold. Bylaws Committee is moving to Library/History. **ACTION ITEM- Get minutes of the Winter Meeting from Carol Charnock.**

Facilities- Ben Simpson/Mike Gahan/ Chris Magee-

1. LED Lights- waiting for estimate from electrician to put up more LED lights.
2. Vanity Panel in Men's room- awaiting installation.
3. Wireless Service- Comcast is on hold while we are waiting to hear back from Verizon. We will go ahead with Comcast.
4. Carpet tiles- still missing.
5. Wiring in balcony- need to add lighting to the new step.

6. Hole in floor of light booth. Has been repaired.
7. Roof Status/Leaks- still a leak in wing of stage right.
8. Sagging Floor on Stage Left near wall- this will be a very big job.
9. Costume Loft- Screws were replaced in chair. Peg Board to be added for more storage.

Chris Magee will maintain the Facilities Calendar. **ACTION ITEM- Matt Jameson will reset all the PTP emails.**

History/Library- Joselle Gilpin/Kyle Rappe -The library has been moved to its new location. Thanks to Richard Gilpin for all his work. Database is complete with all the scripts that have been alphabetized. The library is ready to purchase the scripts for play reading committee.

Education- Matt Jameson/ Ben Simpson- Camp dates are set and letters have gone out. Matt Jameson will be unable to be at camp this year as he has a new job. Ben Simpson will meet with Richard and Marybeth Reckeweg to set up a search for a camp director. Ben Simpson will work on defining the Producer/Director Circle. Encore Kids have started production of a full-length play called Hannah of the Hill. The script calls for 10 girls and 4 boys. Suzanne Donahue is co-director with Matt Jameson. Bill Righter is the producer. Encore kids have been approached to help with a Historical Society program. Tom Nuzzi is the best point of contact for the Adult Encore Program. The audition workshop had only 2 participants. Is there a day of the month that we can set aside for education programs? **ACTION ITEM- Come up with ways to get education opportunities into the theater.** Scholarship letters have gone out to the local schools. We usually get 20-25 applications. **ACTION ITEM- Send out a press release about the scholarship.**

Productions- Tara Waters- James and the Giant Peach is in tech. We approved through an email vote emergency funding for an accompanist because of the death of Beth Ullman's mother. The Watch Awards are on March 17th. Brooke Howells and Ann Marie Watson put together a slideshow of all of our nominees for the Watch Award Ceremony. Our watch judges are Mike Gahan, Kim Bessler, Lynne O'Meara, and Annabelle Lowe. Backup judges are Ben Simpson and Bill

Righter. Mike Gahan presented the budget for Death Trap. Ben Simpson made a motion to accept the budget as presented. The motion was seconded by Tara Waters and the motion was passed. **ACTION ITEMS- Tara Waters will set date for Producer/Director meeting.** We were unable to get the rights to Cinderella. Tessa Silvestro as director of the Christmas show recommends Beauty and the Beast, Mary Poppins, Shrek, Matilda, or Bye Bye Birdie. A discussion was held on the procedure for picking another show if we fail to get the rights for a show that is on the years slate. Is the Board the final decision or should the responsibility go back to the selection /play reading committee? Kyle Rappe made a motion to add Beauty and the Beast as our Christmas show. Joselle Gilpin seconded. The motion passed with 5 aye votes. Do not release until we are sure we have the rights.

Old Business-

1. Brick Pavers- just shy of 100 installed. We already have three orders towards the next installation.
2. Sound Equipment- **ACTION ITEM- Kyle Rappe will do an inventory.** Kyle Rappe will check on the status of the Request for Proposal that we are waiting on from Jim Watson.
3. Piano Dolly- We are repairing the legs on the brown piano. We need to make sure to move the piano by pushing the dolly and not using the legs of the piano. A new dolly will be arriving for the black piano.
4. Fundraising Chair- This has always been under the membership chair. Tara Waters assisted by Mike Gahan and Ben Simpson will work on the committee. Tara Waters is looking at holding a Karaoke Night.
5. Keyboard- the pit keyboard is being repaired while we wait for the new keyboard.

New Business-

1. Meeting Structure- To shorten meetings and keep them on task we will have a new position of Sgt. argent of Arms. Kyle Rappe has agreed to take on this position.
2. If you would like to work on some of the other projects contact the committee chair for that event.

3. In an effort to have more transparency we should consider live streaming our meetings.
4. Company photos- Ann Marie Watson to put photos on Google Photo Library so that we have a good history of our photos. We will have a link on our website. We must have photos including all members of a show's company- cast, crew, production leads, pit members, etc.
5. Encore Kids director stipend- Ben Simpson made a motion to pay the director and producer of Encore \$300 at the end of the season. Motion was seconded by Tara Waters. Motion passed.
6. Discretionary Fund-Each committee has a \$500 discretionary fund for expenses. Each chair should prepare a Standard Operating Procedure (SOP) write up to pass to the next chair.
7. Benefactors- We must do more to recognize our benefactors and our members. **ACTION ITEM- Re-evaluate our benefactor structure.**

Tara Waters made a motion to close the meeting. Matt Jameson seconded and the motion passed.

NEXT MEETING APRIL 7, 2019 AT 9:30 AM.