

Port Tobacco Players Board of Directors Meeting Minutes

The meeting was called to order on September 1st at 6:34 PM

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

Motion to approve August meeting minutes was made by Kyle Rappe, seconded by Tessa Silvestro. It was passed unanimously.

Treasurer's Report -

Mike Gahan sent ahead copies of the report to be reviewed at the meeting. There was a question about missing honorariums and royalties information on this copy of the report. Tara Waters took the action item to discuss this with Mike Gahan after the meeting. Motion to approve report was made by Kyle Rappe, seconded by Chris Magee. It passed unanimously.

Properties - Tessa Silvestro - The sound system meeting was rescheduled with one company. The second company has not responded. Kim Bessler is looking for a specific prop canteen that is missing, but it was possibly not our canteen and borrowed for that production.

Costumes - Melissa Gilpin - The washer and dryer was discussed with the guild and they were given several options. Purchasing would happen on Black Friday. Carol Charnock sent an email with specific concerns related to the costume guild. Among the concerns listed were the pests in the loft, the peg board installation, a longer cable for the printer, and what the guild would need to provide for the Charles County Fair. Action items were given to Chris Magee for the peg board, Kyle Rappe for the printer cable, and Matt Jones for the Charles County Fair needs.

Public Affairs - Matt Jones - Set up date for Charles County Fair is Wednesday, September 4th. There needs to be another push to sign up volunteers to help at the fair, Matt Jones will send out emails and ask for Facebook reminders in the Backstage group. Rocktoberfest is still on the calendar. There will be an Odium update on September 9th. Encore Kids audition information is needed for the Odium update, Ben Simpson and Chris Magee set the audition date of September 26th at 7 PM. The Odium also needs information on election committee submissions and bylaw submissions - how to submit this information and who to email.

Membership - Low attendance but a well organized summer meeting. The cost for food was submitted to Mike Gahan for reimbursement. Membership drive was completed. There was discussion about potentially raising the cost for membership dues after feedback from members at the summer meeting. At the Winter meeting we could present this idea for next year. We would need to justify raising the cost of membership to our members, one of the reasons is to cover more of our insurance costs.

Facilities - Chris Magee - The roof is still leaking and now worse. The leak was recreated again and the leak above the copier is roofer error. Chris Magee and Mike Gahan will continue to log the roof issues to inform and reassure membership that we are continuing to work on the roof. Tile is in for the sound closet. Encore Kids requested a show on June 6th, which would mean Choral Arts Society would have to give up time in the space. SOP give preference to Encore Kids, but we want to reach out to Choral Arts and discuss alternate timeline for their load-in so that both groups can use the space. Chris Magee will reach out to Mike Gahan to further discuss this.

History/Library - Kyle Rappe - Kathy Meade provided more history to Kyle Rappe. The book of programs has several missing programs [Boeing Boeing, Doubt]. We need to reach out to membership to see if they have programs to donate to the book. Melissa Gilpin suggest a Facebook post about a “treasure hunt” for the missing programs.

Education - Ben Simpson - There was discussion about reverting camp to a ½ day for elementary school. Tessa Silvestro said that counselors need the midday break and would not want to come back next year to work if it was the full day. Also having so many children in the space at once limited the ability for rehearsal and small group break outs. The makeup class led by Melissa Gilpin needs write ups and cost information. During the meeting we were able to pull up previous emails on the class and set the dates for the class at the beginning of October. Ben Simpson will follow up with Melissa Gilpin about the rest of the needs for the class and advertising details.

Productions - Tara Waters - Need to find out more information about the Maryland One Act festival. Rick Thompson was suggested as a further contact. We want to check to see if we could have multiple submissions to the festival. Elf set is beginning their build. The dinner theater project that several of our members are working on is not formally supported by Port Tobacco Players, we are only donating our space for their rehearsals.

Old Business - We want to check into if LaPlataOpoly ever received our donation. We need to reach out to Pat Brennan through Matt Jones and let her know that we will not be participating in the live nativity this year. If we do not participate, we need to find out if we will have or want to have a booth. Erik from CSM theater will present at next meeting to discuss a collaboration between our two theaters. Reminder that we need to come up with ideas to add to an Amazon wish list for our donors.

New Business - Chris Magee suggested a New Year’s Eve fundraising party. He will bring the suggestion to the next fundraiser committee meeting. We need to communicate issues across the proper channels so things work properly. For our next meeting, Melissa Gilpin wants us to bring an outline of each position’s SOP so we can begin editing them and eventually after our tenure on the board is over, we can have physical binders to hand to the next person taking over our position on the board with all of the information they need. We will begin peer reviewing these SOPs at the next meeting. Matt Jones needs a key to the building.

Tara Waters motioned to adjourn the meeting and Tessa Silvestro seconded. The motion passed. Meeting adjourned at 7:50 PM