

Port Tobacco Players

Board of Directors

December 3, 2020

Call to Order:

President Melissa Gilpin Ball called the meeting to order at 7:01 p.m. The meeting was held virtually, via Zoom. Other board members in attendance included Chris Magee, Carol Charnock, Mike Gahan, Jason Klonkowski, JaNeene Sanders, Stacey Swickert, Neil Twohig, and Tara Waters.

Approval of previous minutes

After discussion, and changes requested by Tara on wording, a motion was made by Neil Twohig, seconded by Tara Waters to accept the minutes from November. The minutes were unanimously approved.

Treasury Report

Mike Gahan presented the Balance Sheet, Profit & Loss, and Budget Analysis. Currently, the balance sheet. We currently have over \$205,000 across the 2 bank accounts and the capital improvement accounts. Just under \$60,000 in the scholarship fund. We received \$300.00 from the town of La Plata for use of the workshop, and realized \$1895.00 from the Outback fund raiser. We received a grant of \$9250.00 from Charles County via the CARES Act. This was more than the \$6000.00 we asked for. We spent \$50.00 for Mike Merritt remembrance to the La Plata United Methodist Church, and \$50.00 to Charlotte Hall veterans' home. Final bill for carpet wall was paid. This was around \$8000.00; The total was \$24,500.00 for both the carpet walls and scaffolding. The electric bill continues to go down, even though we are on a budget payment. Bill was \$863.

Budget Analysis: The Budget analysis shows we have 12 months of funds left. This was due to the investments in November garnering over \$11,000 combined between the investment and scholarship funds. Additionally, donations were up. We are still going on the assumption that we will be able to open in June, 2021, and we have an adequate cushion.

Neil asked a question regarding the fees collected for our ticketing system. 2.6% of ticket cost. Vendini was bought by Audience View.

Chris moved to accept the report as presented, Carol seconded. Unanimous approval.

Production – Tara

Virtual productions update: The next virtual production will be the Holiday Cabaret talent show on the 18th. It has been more difficult to get volunteers during the holidays. Tara asked the treasurer if funds are available to put towards getting rights for virtual streaming shows. Mike said that under \$1000 should be ok. Approaching \$1000, a budget should be submitted to the board for approval.

Production Schedule: Legally Blonde is a costly show to produce, and with the limited seating that “might” be available in a COVID world would not allow us to recoup the funds. Dearly Beloved would have still been willing to re cast and attempt the show, but the production teams from both shows spoke with Tara and understood that some shows had to be cut due to a compressed timeline.

Mike Gahan asked if Dearly Beloved was scratched just because they wouldn’t bring in large enough houses. If that were the case, what would. Tara stated that there were discussions about Charlie Brown, since the show is still on the stage, and we’re looking at the possibility of the PIT in the balcony. Tara mentioned that Keith Linville did say there was not the name recognition to put in a big house. Tara mentioned that shows like “12 Angry Men” are more well known, and have lower production costs.

Tara said that “Dearly Beloved” would have to re cast 3 major roles. The production team for Dearly Beloved said they could probably move forward, but that it would be essentially starting from scratch.

Mike then clarified that he understood that the proposed season would be “Charlie Brown”, “12 Angry Men” and “Hello Dolly”? Tara responded, that yes, Charlie Brown would be summer, date is flexible if we limit the number of shows in case we need to go past June. August should be kept open for camp. 12 Angry men in September, Hello Dolly in November, then Macbeth, Little Shop, The Importance of Being Earnest and Beauty and the Beast.

Melissa stated that a musical might not be the best choice to re open with, since plays are safer in the Covid realm. Tara stated that Charlie brown agreed that they are willing

to come back, and that face shields and other measures would make it safer. This would maximize the money put into it.

Tara then mentioned that the schedule has been developed, and that others on the board may have different takes, and that there should be a vote to see where we are, or what changes need to be made. There was a clarification asked that the board is about to vote on a schedule when we don't yet know the actual open date? Tara asks for a vote, and that since we are not opening until AT LEAST June, 2 shows need to be cut. A motion was made to officially cancel Legally Blonde and Dearly Beloved and proceed with Charlie Brown in June, then the rest of the schedule as above. Carol interjected to clarify that this would be all tentative based on what happens with COVID. The answer for that clarification was "correct". Carol re stated that she thought it was good that the board notify Legally Blonde and Dearly Beloved that they had been canceled, but was hesitant to say we will open in June with Charlie Brown if it is COVID dependent.

Melissa thought it was premature to vote, though Tara stated that there is no room for 2 shows if we must wait until June to open.

Mike amended the motion to state that the board approve that we inform Dearly Beloved and Legally Blonde that their shows are scrapped for the current season and scheduled at some point in the future. Tara responded that we don't know if those shows will be re scheduled. Chris Magee added that the motion needs to be amended to state That Legally Blond and Dearly Beloved are canceled, and the other issues can be decided in the future. Carol interjected that she agreed, and that we need to at least notify Dearly Beloved and Legally Blonde will be canceled for this season, and that the tentative plan is to open in June with Charlie Brown. Tara seconded that motion.

Neil Clarified that the motion is to cancel Legally Blonde and Dearly Beloved. The motion was seconded, the vote was as follows:

Carol-Yes; Neil-Yes; Chris-yes; Mike-Yes; Tara-Yes, JaNeene-Yes; Stacey-Yes; Jason-Yes; The motion passed.

Producer / Director meeting scheduling. Tara reminded the board that all policies have not been finalized for rehearsal safety, intermission, and other covid related issues, and that the decision to hold the meeting should be tabled.

Properties

Nothing to report

Costumes

JeNeene's report, read by Melissa states all the shoes and boots have been sorted, tutu's and crinolines have been put in vacuum bags, Costume Guild members sorted through the documents and will upload them. Donations were received from the fire department, and donations were received from Heather Labelle.

Public Affairs

MSAC will do a push in January to Bolster enthusiasm for going to the theater. We are participating in that.

Membership

Database survey has gone out, once those are in we can update the database.

Bylaw changes must be mailed by January 1. We can also include the ballot selections if possible. All will be in one mailing, winter meeting, bylaw, and ballots. Mailed December 20. Winter meeting is set for February 6 at 4PM.

Fundraising Stacey / Tara

Want to repeat Outback fundraiser, possibly every other month.

History/Library- Neil Twohig

Nothing to report.

Education – Stacey

A slate of classes is set. Audition, Makeup and Producers class. These are paid classes. Virtual Classroom not up yet

Facilities

Estimate for sprinklers is approximately \$4700. Renovations are going slowly due to COVID.

The canopy, patio and siding replacement were presented to the town review board and were accepted. Biggest debate concerns the fence around the transformer. SMECO wants the fence modified. The town does not want the transformer visible, PTP suggested a gate, SMECO wants the transformer open to the street. Canopies are up, Siding replacement is done.

Old Business

Strategic Planning – Still being worked

Chris is working on updating SOPs need input on various inputs from Board Members.

New Business

None

Next meeting

6 January 2021 at 7PM

Adjournment

Neil moved to adjourn; Tara seconded. Adjournment occurred at 8:16 p.m.