

Port Tobacco Players

Board of Directors

February 4, 2021

Call to Order:

President Melissa Gilpin Ball called the meeting to order at 7:02 p.m. The meeting was held virtually, via Zoom. Other board members in attendance included Chris Magee, Carol Charnock, Mike Gahan, Jason Klunkowski, Stacey Swickert, Neil Twohig, Tara Waters and JaNeene Sanders

Approval of previous minutes

Minutes were posted on the directors Facebook group for comment and edit. They were later approved online.

Treasury Report

Mike Gahan presented the Balance Sheet, Profit & Loss, and Budget Analysis. The balance sheet shows we currently have over \$142,883 across the 2 bank accounts and the capital improvement accounts. There is \$63,665 in the scholarship fund.

Budget Analysis: There is over \$12,000 in the brick account. The Budget analysis shows we have 11.6 months of operating funds left. The Capital account and the Scholarship fund are performing above expectations. We have accessed investment funds about 7 months ago (approximately \$20,000).

Neil moved to accept the treasurers report, it was seconded by Chris, and unanimously approved.

Production – Tara

We advertised for directors who would be interested in doing virtual productions. Ben Simpson expressed interest in putting up “Working”, with Brian Kuhn as Music Director. Canned music would be \$750.00 or less. MTI has not messaged back about Orchestra. Ben will use Canned Music for the production. Tara will investigate acquiring the rights. The Diversity council are interested in producing “Picasso at the Lapin Agile”. We don’t know what the rights for virtual productions are. Investigating.

Producer/Director meeting still on hold.

Melissa asked if there will be an intermediate Producer / Director meeting for upcoming virtual shows? Tara responded that yes, that could happen.

Melissa asked Mike for a WATCH update. WATCH is still undecided when to start up again, and are considering April or September. Most of the member theaters are leaning toward September before reopening.

Melissa asked about Audience View software training. Audience View is the replacement for Vendini, it has been installed. They offer training, and Mike would like to involve others in the training. Box Office staff will need to be trained. Chris Magee mentioned that the entire board should be trained in case we have to fill in for someone at the last minute. Mike will investigate opportunities for training. Perhaps a "Train the Trainer" situation will work best.

Properties

Nothing to report.

Costumes

No update

Public Affairs

Nothing new to report other than just supporting all initiatives.

Membership

Database is as accurate as it can be at this point. We have 114 Adult Members, 9 Lifetime Members, 9 Junior Members and 47 Benefactors. The list of current Benefactors has been updated on the website. Winter meeting is set to go. We do need to work on is updating the Membership Envelope. Melissa had a suggestion that we get rid of the envelope all together, and doing it online. Mike commented that it would be good to have a "Rolling Recognition" of the Benefactors during the Winter meeting.

Fundraising Stacey / Tara

Date for the next Outback Fundraiser is February 26, also looking at possible upcoming fundraisers with Sweet Street Donuts in April, and possibly a cooking class online in May. The Gala idea is on hold due to the pandemic. Stacey reiterated that

there is a fundraiser for each month (not including March). Chris mentioned that there is also discussion of a raffle of some type, but there will be more to come on that.

History/Library- Neil Twohig

Nothing to report.

Education – Stacey

The next virtual class is on props taking place on February 5 with Karen Kleye. Going to speak with a few more directors, and she is lining up additional classes for the next few months. Virtual Education program hopes to present once a month.

Scholarship

Instead of sending paper letters to career counsellors, Mike has sent emails to all theater and music teachers in the 3 counties. He also put a notice on the backstage page. Since the scholarship fund has exceeded \$60,000, Mike entered a motion that we offer 3 \$1000 scholarships instead of 2. The motion was unanimously approved.

Facilities

Lobby renovations continue, Craig, Justin and others have helped. Office walls are built. Rehearsal hall bathroom is still pending. Looking at \$34,000 for lobby renovations. We have spent \$16,000 so far. Chris will be laying out what has to be spent and given to fundraising to generate interest in donating for specific things. We are going to leave the Patio as is until and if we hear from the town.

Old Business

Strategic Planning – Still being worked

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

New Business

The board has received what appears to be a subpoena from a clerk in the States Attorney's office requesting a copy of the investigation report produced by our investigative attorney's. Because that is considered privileged information, we sought

assistance from a new attorney, Rudolph Caricco of La Plata. He responded to the letter, and opined that it's not a legitimate subpoena and that the requested information is privileged. He will advise us as this moves forward. There was a retainer of \$750. Paid to the attorney.

LaPlata Arts District. Craig Hower commented on the Mural on the side of the Medical Supply Company. The town is pursuing grants to put in an arts district from Kent square to PTP, called the "Spotlight" district.

A discussion around the vacant area behind the theater. Many think we own it. We do not.

Tara mentioned that we usually set up for play reading in the summer. Is there any way to set up something outside the patio doors where we could house the plays and we'd be able to get some outstanding items back. Mike said he would meet anyone at the theater to accept things back. Melissa suggested tabling the idea until discussed with play reading committee.

Chris Magee made a motion to adjourn, Carol seconded. Unanimously approved.

Next meeting

3 March 2021 at 7PM

Adjournment

Chris Magee made a motion to adjourn, Carol seconded. Unanimously approved at 8:09p.m.