

Port Tobacco Players

Board of Directors

November 4, 2020

Call to Order:

Vice President Chris Magee called the meeting to order at 7:05 p.m. The meeting was held virtually, via Zoom. Other board members in attendance included Carol Charnock, Mike Gahan, Jason Klonkowski, JaNeene Sanders, Stacey Swickert, Neil Twohig, and Tara Waters.

Approval of previous minutes

After discussion, minutes from October were unanimously approved.

Treasury Report

Mike presented the Balance Sheet, Profit & Loss, and Budget Analysis. Regarding grants, MSAC has changed their disbursement of grants to quarterly. The Budget analysis shows we have 10 months of funds left, even if we consider a June 2021 opening versus March. Mike continues to investigate and apply for any Grant opportunities. Tara moved to accept the report as presented, Carol seconded. Unanimous approval.

Production – Tara

Tara spoke with Charlie Brown team, there are concerns with restarting production. Intermission, and Pit concerns are in the forefront. The CB team is willing to go forward with the potential June 2021 start. After discussions with Dearly Beloved team, they would have to recast, and may have to give up the slot. Beginning to look at teaming with Hard Bargain to hold shows there (open space).

Carol asked if there was any consideration for the “Drive Through” theater idea as done by McLean. Tara mentioned that someone would have to write such a piece, but it is still an option. Neil discussed the “8 Reindeer Monologues” as an opportunity. Love Letters is another possibility, especially for the drive-through option.

Tara made a motion that the season be postponed until June, 2021, Neil seconded. Unanimously approved.

Tara brought up the possibility of radio shows.

Properties

Nothing to report

Costumes

JeNeene said that things had been moved from the rafters, and that the sprinklers are not blocked. She also mentioned that she had given the list of items to be fixed to Chris.

Public Affairs

Lobby Photo Reprint is pushed until lobby renovation completion.

Jason has reached out to the County Tourism folks. They are interested in information of things going on in the county. PA will begin sending everything scheduled (including virtual) for inclusion on their calendar.

Website updated for Small Business Saturday.

The Election notice will be posted on the website soon. Also an email blast and the "backpage" FB Page.

Membership

Carol stated the Google document created by Liz Mildenstein with assistance of Brooke and Jason is ready to roll out. The document should just go to members, but there is currently not a system to just hit membership.

Carol is still working on the update of the membership envelope.

Carol suggested Teasers of new updates to the theater. Silly pictures, etc... to increase engagement with the public.

Carol suggested setting a date for the winter membership meeting. After discussion, 6 Feb 2021 at 4PM was unanimously approved as the date for the virtual meeting.

Fundraising Stacey / Tara

Outback fundraising is tomorrow evening. It will be at the theater, where PTP members bag and deliver the food to cars, contact-free. PTP will receive \$8 per meal delivered.

History/Library- Neil Twohig

Nothing to report. Chris mentioned that Dave Bayles dropped off a lot of information/ photos etc...

Education – Stacey

Still working on virtual things for online classes. Stacey discussed creating a “virtual classroom” for the theater. Stacey will begin looking at building the room. Will also look for content.

Facilities

The roofer came and finished the roof and the tower. They also fixed the leak in the light area. The costume loft leaks will be taken care of with new siding.

We have town permission for the lobby renovation. The patio was done without permission. Combining siding, patio and canopy projects and meeting with the town on 18 November.

The hornet problem still exists, and will be preemptively addressed in the spring.

Old Business

Strategic Planning – Still being worked

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

Use of the theater for the CCAS in early June remains on hold.

Signature block changed on misconduct and discrimination policy.

Chris made a motion that the 3 new policies (Minor Protection, Discrimination/sexual harassment, and confidentiality) be added as policies of the Theater. Neil provided second. Carol stated she has an issue with signature on the confidentiality. She believes the signature is too restrictive. The vote was taken, 7 Yay, 1 Nay. Carol then shared that she is objecting to only the confidentiality document, and not the other 2.

Train Station donation of \$400.00 is still outstanding

New Business

Bylaws committee. 2 requests for bylaw changes have been received.

1: to include when minutes are required

2: recommendation of an as needed committee to handle investigations like last summer. Creating a non-standing committee as needed. (Ad Hoc) Mike stated that perhaps this is covered in Roberts Rules. The Bylaw committee is responsible for deciding if the bylaw needs to be created.

Chris Magee will chair Bylaw committee.

Next meeting

3 December 2020 at 7PM

Adjournment

Neil moved to adjourn; Tara seconded. Adjournment occurred at 8:38 p.m.