

Port Tobacco Players

Board of Directors

January 6, 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 Klonkowski, Stacey Swickert, Neil Twohig, and Tara Waters. JaNeene Sanders arrived mid meeting due to prior commitments.

Guests in attendance were John Kirby, Kristen Page Kirby Ted (no last name on zoom screen), Craig Hower, Zack Ball, Henry McPherson, Ben Simpson, Kyle Rappe, Brooke Howells, Tessa Sylvestro, Ann Marie Watson, Susan Claggett, Kathy Mead, William Righter, Tommy Scott King-Taft, Rachel Wallace, Beth Ullman, and Kimberly Ball.

Approval of previous minutes

After discussion, with changes implemented, Chris Magee moved to accept the minutes as annotated, Carol Charnock seconded, and version 3 was adopted.

Treasury Report

Mike Gahan presented the Balance Sheet, Profit & Loss, and Budget Analysis. Currently, the balance sheet. We currently have over \$169,000 across the 2 bank accounts and the capital improvement accounts. There is \$61,000 in the scholarship fund. In the last month, we received 2 grants totaling \$6,000.00 from the Charles County Arts Fund. We received refund from Charles County Government for \$1,260.02 for property tax refund. We received \$60.00 in registration fees for the makeup class, bringing total income for the month to approximately \$9,400. We spent \$100.00 for remembrances for Roland Hower. Final bill for \$35,000 for the sound system was paid. The second payment for the siding, approximately \$24,000 was also paid. Problem with the boiler (covered by SMO). We paid a \$100.00 service call fee.

Budget Analysis: The Budget analysis shows we have 11 months of funds left. This includes costs for renovations.

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

Production – Tara

Tara reached out to Legally Blonde, Dearly Beloved as well as the Cultural and Diversity Council to gauge interest in mounting a virtual production. The Cultural and Diversity Council did accept a virtual production spot. Tentatively, Chad will direct a play, Tara will work to get rights. Hoping to put up by the April/May timeframe. Other Virtual productions of musicals are still being discussed. MTI has ZOOM alternative licensing available. The price for canned music is \$750.00, if not, we need to work with music directors on a choice. Virtual productions may have to involve “pre-casting”. Pre-casting is not allowed under the current Producer/director handbook. Melissa questioned about how the casting would work? Chris stated that he thought the announcements should be open vs pre-casting. Melissa agreed, and virtual appointments could be done for auditions. It was decided that recorded auditions would be better than pre-casting roles. There was then a discussion on funding the virtual shows. Chris suggested we table the finance discussion until we know what MTI can provide for accompaniment books. Tara didn’t investigate straight plays yet.

Producer / Director meeting can be brought around at the end of the meeting.

Upcoming this moth is Chad’s Class, Inside the director’s Chair, then cabaret on the 22nd of January.

Properties

Melissa presented the properties SOP.

Costumes

JeNeene’s report, read by Melissa states costumes were received back from New Directions players, the cleaning and reorganizing process will continue.

Public Affairs

Kudo's to Ann Marie on all the work on bios and other preparations.

Membership

Database has been updated with new data from the surveys. It was stated that under the by-laws we could not extend the retroactive date of membership for those that paid after 12/31/20. Those people will "restart" their membership for the 2-year board eligibility period from the date they renewed membership in January 2021. February 6 at 4PM will be the winter membership meeting.

Ballots for the board will be tabulated the day before the winter meeting.

Fundraising Stacey / Tara

Nothing to report.

History/Library- Neil Twohig

Nothing to report.

Education – Stacey

Virtual classroom went live, but needs to be better presented on the website. Three additional classes on the horizon, and possibly 3 more in development.

Facilities

Roof can come off the agenda. Waiting on the final bill.

We can start work on the rehearsal hall bathroom now that exterior siding is complete. Lobby renovations moving slowly ahead, but will be ready whenever we can re open.

Old Business

Strategic Planning – Still being worked

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

Office product purchases. Carol would like to get new office furniture, etc... Chris asked Carol to send a list. Melissa suggested the Amazon Wish List.

Productions Discussion:

Kathy Mead:

The Charlie Brown production team and the Legally Blonde production teams have met extensively and would like to make the following recommendation to the board:

The board consider undoing the decision to cancel the Dearly Beloved and Legally Blonde Productions and opening the season with Charlie Brown in June.

Kathy also suggested that a committee be formed to come up with potential responses to different scenarios. Kathy asked about the virtual productions committee. Members keep finding out how much we might have to push things out, our suggestion is to put the whole season for 2020-2021 on hold, and push forward when more is known about the future.

Chris answered the concerns about not having control. We have gone from March to June. Because we were going to open in the middle of the season, we kept the shows that did not get to finish and move them forward. Now that we've moved to June, we no longer have 2 slots due to the calendar. We understand June may not happen. Since musicals present the biggest challenge in the Covid environment, and discussed the other reasoning behind decisions that were made.

Tara added that Charlie Brown was of the mind that they were not comfortable to continue without vaccines.

Discussion continued at length, Chris motioned to table the discussion until the new board is seated. No final decisions can be made as of yet.

Ann Marie wanted to discuss the fate of their show which was cancelled without notification to the team. Why are shows being cancelled when they can just be moved.

Tara responded that Legally Blonde was the biggest show coming up, and rather than push the show into 2022, since a new board will be seated. We decided to table until the new board is seated.

Melissa added that the boards' decision to cancel shows may have been preemptive, and that we have the opportunity to adjust. Melissa asked to make a motion to reverse the decision to cancel Legally Blonde and Dearly Beloved pending their desire to continue, and form a committee to work with the next board to create a production schedule.

Chris interjected that he had a motion on the floor to table this discussion until the new board is seated in March, and that must be reconciled first. Mike Gahan asked if there had been a second to Chris's motion. That answer was no, because there had been an interruption. A second to Chris's motion was provided by Stacey, the motion passed 6-2.

Melissa asked Chris for clarification if his motion included possible reversal of the decision to cancel shows. Chris answered that yes, it would have to.

New Business

Mike wanted to get notifications out for scholarships.

Mike also asked about what Camp Mockabee status is. Melissa said that should also be handled by the new board. Tessa Silvestro also added that even with short notice, the camp would fill.

Chris brought up the Mural that the town is meeting on, and asked if the board had any input or concerns. No one added any.

Next meeting

4 February 2021 at 7PM

Adjournment

Chris moved to adjourn; Neil seconded. Adjournment occurred at 8:53p.m.