

Port Tobacco Players

Monthly Board Meeting Minutes

13 August 2020

I. Call to order

Tessa Silvestro, President, called to order the regular meeting of the Port Tobacco Players Board of Directors at 636 pm on 13 August. Meeting held virtually due to Pandemic.

II. Roll call

Present: Tessa Silvestro, Melissa Gilpin Ball, Mike Gahan, Chris Magee, Stacey Swickert, Cornelius Twohig, Jason Klunkowski, Janeen Sanders, Tara Waters.

III. Approval of minutes from last meeting

Mike Gahan had some administrative changes to the July minutes. He then moved to accept the minutes, Jason Klunkowski seconded, Unanimous decision to accept

IV. Treasurers Report

- a) Mike Gahan prepared a financial balance statement, which provided the same information as his usual Statement.
- b) SBA loan (Economic Impact Disaster Loan) in the amount of \$149,900
- i) Treasurer will keep a separate ledger on that sum, due to record keeping requirements.
- c) PTP has 2 different Merchant Services accounts. One is for the box office credit card machine, the second is for online activity (Vendini). Both require that PTP maintain PCI compliance to maintain confidentiality of Credit Card information.
- i) We hadn't certified in 2 years, but we are now compliant, which saves PTP \$120.00 monthly.
- d) AACT membership cost of \$400.00. \$173.25 combined with that for ASCAP license fee was paid
- e) With current funding, PTP has 17 months of capital available, including renovation budgets.

Moved to accept report by Neil Twohig 2nd by Chris Magee. Report accepted unanimously.

V. Summary of Discussion

- a) Productions – No confirmations on being able to push rights dates for productions. Update next meeting.
- b) Props: Nothing to Report
- c) Costumes:
 - i) Janeen did not attend the last costume guild meeting, but will attend the next one in October.
 - ii) Carol is checking on a donation that's pending.
 - iii) New Covid protocols for returning items.
 - iv) 9 groups with items still out
 - v) Leak in the stairwell loft. Chris Magee checked into it
 - vi) St. Mary's summer stock cannot find vintage coat. They say they are owed \$150.00. Carol and Tessa will follow up.
 - vii) Next Guild meeting is October 14 at 630pm
- d) Public Affairs:
 - i) PA committee is currently the face of the theater. Items on Facebook board page need a quicker turnaround to get items out on public pages.
 - (1) Chris suggested tagging board members so it comes to their attention. This will be done moving forward.
 - ii) Cloud storage for long term file storage. Different services and prices are available, depending # of TB.
 - (1) Files should be accessible to production teams and board members
 - (2) Need to create a list of multiple users, with multiple layers of access.
 - (3) Jason will continue researching.
- e) Membership:

- i) Summer Membership meeting discussion.
 - (1) No short list to announce
 - (2) Election reminders
 - (a) Melissa will head election committee
- f) Fundraising – No updates
- g) History/Library –
- i) Trying to get a handle on what has been previously done to develop a plan to move forward.
- h) Education
- i) Lining up classes.
 - (1) When should online content come back?
 - (a) Update at next month's meeting.
- i) Facilities
- i) Patio ongoing
- ii) Scaffolding and Luan going up as well. Need help.
- iii) Chris has been going through renovation budget.
- iv) Rehearsal hall bathroom gutted
- v) NEED HELP.
- vi) Chris is going to schedule a renovation committee meeting.
- vii) Locks will be re-keyed, with a key log
- viii) Reviewing estimates on rehearsal hall leak repair. Estimates coming in higher than expected.

VI. Old Business/Summary of Discussion

- a) Diversity Council
 - i) Council is growing. They would like to be added to agenda for September meeting.

- ii) Opportunities for training exist. Melissa will continue to share.
- b) Choral Arts Society still up in the air. Looking at the beginning of June, with space reserved for the week. Will keep on Agenda.
- c) More updates forthcoming on investigations
- d) MSAC scheduled to begin strategic planning sessions.
- e) WATCH report
- i) All judges relieved for the year.

VII. New Business

- a) If March is re-opening, Tara wants to schedule producer/director meeting for January.

VIII. Adjournment and Next Meeting

Next meeting scheduled for 15 September at 630 PM. To be held virtually.

Motion to adjourn, Chris Magee, 2nd by Stacey Swickert.

Adjourned at 740pm.