

Port Tobacco Players

Monthly Board Meeting Minutes

6 July 2020

I. Call to order

Tessa Silvestro, President, called to order the regular meeting of the Port Tobacco Players Board of Directors at 642pm on 6 July at: Meeting held virtually due to Pandemic.

II. Roll call

Secretary

III. Approval of minutes from last meeting

Secretary read the minutes from the last meeting. The minutes were approved as read.

IV. Treasurers Report

a) Treasurer report was read, and accepted as presented by the treasurer.

Moved by Chris Magee, 2nd by Neil Twohig

V. Old Business/Summary of Discussion

a) Productions

i) Actors Agreement review continuing

ii) The online agenda for education and shows is tabled for the time being

b) WATCH UPDATE

i) WATCH Board meeting to be attended by Mike Gahan on July 19. Update at the next meeting.

c) Props:

i) Nothing to Report

d) Costumes:

i) Open for returns. Masks and social distancing required.

- e) Public Affairs:
 - i) Passing on information, developing a “see something, say something” culture.
- f) Membership:
 - i) Membership mailers have gone out
- g) Education:
 - i) All events on hold. Ready to start up again when appropriate.
- h) Facilities
 - i) Waiting for drawings from Mr. Pellegrino, the Architect
 - ii) Sound booth needs vent for door to equipment room
 - iii) Looking at scheduling site visit with ALL contractors.

VI. New Business/Summary of Discussion

- a) Church not ready to re start programs
- b) Diversity Council meeting to be held on Tuesday
- c) Sexual Harassment Policy waiting for attorney review
- d) Mike reviewed terms of SBA loan, 30 yr fixed 150,000 @ 2.7%. Can be used for siding and roof (Both are maintenance and not renovation). No Prepayment penalty. (Unanimously approved)
- e) Retainers for attorney. The board unanimously approved payment of \$5000 for retaining Lindsey White of Shaw Rosenthal.

VII. Adjournment and Next Meeting

Tessa Silvestro, President, adjourned the meeting at 9pm