

PTP Board Meeting Minutes

14 April 2020

Held Virtually due to COVID-19

Meeting called by: Kyle Rappe

Type of meeting: Monthly Board Meeting

Note taker: Cornelius Twohig

Called to order at 1835

Attendees: Melissa Gilpin Ball, Kyle Rappe, Stacey Swickert, Tara Waters, Chris Magee, Jason Klonkowski, Tessa Silvestro, Mike Gahan, Neil Twohig

Minutes

Agenda item: Minutes from March 8 2020

Presenter: Neil Twohig

Discussion:

Reading of minutes were deferred, as Neil Twohig did not complete them

Conclusions:

They will be reviewed at a future meeting

Agenda item: Treasurer Report

Presenter: Mike Gahan

Discussion:

Mike Gahan, Treasurer, reviewed the submitted Treasurer Report.

Discussion around applying for any county grants, SBA loan/grants, County relief fund for COVID

Chris Magee moved to accept report

Melissa Ball 2nd

Conclusions:

Treasurers report filed as required, Mike will look into filing for any applicable grants.

Agenda item: Properties

Presenter: Melissa Gilpin Ball

Discussion:

Nothing to Report

Conclusions:

Nothing to Report

Action items

Person responsible

Deadline

Agenda item: Costume Guild **Presenter:** Kyle Rappe

Discussion:

Discussed the Mask Drive. Chris Magee, Melissa Gilpin Ball discussed their involvement

Conclusions:

Kyle will report on Guild Business at the next meeting

Action items	Person responsible	Deadline
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Agenda item: Public Affairs **Presenter:** Jason Klunkowski

Discussion:

No new items from Jason. Melissa discussed the need to differentiate between members, benefactors and other supporters.

Conclusions:

Discussion:

Action items	Person responsible	Deadline
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Trifold

Jason

Photo Replacement

Jason

Web site overhaul

Jason and committee

Agenda item: Membership **Presenter:** Tessa Silvestro

Discussion:

There will be a membership drive in the May/June timeframe. She will also present Database examples at the next meeting.

Discussion:

Fundraising Committee news: Gala on hold, thought is that we need to move to smaller events, including digital events. The committee will reconvene in 2 weeks.

Conclusions:

A lifetime membership is 12.5 times the member cost

Action items	Person responsible	Deadline
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Agenda item: Education **Presenter:** Stacey Swickert

Discussion: Finalize counselor application. Emphasized the importance of camp for bringing not only children but also families to the theater. Will work with PA to develop plans for camp. Melissa mentioned the value of even electronic delivery of Encore Kids was a good thing.

Tessa discussed the possibility of reading royalty free stories for electronic distribution.

Conclusions:

Kyle asked that Tessa develop a plan and present to the board.

Action items	Person responsible	Deadline
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Agenda item: Productions	Presenter: Tara Waters
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Discussion:

Charlie Brown and Dearly Beloved accepted new “temporary” timeline. Legally Blonde team is concerned. Tessa suggested that rights are available for a concert version of Legally Blonde.

Discussion:

Play reading deadline is 15 April. Considering extending due to circumstances. Need to update roles for the play reading committee and logistics of script delivery. Erika Klonkowski will complete the tabulation.

Agenda item: Facilities	Presenter: Chris Magee
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Discussion:

All renovation projects on hold. Price for windows will not change. Chris showed demo of wall covering with design cut in.

Discussion: 2 estimates for scaffolding for wall covering replacement \$7000 and \$13000. Kyle asked if we need a full plan on continuing renovations, or to piecemeal it.

Conclusions:

All Renovations currently Tabled due to restrictions

Agenda item: OLD BUSINESS	Presenter: Kyle Rappe
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Discussion:

Mike Gahan discussed that Scholarship applications are coming in.

Discussion: Kyle and the committee agreed that all shows are TBD.

Conclusions:

No new business was brought forward.

Other Information

Adjournment:

Next meeting scheduled for May 3, 2020 at 630PM. Meeting will be held virtually.

Motion to adjourn by Jason, 2nd by Tessa, meeting adjourned at 1928.