

PTP Board Meeting Minutes

03 May 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 1837

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 and April 2020

Presenter: Neil Twohig

Discussion:

2 months of meeting Conclusions:

minutes were read and approved

Agenda item: Treasurer Report

Presenter: Mike Gahan

Discussion:

Mike Gahan, Treasurer, reviewed the submitted Treasurer Report.

Discussion around royalties already paid for "Hello Dolly" even though it's a year out. (Done due to time constraints.)

Applying for SBA Disaster grant, Charles County Charitable Trust grant, and MD Humanities Grant.

We can save \$750 a month by not paying additional principle. Also discussed what we ACTUALLY have contracts for: 5k Electric. Roof is still under contract, sound.

Melissa Gilpin Ball agreed that being conservative with spending is the best COA. Tessa mentioned that payment of royalties should be no hazard, as most rights companies are refunding.

Chris Magee moved to accept report

Tessa Silvestro 2nd

Conclusions:

Treasurers report accepted and filed as required

Agenda item: Properties

Presenter: Melissa Gilpin Ball

Discussion:

Have gotten request for prop buys

Conclusions:

Nothing will be bought at this time.

Action items	Person responsible	Deadline
Agenda item: Costume Guild	Presenter:	Kyle Rappe

Discussion:
Chris Magee took 65 mask/cap sets to ICU and 150 for ER

Conclusions:

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

Discussion:
Brochure and trifold are no longer needed, the "News" section of the website will have Updates.
Melissa Mentioned that signs in the community for shows need to be taken down. Tara asked if our Website can accommodate a scroll of the FB feed. Jason stated that Weebly is limited.
Press release completed for mask donations. Jason will reach out to media regarding meal distribution in the parking lot.

Agenda item: Membership	Presenter:	Tessa Silvestro
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Discussion:
Still reviewing databases, many have more features than we need. Considering an excel build. Newtowne to send a template of their solution.

Discussion:
Reviewing levels of membership, as premiums "eat up" many of the donated dollars. Cost effective? Kyle stated that bylaws currently define member level and member benefits.
3 types of membership were discussed: Active: \$50, Performing \$20 per show, and Junior (Didn't get the amount)

Discussion:
Tessa asked about the status of the Summer membership meeting.

Conclusions:
A lifetime membership is 12.5 times the member cost
Kyle Rappe stated that we would move discussion of summer meeting to the June Board meeting.
Membership mailer to be sent by 1st week of June. Goal for the next month is to put together a spreadsheet for membership

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

Discussion: Stacey discussed possible online seminars (make up, audition skills, etc...) Kyle suggested to submit proposals to the board. Stacy will pursue
Vote was held on fate of summer camp. Vote was 7Y and 1 Abstention. Camp Cancelled

Agenda item: Productions **Presenter:** Tara Waters

Discussion:

All shows Pushed a year. Season Postponed. Charlie Brown Reprise in March 2021

Discussion:

Play reading committee suspended for this year.

Agenda item: Facilities **Presenter:** Chris Magee

Discussion:

All renovation projects on hold. Price for windows will not change.

Discussion:

Conclusions:

All Renovations currently Tabled due to restrictions

Agenda item: OLD BUSINESS **Presenter:** Kyle Rappe

Discussion:

Mike Gahan discussed that Scholarship applications are coming in. Also that WATCH trophies are in the mail.

Conclusions:

new business was brought forward.

Agenda item: New Business **Presenter:** Kyle Rappe

Discussion:

High School Senior Showcase and Flex Ticket pricing

Jason and Stacy have the wheel. Can be any high school student, not just performers (Tech, etc..)

Pricing for Flex tickets are 18 / 20

Other Information

Adjournment:

Next meeting scheduled for June 5, 2020 at 630PM. Meeting will be held virtually.

Motion to adjourn by Jason, 2nd by Tessa, meeting adjourned at 2034.