

**Port Tobacco Players**

**Board of Directors**

**October 8, 2020**

**Call to Order:**

President Melissa Gilpin called the meeting to order at 7:05 p.m. The meeting was held virtually, via Zoom. Other board members in attendance included Carol Charnock, Mike Gahan, Jason Klonski, Chris Magee, JaNeene Sanders, Stacey Swickert, Neil Twohig (part-time), and Tara Waters. Others in attendance included Zack Ball, Susan Claggett, Alyshia Bradley, Chad Mildenstein, Liz Mildenstein, Shemika Renee, and Bill Righter. Mike Gahan agreed to take the minutes in the absence of Neil.

Commented [MG1]:

**Approval of previous minutes**

Since Neil was unavailable, Mel asked the members to cast their vote for approval or otherwise via Facebook.

**Treasury Report**

Mike presented the Balance Sheet, Profit & Loss, and Budget Analysis, which shows we have 10 months of funds left. Chris moved to accept the report as presented, Tara seconded. Unanimous approval.

**Production, Fundraising, and Education – Tara and Stacey**

Stacey presented a schedule of virtual presentations and Education through December 18<sup>th</sup>.

The Producers/Directors' meeting will be held in January 2021.

Tara is looking for advise as to a drop date for allowing to bring production teams and casts into the theater. We will need to establish protocol regarding COVID cleanliness, masks, etc.

Tara led a discussion which regarding deferring opening until June/July 2021. The matter was tabled, and Tara will re-investigate rescheduling the season.

WATCH – Mike reported that the next WATCH Board meeting will be October 18<sup>th</sup> at 4:30 p.m.

### **Cultural Diversity Belonging Accountability Council**

Shemika Renee and Chad Mildenstein spoke regarding micro-aggression and advised that education and training would be forthcoming to address the form of discrimination.

### **Properties**

Nothing to report

### **Costumes**

JeNeene advised that the windows need to be sealed to keep out bugs. Chris stated that will be addresses when the exterior siding is replaced.

Carol requested replacing the bowing shelving in the costume loft.

Carol was concerned about wiring found on the floor. Chris stated that was for the sound system upgrade, currently in progress.

### **Membership**

Liz discussed the plans to update the veracity of the membership database, A data-collection drive will be conducted using an online survey tool, followed up by phone calls and other means to reach those who do not respond to the online survey. This will be completed by the end of the year.

Two members have requested to become lifetime members, Quentin and Janice Sagers. Carol noted that this option is not on the envelope and will be included when it is updated.

Jason is working on combining various records to help clean-up the current membership database.

Carol noted that her new monthly “Member News” was received positively.

The virtual tour of the renovations has been deferred until Nov/Dec

### **Public Affairs**

Lobby Photo Reprint is pushed until lobby renovation completion.

Jason's work on program standardization is in progress.

PTP will not participate in any Halloween scarecrow contest this year.

Jason has reached out to Maggie Boyden, County Tourism.

Small Business Saturday will be virtual only.

### **Fundraising**

Ben Simpson is working with Outback for a fundraising evening. It would be at the theater, where PTP members bag and deliver the food to cars, contact-free. PTP will receive \$8 per meal delivered.

### **Facilities**

The roofer is aware that the tower still needs to be addressed. The worst current leaks are in the Stage Manager area, and north of the center shelf in the props loft.

Museum window replacement is complete and paid for.

Patio is virtually complete, awaiting a rain for any adjustments. The Town of La Plata notified the theater earlier in the day and stated that we need to present that to the Design Review Board. Mike will take that action.

Canopies deposit has been placed.

AEDs are on hold until after renovation and installation; only then can we apply to the State of Maryland for certification training.

The Train Museum utilized our workshop for some of their renovations. They will be providing a \$400 donation to the theater.

### **Old Business**

Revision of ticket prices – Carol moved to revise ticket prices to \$20/\$18 for musicals and \$18/15 for plays. Stacey seconded. Motion passed unanimously.

The Network for Good proposal was discussed and not selected. Too costly, not secure enough, our base is too small, and our own systems are not ready for turnover. The work that Jason and Liz are doing would more than suffice without spending the money.

Strategic Planning – deferred in Neil’s absence

Chris is working on updating SOPs and the NDA having received comments from Board Members.

Vendini has been bought out by AudienceView, whose proposal was the best. Training will be forthcoming.

Previous minutes updates will be handled on the Board Facebook page.

Use of the theater for the CCAS in early June remains on hold.

#### **New Business**

Derby Dames Trunk or Treat will occur at the fairgrounds on October 24<sup>th</sup>. Details to follow.

#### **Closed Session**

The board went into closed session at 9:35 p.m.

#### **Adjournment**

Mike moved to adjourn; Tara seconded. Adjournment occurred at 9:55 p.m.

#### **Next meeting**

4 November 2020 at 7PM