

PTP Board Meeting Minutes

8 March 2020

Port Tobacco Players
Rehearsal Hall

Meeting called by: Kyle Rappe

Type of meeting: Monthly Board Meeting

Note taker: Cornelius Twohig

Attendees: Melissa Gilpin Ball, Kyle Rappe, Stacey Swickert, Tara Waters, Chris Magee (phone and in person), Jason Klunkowski, Tessa Silvestro, Mike Gahan, Cornelius Twohig

Minutes

Agenda item: Minutes read and approved (With Changes)

Presenter: Neil Twohig

Discussion:

Minutes of Board meeting elections reviewed,

Conclusions:

Approved with changes.

Agenda item: Treasurer Report

Presenter: Mike Gahan

Discussion:

Mike Gahan, Treasurer submitted and reviewed the Treasurer Report.

Tara Waters Moved to accept report

Tessa Silvestro 2nd

Conclusions:

Treasurers report filed as required

Agenda item: Properties

Presenter: Melissa Gilpin Ball

Discussion:

Props loaned to McDonough High School, Grace Lutheran School, and Sam Tucker Elementary School

Conclusions:

Ms. Gilpin Ball will track

Action items

Person responsible

Deadline

Agenda item: Costume Guild

Presenter: Kyle Rappe

Discussion:

The next costume Guild meeting on 19 March, 2020.

Current members of the Guild are:

Carole Charnock; Pat Brennan; Melody Hansel Sciaratta; Heather Labelle; Lisa Magee; Carol Russel; Jan Sagers; Kathy Compton; Quentin Nash Sagers.

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 Klonkowski

Discussion:

Jason Discussed the Public Affairs Committee. The committee currently consists of:

Amy Cooksey; Keith Linville; Dave Standish; Brooke Howell; Ann Marie Watson; Jason Klonkowski.

Jason then asked if there is a Historical Photographer position, which is different than a show photographer. A historical photographer would follow the production from beginning to end to document the process

Conclusions:

After discussing pros/cons of other photographers at press night or dress rehearsals, Chris Magee stated that Ann Marie Watson is the Official photographer for PTP. A discussion ensued to add Rachel Wallace as a possible 2nd "Official Photographer". Kyle stated that it was not up to the PA committee whether there were or were not additional show photographers. Jason will bring to PA committee, and have a listing of photographers in the Producers handbook.

Discussion:

Sensory Performances.

Sensory performances not properly listed on website. Either exactly what the term means, or when a sensory performance is scheduled.

Discussion:

Group Rates and pricing Guide review was suggested by Melissa

Discussion:

Kyle discussed getting the blurry lobby photo re printed

Discussion:

Mike Gahan Brought up the trifold for next season. Tara remarked that last year, the Deadline was April

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:

Membership is looking at options for membership activities in May/June/July.

Tara Suggested Lifetime members, Benefactors and Youth Membership.

Kyle suggested Automatic Reminders in whatever new system might be developed.

Tessa said that membership is working with producers to develop ideas.

There was then discussion regarding the Odeon and ENEWS being the same, and do we need both? Can Odeon be leveraged in the membership area?

Discussion:

Tessa brought up the summer membership meeting. Melissa commented that attendance has been shrinking and looking at reasons. She then suggested 22 August 2020.

Mike then said we could get opinions in a survey on when and what to do that might interest people to boost attendance.

Conclusions:

No specific action assigned

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

Reviewed upcoming programs:

High School – High School Musical

Middle School- Frozen/Aladdin

Support Camp

Discussion:

Discussion developed on different classes/ programs that could be added to the bill of Fare:

Melissa, previously did a makeup class, open to all, she also discussed a stage manager workshop; Stacey suggested audition and costume workshops; Tessa discussed a Producers/Directors Circle, though previously finding time in the space was problematic, an open lighting and or sound workshop (Basic). Chris suggested set building,

Conclusions:

All items under consideration

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

Dumpster worked well for Markham, Cinderella sold out, and we should consider more children's shows.

Discussion:

Legally blonde auditions were to be held the following week. (OBE)

Discussion:

Dearly Beloved Budget was discussed. Mike thought we should add more to the program line, up to 1100.00.

Conclusions:

Dearly Beloved Budget was unanimously approved

Action items	Person responsible	Deadline
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Agenda item: Carving a date to perform One Act	Presenter: Mike Gahan
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Discussion:

It was discussed that a date was needed.

Conclusions:

This has all been Overcome by Events (OBE)

Action items	Person responsible	Deadline
Agenda item: Play reading	Presenter:	Tara Waters

Discussion:

Is there a guideline for this committee? Close submissions on April 15 Midnight.

Conclusions:

Kyle will provide list of submissions

Action items	Person responsible	Deadline
List of submissions	Kyle	after 4/15/2020

Agenda item: Black Box Tentative for Proof in September	Presenter:	Jason Klonkowski
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Discussion:

Cost is 250.00 per show, 50.00 per rehearsal.
Dates 9/25 – 10/10 + 8 rehearsal days at Black Box

Conclusions:

Jason Needs a producer

Action items	Person responsible	Deadline
Producer	Jason	

Agenda item: Producer/Director meeting	Presenter:	Tara
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Discussion:

No date yet. Melissa suggested we add Music Directors to that session.

Conclusions:

Adopted, still no date

Action items	Person responsible	Deadline
Agenda item: Keep Watch on Agenda	Presenter:	Mike Gahan

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Discussion:

Keep WATCH status on the agenda for discussion going forward.

Conclusions:

Adopted

Action items	Person responsible	Deadline
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Agenda item: Facilities (Roof) **Presenter:** Chris Magee

Discussion:

Roof Status. \$32000 still not required to pay. Unsure when tower will be completed

Discussion: Need to go through town rather than county for permits, etc

Conclusions:

Mike will investigate getting fees waived

Action items	Person responsible	Deadline
Mike will investigate getting fees waived	Mike	

Agenda item: Facilities (RENO) **Presenter:** Chris Magee

Discussion: Building Materials 1k, drop ceiling 2.7k. Electrician 4-5K

Conclusions:

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Action items	Person responsible	Deadline
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Agenda item: Facilities ((Curtain Vs Fabric (Carpet) walls)) **Presenter:** Chris Magee

Discussion: Should there be a less expensive remodel to light bar and fabric? Fabric is \$11000. Without installation, Carpet WITH install is \$11000. With theater putting In Luan on walls and renting scaffolding. Melissa thought the design cut in would have to be dramatic if carpet was chosen. Tessa asked if someone could design mock up, and if we could see what it looked like? Mike Gahan stated that we are not restricted in design by the historic designation of the theater.

Conclusions:

Chris stated decision point was originally April 21, (may have changed)

Agenda item: Facilities (Bathroom) **Presenter:** Chris Magee

Discussion: Replace wood, ceiling, new floor, sink. 4k in materials. \$500.00 has been donated. Was originally going to begin 23 March.

Conclusions:

TBD

Action items	Person responsible	Deadline
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Agenda item: Facilities (Window Repair) **Presenter:** Chris Magee

Discussion: Looking for estimates. Price with new Trim, etc... Will ask for a FB vote for final repairs

Conclusions: TBD ...

Action items	Person responsible	Deadline
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Agenda item: Facilities (Deck Demo/New Patio) **Presenter:** Chris Magee

Discussion: Mar 21 was to be demo date with installation of the Patio to be on APR 4 (OBE)

Conclusions: TBD ...

Action items	Person responsible	Deadline
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Agenda item: President Items **Presenter:** Kyle Rappe

Discussion: Need to track keys to the facility. Perhaps a cypher lock, changing combo after each show? W

Conclusions: Will Revisit

Action items	Person responsible	Deadline
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Agenda item: President Items **Presenter:** Kyle Rappe

Discussion: Fundraising.

Conclusions: Kyle stated that Tessa will be the Board Liaison to Fundraising Committee. Tessa mentioned that Ben Simpson will be leading the fundraising effort.

Agenda item: WATCH BUS **Presenter:** Mike Gahan

Discussion: Bus cost \$325. Leave theater at 1700.

Conclusions: Jason will pass on info for publication

Action items	Person responsible	Deadline
NO ACTION ITEMS. WATCH AWARDS CANCELLED		

Agenda item: OLD BUSINESS (Lighting Proposal) **Presenter:** Kyle Rappe

Discussion: Submitted by Tommy. Install 3rd electric and Ratchet as well as Dimmer Modules. Melissa cautioned that we should “take our time” and wait until after the renovation. Tessa agreed, saying we need the updates, but now may not really be the time.

Conclusions: Kyle stated that this was a budgetary issue, and should be tabled.

Action items	Person responsible	Deadline
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Agenda item: OLD BUSINESS (TICKET PRICE REMINDER) **Presenter:** Kyle Rappe

Discussion: Musicals are new prices, need to remind Richard

Conclusions: TBD ...

Action items	Person responsible	Deadline
Remind Richard on Ticket Price change	Tessa	

Agenda item: Keith Linville Presentation (Purple Martin Bird house) **Presenter:** Keith Linville

Discussion: Install Purple Martin Bird house on property. After much discussion about birds being creepy, and many Hitchcock references, Kyle Rappe made a motion to vote on acceptance. Melissa seconded. The vote passed, 4 – 3 with 1 abstention.

Conclusions: Facilities chair will work with Keith and Mike Callahan for installation

Action items	Person responsible	Deadline
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Agenda item: NEW BUSINESS (Choral Arts Society) **Presenter:** Mike Gahan

Discussion: Summer concert dates. Tessa requested it be tabled for a month. Passed

Action items	Person responsible	Deadline
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Other Information

Adjournment:

Next meeting date scheduled for April 14, 2020 at 630PM. Meeting will be held virtually.

Motion to adjourn by Kyle, 2nd by Tessa, meeting adjourned at 830PM.