

Port Tobacco Players

Monthly Board Meeting Minutes

15 September 2020

I. Call to order

Melissa Gilpin Ball, President, called to order the regular meeting of the Port Tobacco Players Board of Directors at 632pm on 15 September 2020. Meeting held virtually due to Pandemic.

II. Roll call

Present: Melissa Gilpin Ball, Mike Gahan, Chris Magee, Stacey Swickert, Cornelius Twohig, Jason Klunkowski, Janeen Sanders, Tara Waters, Carol Charnock.

III. Approval of minutes from last meeting

Mike Gahan had some administrative changes to the August minutes. He Then moved to accept the minutes, Jason Klunkowski seconded, Unanimous decision to accept

IV. Treasurers Report

- a) Account is down due to paying legal bills, and making payments for the renovation (Scaffold, etc...)
- i) Nothing concerning on balance sheet
- b) Profit and Loss statement, dividends dropped a bit due to stock market decline, but not a large loss.
- c) Paid property taxes for the last time, because we no longer have a renter (Mimi's)

Moved to accept report by Chris Magee 2nd by Tara Waters. Report accepted unanimously.

V. Summary of Discussion

- a) The president brought forward the requirement for an official vote for Carol Charnock to be added to the board based on the resignation of Tessa Silvestro.
- i) Mike Gahan introduced a motion to accept the appointment of Carol Charnock to the PTP Board of Directors. The motion was seconded by Neil

Twohig. The motion was unanimously adopted, and Carol filled the board vacancy.

- b) The president brought forth a recommendation to create a subcommittee to begin strategic planning and asked for volunteers. Neil Twohig, Chris Magee, Melissa Gilpin Ball, Stacy Swickert, Mike Gahan and Jason Klonkowski volunteered. Neil volunteered to head the subcommittee and is to get a meeting date together.
- c) Productions
 - i) Still waiting for licensing information for “Mega Season”.
 - ii) There is no WATCH activity.
 - iii) Working with Stacy to plan a meeting to bring back online productions. Ernest has re-recorded their intro, so that it will be more time appropriate.
 - iv) Tara is working with 2 playwrights who are interested in filming some small selections that have no licensing requirements. Still determining timing
 - v) Still going over the actors agreement, will be better defined and merged with the “Code of Conduct” document.
 - vi) Jason asked for, and Tara agreed to provide, a schedule (Once completed) for the online productions. This will allow PA to publicize events.
 - vii) Mike Gahan mentioned that “True Colors” is in the editing phase, and they will be putting together a short family friendly film for the International committee.
- d) Properties
 - i) Melissa stated there was nothing new to report.
- e) Costumes
 - i) Janeen stated there was nothing new to report.
 - ii) Carol relayed that she had posted in the Costume Guild that they pulled costumes for the short film “Hide and Seek”, The Grace Lutheran Church costumes have been put away. Encore Kids stuff is slowly getting put away.
 - iii) Costume Guild received donations of accessories, men’s hats, matching cummerbunds and bow ties, and some additional bow ties. The Guild also

received a question regarding the donation of some sewing machines, and she is waiting on the guild to decide whether to accept.

- iv) Chris asked Janeen to get with the guild to prioritize list of construction “to do’s”. Carol stated that what really needed to be done are the shelves in the cubbies because of weight. Janeen will get together on the list.
- f) Public Affairs:
 - i) Database update. PA and the new membership chair had a meeting. Need to ensure that the list we have is accurate. Liz Mildenstein is going to put together a Google form and email it to membership in order to get accurate information. Once that’s complete, messaging for “Mega Season” will begin in attempt to spur interest and ticket sales.
 - ii) Carol stated that those members that don’t respond to the google form will be physically telephoned to verify information and that assistance may be needed. The timeline is to get the Google Form out by the end of September, and to have a valid membership database by the end of October. Also going to reach out to previous members who may not have realized that they had to renew because of the Pandemic to re instate their memberships.
 - iii) Membership will create a “news blog” that will be on the website under the news area in the “About Us” section of the website. It will come out monthly and will be posted 1-2 weeks after the board meets. It will include bullet highlights of the board meeting, as well as what volunteers are needed. There will be a tutorial on the website itself. Each month on aspect of the theater will be highlighted. Specifics are still being defined.
 - iv) Membership would like to do a Facebook live to highlight the renovations. Chris will be the narrator, Brooke will film. To increase excitement. Chris stated that he’s ok with an “In Progress” video, but that there should be a “grand opening” for a surprise unveiling.
 - v) Membership would also like to put together some FAQ’s about what’s coming and future plans.
 - vi) Mike Gahan stated that the theater has applied for a grant through the “Network for Good” and we’ve been receiving money from them. The latest check was for \$800.00. They are offering an “all in one” program that offers membership, donations, website, etc... He sent the proposal to Jason and Anne Marie. Jason commented that as he understood it, they were not going to

be dealing with the membership database, but that their program was for promotions and fund raising.

- vii) Carol asked about the winter membership meeting as far as planning. It's decided to wait until November to decide on virtual vs public meeting. Carol asked that we bring it up at the October meeting and see what the status is.
- g) Fundraising
 - i) There was confusion regarding whether Tara or Stacy is in charge of fundraising committee. Stacy and Tara will be co-chairs. Nothing to report.
- h) History / Library
 - i) Nothing new to report. Still information gathering.
 - ii) Mike stated that more scrap books have been donated and are on the North Shelf of the Library.
 - iii) Carol asked about play reading, and was not aware that the play reading committee has been suspended due to the pandemic. Tara commented that the process is being redefined and more user friendly.
- i) Education
 - i) Stacy stated there was nothing new to report.
- j) Facilities
 - i) Chris stated that the roof contractor will need to come back and do the tower.
 - ii) Drywall repaired on the audience left side facing the stage. The biggest leak looked like it was from the old slanted roof that has long since been repaired. Perhaps "dri locking" the area will help.
 - iii) Chris and Mike met with the architect and approved the plans, accounting for the ADA requirements. Mike stated that it was submitted to the Town of La Plata department staff. Once that is approved by the town, walls can start going up and work can continue.
 - iv) Bathroom in the rehearsal hall is on hold. Rain water is still pouring in the wall.
 - v) Renovation is going along, no pictures to "give away" the grand opening. Scheduling for FB live video has to be decided.

- vi) Once approval for renovations is gotten, locks will be re keyed and keys redistributed.
 - (1) Carol asked if the office was going to be moved. Yes. Looking at access control plans.

VI. Old Business/Summary of Discussion

- a) Diversity Council
 - i) Janeen stated that the Diversity Council has a new name, which is “PTP Cultural Diversity, Belonging and Accountability council”.
 - ii) Next meeting of the community wide Diversity virtual discussion is scheduled for Tuesday, September 29 at 8pm via Zoom.
 - (1) The president suggested that the theater should have its own Zoom. The name of the council will be changed on the Facebook group, and Janeen will be made the admin. Carol asked that she be added to the Directors Facebook Group
 - iii) The president asked if the council had a vision statement to present. Janeen responded with, “The Mission of the PTP Cultural Diversity, Belonging and Accountability Council is to foster an environment that attracts the best talent, values diversity of life experiences and perspective, and encourages innovation in pursuit of mission.”
- b) Lighting Proposal
 - i) Still on hold, moving to facilities, but all is on hold.
 - (1) Mike asked if there was an estimate for the lighting. The president stated that it was in the neighborhood of 60K.
- c) Program standardization
 - i) Jason had not moved forward on that with the PA committee.
- d) Chesapeake Choral Arts Society (CCAS) still up in the air. Looking at the beginning of June, with space reserved for the week. Will keep on Agenda.

VII. New Business

- a) Halloween scarecrow

- i) Mike Gahan wasn't sure the town was doing the contest, but if they do, we should consider participating.
- b) Mike discussed the La Plata Business association met, and the subject was "Small Business Saturday" to increase foot traffic in La Plata, as it does annually the Saturday after Thanksgiving
- i) We won't have tours or Caroling, but perhaps some cutouts like Santa or Elf.
- ii) Maggie Boyden is the county tourism person, and the Welcome Center is interested in getting information from us.
- c) Vendini
- i) Vendini was bought by Audience View. Mike is getting proposals from multiple ticket vendors and will advise on findings.
- d) Museum Window
- i) Mike received quotes for Canopies to go over the museum window and the door that leads to the balcony. The quotes came in under \$3000, and Mike is interested in putting them up. They will match the one at eMed. The canopies can also have lettering if we choose. Mike made a motion that the board purchase the canopies, seconded by Chris, with the proviso that we don't need writing. Vote was approved unanimously, taking the discussion of writing on the canopies to the facebook group.
- e) NDA was sent to Board Members via Facebook, and will need to be signed. The president suggests that a meeting be set to discuss policy updates as provided by the lawyers. That cannot be done until the NDA's are signed. Discussion trying to set up the meeting was delayed
- i) Carol had questions about the NDA. Melissa explained what the NDA was about. Discussion surrounding NDA's ensued, with Carol suggesting that a bylaw change might be required. Chris commented that not everything has to be changed in the bylaws. the confidentiality of info at closed board meetings will be written in an SOP. The Board previously voted to review/amend and update the SOP's. The law firm has suggested the NDA be completed.
- f) Carol had questions about the minutes. Minutes will be amended concerning Kyle's and Tessa's resignations and ticket prices, and voted on via Facebook vote.

VIII. Adjournment and Next Meeting

Next meeting is scheduled for Thursday 8 October at 700 PM. To be held virtually.

Motion to adjourn, Mike Gahan, 2nd by Stacey Swickert. Motion approved unanimously.

Adjourned at 741 Pm