

## **POSSUM POINT PLAYERS ARTISTIC COMMITTEE MEETING MINUTES – DECEMBER 7, 2017**

**I. CALL TO ORDER –** Chairwoman Marsha Shull called the meeting to order at 5:33. Members present were Marsha Shull, Jim Hartzell, Bernie Noeller, Lorraine Steinhoff, Beth Howlett, Nina Galerstein, Richard Huffman, Tara Wisely, Rosanne Pack, Chuck Cutsail, Abbey Ruark, Fred Dean and Claudius Bowden, Jr. Members absent were: Chase Schirmer, Cindy Cinnamon, Scott Cinnamon and Ashlie Workman. Also present were Dawn Conaway, PPP Executive Administrator; Lillian Blake, proposed co-director for Classic Soul, A Night of Motown Hits, Braeden Swain, proposed director for PJ's show Bus Stop; Gianna Voges, PJ's and Jess Churchman, PJ's.

**II. PREVIOUS MEETING MINUTES –** The corrected minutes of November 2, 2017 were approved unanimously on motion by Beth, second by Bernie.

### **III. REPORTS**

#### **A. SHOW DIRECTORS –**

1. **California Suite –** in the absence of Helen Barlow, the budget was proposed by Dawn. Changes were made to the Promotion budget (\$2,000 to \$2,500) and the items of royalties and scripts were combined. On motion by Jim, second by Bernie, the revised budget was approved. (Copy attached to these minutes.)

2. **Hello, Dolly!** Jim has secured a musical/choral director, stage manager, set designer, choreographer, orchestra director, and chair people for makeup, costumes, props, lights and sound/EFX.

#### **B. EXECUTIVE ADMINISTRATOR – Dawn Conaway**

1. **Fruitcakes'** remaining tickets are in single digits, making it a virtual sellout.

2. Dawn asked AC members to go on the PPP website and check out the Fruitcakes video.

3. We have received \$15,000 grant from the Longwood Foundation.

4. We now have a refreshment cart in the lobby for shows. The cart was constructed by Mike Barlow, with painting by Leslie Snowden-Jones and canopy by Louise Hartzell.

5. The 2018 brochures are at the printers. Dawn expects them to be out by the end of next week.

**C. EXECUTIVE COMMITTEE REPRESENTATIVES –** Items covered previously in this meeting. (Secretary's addendum: The EC approved the 2018 Main Stage season.)

#### **D. OTHER AC MEMBERS AND AFFILIATES**

1. **Sound/EFX –** Chuck reported that constant updates and improvements are taking place and the difference is significant with each show.

2. **Makeup – Beth stated she is in need of a makeup person for Fruitcakes for Friday, 12/8. Lorraine volunteered.**

3. **OTE – Tara reported that the group has decided that, with Jim Debastiani’s hiatus, A Doll’s House was too much of an undertaking. She said they have decided to seek approval for a night of three one-acts. They would like to do: “Trifles”, “The Bond”, and “Two Sisters.” She stated that Laura Ochsman will be directing and they would like to reduce the performances to Saturday and Sunday only. On motion by Nina, second by Rosanne, the AC approved the change in show titles, change in dates of performance to February 17 and 18 and Laura Ochsman as director. Tara was instructed to send a budget to Marsha ASAP for E-mail vote and furthering on to EC for their approval.**

4. **New Faces of Shakespeare: Richard stated that they will meet on Monday, December 11 and decide on a show. He stated that Shannon Parks will direct and the title and a budget will be forthcoming.**

5. **DU – Claudius and Lillian presented information about the Fund Raising show: Classic Soul – A Night of Motown Hits. On motion by Jim, second by Fred their Performance Usage Agreement was approved along with Lillian Blake and Claudius Bowden, Jr. as co-directors. Claudius stated that he will present a budget at the next AC meeting and that they had plans to enhance promotion of the show.**

6. **PPP Radio Theater – Bernie reported that the group had done the First Town Club (Lewes library) show on November 21.**

7. **PJ’s – Braeden Swain made a proposal concerning Bus Stop as their summer show. He would be the director. He presented some preliminary budget amounts and discussed his proposed staff. PJ advisor Lorraine Steinhoff supports the proposal. On motion by Jim, second by Fred, the AC approved Bus Stop for the PJ’s summer show with Braeden as director. They submit the Performance Usage Agreement and a budget in time for the AC meeting. There was concern expressed about elementary students attending the usual Thursday morning performance. Lorraine stated that while the show is suitable for children, it would most likely not be of interest. Lorraine stated that she would work on alternative outreach, possibly with senior centers and nursing homes.**

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#### **IV. OLD BUSINESS –**

A. **PJ Affiliate performance requirements – Chase – No action taken**

B. **Director and show for NFS – Covered under D4 above.**

C. **Definition of a quorum as regards Artistic Committee assistants – Jim had sent committee members the following proposal:**

A majority of members of the Artistic Committee shall constitute a quorum at any Artistic Committee meeting. Further, that definition shall include the following:

1. Where there are committee members who are co-chairs or assistants, only one of those members shall be counted in the definition of a quorum.
2. Only one vote is given to each committee position which includes (an) assistant(s) or (a) co-chair(s).
3. An assistant is permitted to vote when that the chairperson for that position is absent.
4. When co-chairs for a particular position are present, a determination of which co-chair shall vote will be determined by the co-chairs, or the Artistic Committee Chair if the co-chairs are not able to come to a determination.

**On motion by Beth, second by Nina, the committee approved the addition of the definition to the Trustees Job Descriptions under the section titled Artistic Committee.**

**D. PJ's summer show – Abbey – Covered in item D7 above.**

**E. Performance Approval, Motown Review – Claudius – Covered in item D5 above.**

**V. NEW BUSINESS –**

**A. Resignation of Fred Dean – On motion by Nina, second by Bernie, Fred's resignation as OTE rep was accepted.**

**B. Director for OTE – Tara – Covered in item D3 above**

**VI. CURRENT ITEMS FOR EC APPROVAL, NOTIFICATION OR INFORMATION**

**A. Approval – Budget for California Suite**

**B. Approval – Budget and Title and director change for OTE.**

**C. Approval – Performance agreement for Motown Fund Raiser – Budget to be submitted at next AC meeting.**

**D. Approval – PJ's summer show title, director and budget. Performance Usage Agreement form to be submitted later.**

**E. Information – Approval of quorum definition for Artistic Committee.**

**VII. NEXT MEETING DATE – On motion by Jim Hartzell, the January meeting of the AC was cancelled and any required meeting before the regular February meeting (Thursday, February 1) would be at the call of the chair.**

**VIII. ANNOUNCEMENTS AND ADJOURNMENT There being no further business, the meeting was adjourned at 7:15 on motion by Fed, second by Richard.**

**Respectfully submitted  
Jim Hartzell, Secretary**