

## **POSSUM POINT PLAYERS ARTISTIC COMMITTEE MEETING MINUTES – FEBRUARY 1, 2018**

**I. CALL TO ORDER –** Chairwoman Marsha Shull called the meeting to order at 5:45. Members present were Marsha Shull, Jim Hartzell, Lorraine Steinhoff, Nina Galerstein, Richard Huffman, Tara Wisely, Rosanne Pack, Fred Dean and Claudius Bowden, Jr. Members absent were: Chase Schirmer, Chuck Cutsail, Beth Howlett, Cindy Cinnamon, Scott Cinnamon, Bernie Noeller, Abbey Ruark and Ashlie Workman. Also present were Dawn Conaway, PPP Executive Administrator and Helen Barlow, Director of California Suite.

**II. PREVIOUS MEETING MINUTES –** The corrected minutes of December 7, 2017 (OTE dates were changed) were approved unanimously on motion by Richard, second by Rosanne.

**Ila. E-MAIL VOTE ON CALIFORNIA SUITE BUDGET –** On motion by Nina, second by Rosanne, the E-mail vote, which passed, was certified.

### **III. REPORTS**

#### **A. SHOW DIRECTORS –**

- 1. California Suite –** Helen Barlow stated that the show was going very well. She had no concerns at this time.
- 2. Hello, Dolly! The show has been cast. It will be announced shortly and the Read Thru will be Monday, February 5.**

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

- 1. 663 tickets were sold for California Suite as of 2/1/18.**
- 2. The Executive Committee has voted to increase the price of summer camps to \$195.**
- 3. We have 96 season tickets sold. (UPDATE – As of February 5, we have 138 Senior and 19 adult season ticket holders.)**
- 4. Our front sign has been cracked and Penuel Sign of Georgetown will repair it at their cost.**

**C. EXECUTIVE COMMITTEE REPRESENTATIVES –** Rosanne reported that EC has approved the music expense for musical budgets. Jim will incorporate it into the budget templates and the Director's responsibilities of the Production Job Descriptions. Rosanne also said the EC had discussed directors, particularly musical directors, being aware of audition dates for groups such as Clear Space and consider holding them earlier.

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

- 1. Publicity –** Rosanne stated that she will give Erin Schechtman a Spring deadline for the 2019 brochures and see if Erin wishes to continue doing them. There was some discussion about 2<sup>nd</sup> Street paying the Cape Gazette for ads and about various social media advertising possibilities.

2. PJ's – Lorraine reported they had a great December workshop on lighting and set design, that their January meeting was a monologue workshop and the monologue competition will be on March 19. She will be in touch with possible judges.

#### **IV. OLD BUSINESS**

- A. PJ affiliate performance requirements – Chase – No action
- B. Show and budget for NFS June Performance – Richard reported that a medical concern with proposed director Shannon Parks has delayed their tryout dates to April 16 and 17. He stated that they will be doing “The Merry Wives of Windsor.” The title and director were approved unanimously on motion by Nina, second by Claudius. No action was taken on the proposed budget. (Copy attached to these minutes) Richard was asked to provide further detail of the Costume and Set budget items.
- C. Budget for DU November show – Claudius proposed a budget for the November Fund Raiser. With an addition of \$100 and a change in ticket price to \$25, the budget was unanimously approved on motion by Jim, second by Fred. (Copy attached to these minutes.)
- D. PJ's Performance and Usage Agreement and Budget – A motion to approve the PJ's budget for Bus Stop, made by Jim with second by Fred failed by majority vote. A motion was then made to approve the budget with a ticket price of \$10 for adults and \$8 for students and a 45% estimate of seats sold. That motion was tabled on motion by Tara, second by Rosanne. Marsha will communicate with PJ's to attend the next AC meeting to discuss ticket price, number of performances and % of sales. She will also remind them of the submission of a Performances and Usage Agreement. (Copy of proposed budget attached to these minutes.)
- E. OTE Budget – The OTE budget for An Evening of One Acts was approved unanimously on motion by Nina, second by Tara. (Copy attached to these minutes.)

#### **V. NEW BUSINESS – None**

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

- A. Approval – Title and Director for NFS - Merry Wives of Windsor and Shannon Parks.
- B. Approval – Budget for DU fall fund raiser: Classic Soul – A Night of Motown Hits.
- C. Approval – Budget for OTE – A Night of One Acts
- D. For information only – Budgets for PJ's and NFS

#### **VII. NEXT MEETING DATE –March 5, 2018 – 5:30**

**VIII. ANNOUNCEMENTS AND ADJOURNMENT** There being no further business, the meeting was adjourned at 7:33 on motion by Richard, second by Claudius.

Respectfully submitted  
Jim Hartzell, Secretary