

POSSUM POINT PLAYERS ARTISTIC COMMITTEE MEETING MINUTES – MARCH 1, 2018

I. CALL TO ORDER – Chairwoman Marsha Shull called the meeting to order at 5:36. Members present were Marsha Shull, Bernie Noeller, Chase Schirmer, Chuck Cutsail, Beth Howlett, Cindy Cinnamon, Jim Hartzell, Nina Galerstein, Rosanne Pack, and Fred Dean. Members absent were: Claudius Bowden, Jr., Tara Wiseley, Richard Huffman, Scott Cinnamon, Lorraine Steinhoff, Abbey Ruark and Ashlie Workman. Also present were Dawn Conaway, PPP Executive Administrator, Laura Ochsman, Director of An Evening of One Acts for On The Edge, Braeden Swain for PJ's and Jill Lewandowski for On The Edge.

Ia. ELECTION OF CHAIR AND SECRETARY – On motion by Nina, second by Beth, Marsha Shull and Jim Hartzell were elected unanimously as Chairwoman and Secretary respectively.

Ib. RESIGNATIONS

A. On motion by Bernie, second by Cindy, the committee unanimously accepted, with regret, the resignation of Scott Cinnamon.

B. On motion by Jim, second by Chuck, the committee unanimously accepted, with regret, the resignation of Tara Wisely as On The Edge representative.

Ic. ELECTION – On motion by Beth, second by Bernie, the committee unanimously elected Jill Lewandowski as representative of On The Edge.

II. PREVIOUS MEETING MINUTES – The corrected minutes of February 1, 2018 (Sign creator was Penuel's of Georgetown) were approved unanimously on motion by Fred, second by Bernie.

Iia. ANNUAL MEETING MINUTES – On motion by Beth, second by Fred, the minutes of the 2018 Annual Meeting were approved.

III. REPORTS

A. SHOW DIRECTORS –

1. Hello, Dolly! – On motion by Chuck, second by Cindy, the committee unanimously approved the budget for Hello, Dolly! as presented. (Copy attached to these minutes.)

2. Lend Me A Tenor – Jim Hartzell reported for director Steven Dow that he has acquired nearly all his directorial staff.

B. EXECUTIVE ADMINISTRATOR – Dawn Conaway

1. 722 tickets were sold for California Suite. That compares favorably to the number for last year's dinner theater.

2. 407 tickets have been sold for Hello, Dolly! as of 3/1/18

3. 44 tickets were sold for An Evening of One Acts.

4. Dawn has submitted the interim grant request for DDOA.

C. EXECUTIVE COMMITTEE REPRESENTATIVES – A Performance Approval And Usage Agreement for Night Of The Living Dead was presented. (Copy attached to these minutes.) On motion by Jim, second by Rosanne the committee unanimously passed a motion to instruct the AC secretary to send the form to all AC members and that it would be presented for approval at the April meeting.

D. OTHER AC MEMBERS AND AFFILIATES

- 1. On The Edge – Laura Ochsman, director for OTE’s An Evening of One Acts stated that this effort pointed out the need for a specific plan for OTE to move forward. She said they should have had a producer and they needed to do more promotion.**
- 2. Publicity – Rosanne**
 - a. Stated that Erin Schechtman will have poster art by mid-June for the 2019 season.**
 - b. Is discussing with the Executive Committee, looking into more advertising paid advertising.**
 - c. She would like to do an audience survey to discover where our audience gets its information about PPP shows, etc.**
- 3. PPP Radio Theater – Bernie noted the following events:**
 - a. A 1/19/18 performance at Brandywine Assisted Living**
 - b. A 1/25/18 performance at Methodist Manor House**
 - c. An invitation to return for the Lewes Chautauqua program 9/13-15.**
- 4. LIGHTS AND SOUND/EFX – Chase and Chuck continue to plan and execute further renovations to our facilities and capabilities.**

IV. OLD BUSINESS

- A. PJ affiliate performance requirements – Chase – No action Item to be taken off agenda.**
- B. Show and budget for NFS June Performance – No further progress**
- C. PJ’s Performance and Usage Agreement and Budget – Following a discussion with Director Braeden Swain concerning expected audience, a motion to bring from the table and approve the PJ’s budget for Bus Stop was unanimously passed with the following changes: 1. They will only do three performances (July 20, 21 and 22; 2. Ticket price will be \$10 for Adults and \$8 for Seniors and students; 3. They project a 50% full house. (Copy attached to these minutes.) No Performance and Usage Agreement has been submitted.**
- D. 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 – New Job Description and procedures for Reading Committee Chair – Reading Committee Chairwoman, Nina Galerstein had sent a new job description and reading committee procedures and timeline to members of the AC. On motion by

Fred, second by Beth, the new description was unanimously approved. The Secretary will insert it into the Trustees Job Description document and distribute it to trustees.

VI. CURRENT ITEMS FOR EC APPROVAL, NOTIFICATION OR INFORMATION

- A. Approval – Amended Budget for PJ’s Bus Stop and budget for Hello, Dolly!**
- B. Information – Resignations of Scott Cinnamon and Tara Wisely**
- C. Information - Election of Jill Lewandowski as representative for the affiliate On The Edge.**
- D. Information - Election of Marsha Shull and Jim Hartzell as AC Chairwoman and Secretary, respectively.**

VII. NEXT MEETING DATE –April, 5 2018 – 5:30

VIII. ANNOUNCEMENTS AND ADJOURNMENT There being no further business, the meeting was adjourned at 6:45 on an unanimously passed motion by Nina, second by Fred.

**Respectfully submitted
Jim Hartzell, Secretary**