

# **POSSUM POINT PLAYERS ARTISTIC COMMITTEE MEETING MINUTES – JUNE 7, 2018**

- I. **CALL TO ORDER** – Chairwoman Marsha Shull called the meeting to order at 5:35. Members present were Marsha Shull, E. J. Panico (For Radio Theater), Chase Schirmer, Nina Galerstein, Chuck Cutsail, Jim Hartzell, Jill Lewandowski, Richard Huffman, Lorraine Steinhoff and Rosanne Pack. Members absent were: Beth Howlett, Fred Dean, Claudius Bowden, Jr., Cindy Cinnamon, Abbey Ruark and Ashlie Workman. Also present were Dawn Conaway, Executive Administrator, Logan Lynch, Devon Lynch and Braeden Swain, Gianna Voges, Sarah Aleman and Blaire Williams representing PJ's.

- II. **PREVIOUS MEETING MINUTES** – The minutes of May 2, 2018 were approved unanimously on motion by Nina, second by Jill.

## **III. REPORTS**

### **A. SHOW DIRECTORS**

1. **Our Town** – On motion by Jim, second by Chase, the budget submitted by Russell Stiles was unanimously approved (Attached to these minutes.)

### **B. EXECUTIVE ADMINISTRATOR** – Dawn reported/requested

1. 676 tickets were sold to date for Lend Me A Tenor
2. To promote additional ticket sales for Lend Me A Tenor, information was distributed that, under certain conditions, \$10 tickets would be available for students for the Saturday performances.
3. Camp applications are available. There are 10 registrations for Drama Camp (Grades 2-5) and 20 for Theater Academy (Grades 6 – 10).
4. Distinguished Young Women wish to rent the building on August 16 – 18. The rental was approved on motion by Jim, second by Chase.
5. Delaware Emergency Preparedness Office is looking for actors to run a disaster simulation on June 20 during the daytime at Sussex Central Middle School. Anyone interested is asked to contact Dawn.

### **C. EXECUTIVE COMMITTEE REPRESENTATIVES** – Rosanne noted approval of the budget for Lend Me A Tenor.

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

1. **Lights/Sound/EFX** – Chase and Chuck are replacing cabling in the theater and have discovered impedance issues which they will resolve.
2. **PPP Radio Theater** – E.J. stated that they had done performances at the Seaford Library on May 21 and the Milford Library on June 1 bringing in \$325 in donations.
3. **NFS** – Richard reported that they have been invited to perform at “Dinner in the Stacks” at the Lewes Library on September 21.

4. **DIRECTOR LIAISON AND SELECTION** – Upon motion by Jim, second by Richard, Kenney Workman and Rosanne Pack were approved as directors of the Christmas show “Christmas From the Heart.” Jim had previously sent the application and show description. (Outline attached to these minutes.)
5. **COSTUMES** – Marsha and her volunteers are still cleaning up the costume area. She is interested in getting rid of quite a few hangers.
6. **PUBLICITY** – Rosanne again discussed an audience survey on how our attendees found out about our shows. She is interested in an in-person survey and asked for suggestions as to who would conduct it. Suggestions such as PJ’s or other affiliate group members, or ushers. She stated a “Plan B” would be a paper and pencil survey.

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

- A. **PJ’s Performance and Usage Agreement** – After Marsha noted that Braeden had been in contact with all the appropriate AC personnel, It was unanimously approved on motion by Rosanne, second by Lorraine. (Copy attached to May minutes.)
- B. **Policy on PJ/AC member relationship during PJ’s show.** – Chase has reviewed his ideas and will continue to work on it for presentation at a future meeting.

#### **V. NEW BUSINESS –**

- A. **P.J. members Sarah Aleman and Gianna Voges made a presentation on “The Enchanted Bookshop.”** It was proposed as an alternative to a performance of the PJ’s summer show which, in the past, has been given to elementary school children. The AC does not consider Bus Stop appropriate for that age group. The two young ladies were assisted for questions and answers by Braeden Swain and Blair Williams. They stated that they would conduct open tryouts, costuming would not be a major concern and they would need about \$250 in expenses.

The AC advised the group that a substitute for the elementary performance was not mandatory and they could review their plans and decide if they still wanted to proceed. On motion by Jim, second by Nina, their proposal was tabled for their further consideration and the presentation of a budget and a Performance Approval and Usage Agreement.

- C. **Logan and Devon Lynch next submitted a Performance Approval and Usage Agreement and a budget for a workshop titled “Different Than Good”** workshop. They want to cast, rehearse and perform a musical workshop using young adults 16 through mid-twenties. They stated that they have received approval for a rehearsal schedule for use of the Green Room from

**Dawn and an agreement from Russell Stiles to work out a schedule for rehearsals in the theater. They will discuss with Lorraine any issues affecting the summer camps. They submitted a signed promise for the return of items and space used to their previous condition. They said they would like to conduct public auditions on June 12 and 13. Marsha stated that she would ask the PPP president for approval to conduct the auditions since they would occur prior to the next EC meeting. On motion by Jill, second by Chase, unanimous approval was given to Logan Lynch as director of The Different Than Good Workshop on August 2 and 3, the budget and the Performance Approval and Usage Agreement. (All paperwork attached to these minutes.)**

- D. Jim discussed an E-mail request he received from Adam Scott Newborn. He was requesting volunteers to read through a play called FITS, SEIZURES & SMALL NERVOUS BREAKDOWNS. He was requesting 6 characters (2 men and 3 women) to volunteer to “workshop” some scenes. Several members were unable to do any research on Mr. Newborn and Jim was instructed to ask for further information. (E-mail attached to these minutes)**

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

- A. Approval – Performance Approval and Usage Request, Budget and show, dates and director for The Different Than Good Workshop.**
- B. Approval – Our Town Budget**
- C. Approval - P.J.’s Performance Approval and Usage Agreement – Bus Stop**
- D. Approval (For Information if already approved.) Distinguished Young Women August 16-18 building rental.**
- E. Approval – Kenney Workman and Rosanne Pack to direct 2019 Christmas Show Holidays From the Heart.**

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

**VIII. ANNOUNCEMENTS AND ADJOURNMENT** There being no further business, the meeting was adjourned by unanimous consent at 6:55.

**Respectfully submitted  
Jim Hartzell, Secretary**