

POSSUM POINT PLAYERS
ARTISTIC COMMITTEE MINUTES

July 2, 2020

- I. **CALL TO ORDER** – Zoom meeting. Chairwoman Marsha Shull called the meeting to order at 5:43 PM Members present were: Marsha Shull, Bernie Noeller, Jill Lewandowski, Nina Galerstein, Chase Schirmer, Richard Huffman, Donna Dekuyper. John Hulse, Fred Dean, Gina Voges, GG Voges, Anthony Policastro, and Dawn Conaway . Absent were Claudius Bowden, Lorraine Steinhoff, Rosanne Pack

Quorum was confirmed.

For future meetings the Call to Order will also include approval of the Agenda to ensure that the agenda for the meeting is complete as distributed. **INFO**

II. APPROVAL OF MINUTES AND ELECTIONS

- A. Approval of minutes - Minutes of June 6, 2020 had some typos corrected prior to the meeting. After properly moving (Nina Galerstein) and seconding (Donna deKuyper) the minutes were approved. **CLOSED**

III. REPORTS

A EXECUTIVE ADMINISTRATOR

Dawn Conawsy reported that the logistics for the outdoor production are being worked on. She suggested that we look at creating a committee to address the various aspects of setting ups for the production since it is so different from what we usually do. OPEN

B SHOW DIRECTORS

MAIN STAGE

1. Godspell - John Hulse reported that the cast will get together in August to begin rehearsals for the production. More details to be available at next month's meeting. **OPEN**

C. AFFILIATES & FUNDRAISERS

1. Possum Juniors are planning to set up a Drive-In movie experience in the parking lot. They will sell popcorn as part of the movie theme. Attendees will be expected to remain in their cars except to buy snacks or use the restrooms. If they leave their cars masks will be required. They will focus on showing DVD's of musicals. Examples include Hamilton which premieres on Disney+ tomorrow and Hairspray. It is to be for PJs as they have been unable to meet. They are

going to complete the Facilities form and get it to Dawn Conaway. After properly moving (Nina Galerstein) and seconding (Donna deKuyper) a motion was approved to proceed forward with this request. Dawn will fast track the Building use form to Artistic and Exec as first showing is planned for 17th. **OPEN**

D. EXECUTIVE COMMITTEE REPRESENTATIVE - There was no representative at the meeting to give a report

IV. OLD BUSINESS

A. Addition of fundraisers, cabaret shows, etc to archives on the website. Nina Galerstein reported that progress is being made on this project. **OPEN**

B. Distinguished Young Women of America - this year's national finals became a virtual competition. The regional competition for next year's national finals is the open item for us. At this time it is still not clear what route the group will take to complete this year's regional competition. **OPEN**

C. Rental responsibilities - Michael Murnin has agreed to create guidelines for events such as this. However, he will not be the point person for interacting with outside groups. This item will need to be addressed in the future. **OPEN**

D. Diversity Statement - The Diversity Statement was approved at meeting in October 2019. Richard Huffman indicated that the approval did not appear on the website. Also discussed that Artistic had approved in March 2020 for the diversity statement under the banner on the web page. Executive minutes for March not posted at this time. Members indicated that for a period of time the statement was moved as discussed. However, more recently, it has been placed in a less prominent position. It is not clear why that happened. It might have been related to the information that was added about COVID-19 and the cancellation of performances at Possum Point. It might have gone back to a default location when those things were added. This needs to be further researched. Marsha Shull will review both the Policy and Procedure manual to make sure the statement is there and will see whether the statement can be moved back to a more prominent location on the web site. Once this is done, she will send out the information for an e-mail vote on approval prior to the next meeting. **OPEN**

V. NEW BUSINESS

A. Job Description for Sound/Light/ EFX Chair - Now that sound and light chair have been combined, there is a need to change the Job description in the Trustees Manual. This will need to go to the Archivist to make the change and as Info for Executive Committee. The proposed new change can be found at Attachment 1. After properly moving (Donna deKuyper) and seconding (Fred Dean) the changes were approved. **CLOSED**

B. Minutes Distribution - A proposed minutes distribution system was discussed (Attachment 2). After discussion, the committee agreed that Items 1 through 5 were logical. The committee members also felt that since the approved corrected final minutes would go to the archive and the web there would be no reason for them to receive an additional copy after the meeting. Therefore two separate motions were made. The first was to approve sections 1 through 5 of the proposal. After properly moving (Chase Schirmer) and seconding (Fred Dean) the motion was approved. The second motion was to eliminate Section 6 as a redundant distribution of the minutes. After properly moving (Nina Galerstein) and seconding (Fred Dean) the motion to eliminate Section 6 was carried. **CLOSED**

C. Changes to Job Description of Secretary in Trustee Manual - This section required the addition of the phrase “and approved” (attachment 3). The last clause “listing days and times they are available” appears redundant since they can only be viewed when the office is open. In addition, Dawn Conaway confirmed that in her time here, no one has ever asked for any review. For that reason, the committee felt that the clause could be deleted. A motion was made to add the “and approved” statement and delete the redundant clause. After properly moving (Donna deKuyper) and seconding (Chase Schirmer) the motion was approved. **CLOSED**

VI. ARTISTIC COMMITTEE MEMBERS

1. Nina Galerstein reported that the Reading Committee met on June 18th. They selected 18 plays to read for the 2022 season. They did not select musicals because with the Producers moving to 2021, A Gentleman’s Guide to Love and Murder would move to 2022. **INFO**

2. Nina Galerstein reported that the library cleanup was still in progress. There are two overhead projectors there that are used to help project scenes so they can be painted. She was wondering if we needed both of them Dawn Conaway indicated that at this point, they should both be kept. **CLOSES**

3. Bernie Noeller indicated that in the section of the Trustees Manual that was re-lettered for the Sound/Light Chair job description, it listed PPP Readers Theater Representative. The Manual needs to be corrected to make that PPP Radio Theater Representative. **OPEN**

4. Marsha Shull reported that they are continuing to work on cleaning out the costume area. The next scheduled date for that is on Wednesday July 8th at 2 PM. As they clean out the area, they noted that the floor covering is in bad shape in some areas with the underlying floor boards exposed. This will need to be addressed. **OPEN**

5. Donna DeKuyper indicated that they had applicants for directors for the 2021 plays. Since Hay Fever and The Producers are both moving to 2021, there would be a need for only three new directors. **INFO**

VII. ITEMS FOR EXECUTIVE COMMITTEE APPROVAL, NOTIFICATION OR INFORMATION

1. Approved **Job Description for Sound/Light Chair/EFX . INFO**

2. **Secretary Job description and Distribution of minutes changes to manual. Referred to Exec for their vote . OPEN**

3. Possum Juniors plan for Drive-In theater setup needs to be referred to Exec as soon as building form received and approved. **OPEN**

4. Diversity statement recommendation to include in the Policy and Procedure manual and adjustment of the location on the web site needs to be addressed. Chair to send out proposal to Artistic once info received statement wording as approved at Oct 2019 manual meeting. **OPEN**

VIII. NEXT MEETING DATE - August 6, 2020 at 5:30 PM INFO

IX. Announcements and Adjournment -There being no further business a motion was made (Fred Dean) and properly seconded (Donna deKuyper) to adjourn the meeting. Meeting was adjourned at 6:44 PM **CLOSED**

Attachment 1

These are the proposed changes to the Trustees Manual. It needs to be approved by Artistic and then sent as an information item to Executive and to the Archivist to make the appropriate changes to the Trustees Manual.

G. LIGHTS/SOUND/EFX CHAIR

1. For each main stage show, the Lights/Sound/EFX chair shall act as Lighting/Sound/EFX head or assist show Director in finding these positions.

If not acting as Lights Sound/EFX head, shall meet with the show lighting & sound EFX heads and advise them in the care, use and security of Possum Point Players equipment and possible persons who might be available to assist them with their duties.

2. Shall maintain and secure lights, stage-to-booth communications equipment, electric pianos, or any other lighting or sound/EFX equipment owned or borrowed by Possum Point Players. This includes all appropriate inventory and maintenance or auxiliary parts such as light gels, gel frames, gobos, sound effects recordings, mics, cords, headphones, speakers etc.

3. Shall maintain "A Continuing Budget Expansion List" to include upgrades for equipment and booth integrity. Shall continuously research latest affordable technology to keep the Light/Sound/EFX Department as up to date as fiscally possible.

Change the section headings in the manual as follows:

H. MAKE-UP AND HAIR DESIGN CHAIR

I. P.J.'S REPRESENTATIVE

J. PPP RADIO THEATER REPRESENTATIVE

K. POSSUM POINT SHAKESPEARE PLAYERS REPRESENTATIVE

L. ON THE EDGE REPRESENTATIVE

Attachment 2

These are the proposed changes to the Trustees Manual based on the changes approved by both Committees.

POLICY AND PROCEDURES MANUAL

PROCEDURE FOR OFFICIAL DOCUMENT FLOW AND STORAGE INCLUDING BUDGETS AND BUILDING USE AND RENTAL FORMS (11/21/19) - Pages 9 AND 10 OF 11.

(Substitute the following for the entirety of the present section title:IV. MINUTES)

IV. MINUTES - Official copies of all approved minutes shall be kept in Archive.

1. Draft versions of Artistic Committee meetings will be distributed to all members of the Artistic Committee to review for corrections and to the Chairperson of the Executive Committee.

2. Draft Versions of Executive Committee Meetings will be distributed to all members of the Executive Committee to review for corrections and to the Chairperson of the Artistic Committee.

3. Draft versions of minutes of Trustees meetings will be distributed to all Trustees to review for corrections, for approval at the next Trustees meeting or both the Artistic and Executive Committees.

4. After approval, final versions of all minutes will be sent to the Executive Administrator, Archivist and Webmaster, for posting on the Trustees portion of the website.

5. Meeting minutes distribution shall include copies of all supplementary documents whether they are approved or rejected. (This would include, but not be limited to: correspondence on which action is taken, show budgets, Building Use and rental forms and reports for show directors or other trustees).

6. When minutes are corrected, the Secretary shall make the corrections in the original minutes and send them, again, to all to all trustees, the Executive Administrator, the Archivist and the Webmaster.

Attachment 3

JOB DESCRIPTIONS

Secretary

D. Shall ensure that recorded **and approved** minutes of meetings of the Membership, Board of Trustees or Executive Committee shall be distributed to the Membership, Trustees or Executive Committee respectively. In lieu of distribution of Membership meeting minutes, the Secretary may ensure that notice has been given to all members that such minutes are available for inspection at the offices of the Corporation,(listing days and times they are available == recommend deletion of this last phrase).