

POSSUM POINT PLAYERS
ARTISTIC COMMITTEE MINUTES
March 5, 2020

I. CALL TO ORDER – Chairwoman Marsha Shull called the meeting to order at 5:30 PM. Members present were: Marsha Shull, Bernie Noeller, Rosanne Pack, Jill Lewandowski, Nina Galerstein, Anthony Policastro, Donna Flomp, Gianna Voges, Richard Huffman, Fred Dean & Donna de Kuyper. Also present were Dawn Conaway, Executive Administrator, Meg Kelly, Director for Hay Fever and Les Ferguson, Director of Guess Who's Coming to Dinner. Absent: Claudius Bowden, John Hulse, Lorraine Steinhoff and Diane Counts.

Quorum was confirmed.

II. APPROVAL OF MINUTES AND ELECTIONS

A. Approval of minutes - Minutes of Jan 9, 2020 were corrected by deleting the phrase: "A question was raised about possibly announcing in one location auditions on the 27th. That will be looked at." From section 2c under Affiliates and Fundraisers. After properly moving (Rosanne Pack) and seconding (Jill Lewandowski), the minutes were approved with that deletion. **CLOSED**

III. REPORTS

A. SHOW DIRECTORS

MAIN STAGE

1. Guess Who's Coming to Dinner- Les Ferguson provided the Director's Evaluation Form (Atch 1) to the committee. He wanted to thank everyone for all the help he received. He specifically thanked Fred Dean for all the work on set construction. He also singled out Dona deKuyper for all of her production efforts. He had several suggestions for working with future first time directors:

- a. A tour of the facility early on would be a great idea
- b. An early production team meeting would be helpful
- c. There is a need to have more access to props and the sound/light booth
- d. We could have a person specified as producer for first time directors

CLOSED

2. Godspell - John Hulse was not present but e-mailed a full report to all members (Atch 2). Items specifically discussed included:

a. There was a need for the black scrim and blue backdrop. Fred Dean indicated that there were some issues finding them. During the meeting a text was received from Jim Hartzell that they were in black plastic garbage bags under the seats **OPEN**

b. There is a possibility of a performance of Godspell during the summer with a current tentative date of June 27th. More information would be forthcoming on that. Freeman Stage will announce their summer schedule on March 18th prior to next Artistic Committee meeting. **OPEN**

3. Hayfever - Meg Kelly was present at the meeting
 - a. Auditions will be March 8th and March 10th between 6 PM and 9 PM
 - b. Mary Holland will be stage manager for the production
 - c. Ed O'Connor will be set designer
 - d. Chase Shirmer has been contacted for sound and light design
 - e. Anthony Policastro will be working to arrange sound tech coverage

OPEN

4. The Producers - Stephen Dow was not present to give a report
5. Elf - Kenney Workman - no report at this time **INFO**

B. AFFILIATES & FUNDRAISERS

1. All the Fixins - May 2 fundraiser. Donna de Kuyper reported the following:
 - a. Theme will be Country and Blues on Broadway
 - b. Food will be barbecued in a tent outside Possum in keeping with the Western theme of the show. Dinner however, will also be outside under the tents
 - c. Michael Sprouse will be the MC
 - d. Diane Counts will be the stage manager
 - e. The band's name is Doug and his Bar B Cuties
 - f. There is a tentative running order of the show which will be in one act
 - g. Auction donations are still needed
 - h. There will be a need for wireless mikes. We currently do not have any other than body mikes. For that reason Donna will contact Mid South audio about renting mikes. She will do that and have estimates on cost to the Executive Committee for approval by the time of their meeting.

OPEN

2. Back to the 80's - Gianna Voges presented the following:
 - a. A proposed budget (Atch 3) After properly moving (Nina Galerstein) and seconding (Donna De Kuyper) the budget was approved.
 - b. Auditions would take place at the end of April with a cast of about 25 expected.

OPEN

B. EXECUTIVE ADMINISTRATOR

1. Godspell ticket sales are at 53% with second Sunday performance having only 4 tickets left **INFO**
2. Drama Camp will take place from July 20th -24th. Theater Academy will take place from July 27th - 31st. **INFO**
3. The Distinguished Young Woman Event has been scheduled for August 8th **INFO**
4. Tickets for the entire season have been loaded into Brown Paper Tickets. However, they are not yet for sale. The season ticket holder preferences need to be address first. A discussion took place about whether the office could use volunteer help with this project. Given the intricacies of it, it makes sense to no have many people involved. There might be a need for some help with routine office activities at some point. **OPEN**

C. EXECUTIVE COMMITTEE REPRESENTATIVE - Rosanne Pack reported the following:

1. All the Fixins' budget was approved. **INFO**
2. Changes to the ticketing system were discussed **INFO**
3. The building addition is currently out for bids **INFO**

D. ARTISTIC COMMITTEE MEMBERS

1. Rosanne Pack reported that WGMD had been contacted about publicity for Guess Who's Coming to Dinner. There was not a response to the request. **INFO**

2. Nina Galerstein reported that the library cleanup was in progress. There was some very old material in there. A question was raised about whether those materials belonged in props or could just be removed from the library. There was a need for coordination of what should actually be permanently removed. There is also a need to review projected donations. **OPEN**

3. Bernie Noeller reported that the Radio Theater has a scheduled show on March 6th at the Milford Public Library **INFO**

4. Jill Lewandowski reported that ON The Edge was looking at a play called Paper Thin. It was written by a college professor in Mississippi and took first place at the one act competition there. There will be a reading of it on Thursday March 12. **OPEN**

5. Donna DeKuyper indicated that they would be advertising for directors for the 2021 season at the end of March. **INFO**

IV. OLD BUSINESS

A. Addition of fundraisers, cabaret shows, etc to archives on the website. Nina Galerstein to report at next meeting. **OPEN**

B. League of Women Voters - Nina Galerstein to report at next meeting. **OPEN**

C. Sound needs - wired mikes were found in the booth but wireless ones were not. **INFO**

D. 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. **OPEN**

E. Lighting Board - the new board has been put in. Training on it will take place in the future **INFO**

V. NEW BUSINESS

A. Budgets for Back to the 80's - Production canceled. See Item B2a above. **INFO**

B. Resignation of Sound Chair - Chuck Cutsail has resigned as Sound Chair due to family issues and personal health problems. It is difficult to find volunteers to do sound design. It also becomes a problem with overtasking them once we find them. Discussion took place about whether we are at the point of needing to formally hire someone to do both sound and light design jobs. Other theaters in the area do that. After properly moving (Richard Huffman) and seconding (Rosanne Pack), a motion was made to send this to the Executive Committee for discussion about handling this position in the future. **OPEN**

C. Non-discrimination statement - this has been added to the website but it is not in a very conspicuous location. Dawn Conaway indicated that many organizations include such information as part of their Mission and Vision statements. After further discussion a suggestion was made that it be moved to the banner section of the web page just below the name Possum Point Players. After properly moving (Richard Huffman) and seconding (Donna Flomp) a motion was made to refer the suggestion of moving the statement to the banner portion of the web page to the Executive Committee for further action. **OPEN**

D. Distribution of minute - with copies of draft minutes, unapproved final versions and also approved final versions after corrections, multiple copies of the minutes are sent out to committee members. Marsha Shull (Chairperson fo Artistic Committee) and Kenney Workman) Chairperson of Executive Committee came sup with the following recommendations for minutes distribution:

1. Draft versions of minutes of Artistic Committee meeting will go to all the members of Artistic Committee to review for corrections and to Kenney Workman Chairperson of Executive Committee.

2. Draft versions of minutes of Executive Committee meeting will go to all members of the Executive Committee and to Marsha Shull Chairperson of the Artistic Committee.

3. After approval final versions of the minutes will be sent to Executive Administrator Dawn Conaway, Archivist Jim Hartzell and Webmaster John Zinzi. After properly moving (Nina Galerstein) and seconding (Jill Lewandowski) a motion was approved to forward this suggestion to Executive Committee for approval. **OPEN**

VI. ITEMS FOR EXECUTIVE COMMITTEE APPROVAL, NOTIFICATION OR INFORMATION

1. Approval of Back to the 80's budget **OPEN**
2. Sound Director - consider offering payment for sound design and light design or for hiring a tech director over both areas. **OPEN**
3. Recommend rental of wireless mikes for "All the Fixins" with purchase of set in the future. **OPEN**
4. Move the non-discrimination statement to the banner section of the web page. **OPEN**
5. Approve the minutes distribution suggestion. **OPEN**

VII. NEXT MEETING DATE - April 2nd, 2020 at 5:30 PM INFO

VIII. Announcements and Adjournment -There being no further business a motion was made (Rosanne Pack) and properly seconded (Richard Huffman) to adjourn the meeting. Meeting was adjourned at 6:59 PM **CLOSED**