

## POSSUM POINT PLAYERS – ARTISTIC COMMITTEE MINUTES Nov. 7th, 2019

I. CALL TO ORDER – Chairwoman Marsha Shull called the meeting to order at 5:358. Members present were: Marsha Shull, Bernie Noeller, Roseanne Pack, Jill Lewandowski, Peter Klotz (proxy for Richard Huffman) ;Donna deKuyper, Gina Voges (props assistant)Anthony Policastro (proxy for Chuck Cutsail) Absent: Claudius Bowden, Lorraine Steinhoff. Fred Dean,Nina Galerstein, John Hulse. Also present were Dawn Conaway, Executive Administrator, Les Ferguson, Director of Guess Who’s Coming to Dinner. & Jim Hartzell.

II. APPROVAL OF MINUTES OF MEETING - On motion by Rosanne Pack & second by Bernie Noeller the minutes of the October 3rd, 2019 were approved with correction of typo.

### III. REPORTS

#### A. SHOW DIRECTORS

##### MAIN STAGE

**1. Arsenic and Old Lace- John Hulse**

**2. Christmas from the Heart - Roseanne Pack/Kenney Workman Roseanne reported things are moving well. Large cast with many age groups starting with age 7.**

**3. Guess Who’s Coming to Dinner- Les Ferguson The show is cast. Very pleased to have had choices with auditions & excited to work with cast. Concerned about tech positions especially set design & stage manager. Costumes , props & sound reached out at the meeting. Names suggested for set design & stage manager. Donna de Kuyper will compile a list & e- mail contact information.**

**4. The Producers - Ashlie Workman/ Steven Dow**

##### AFFILIATES

##### FUNDRAISERS & OTHERS

**1. May Fundraiser**

#### B. EXECUTIVE ADMINISTRATOR – Dawn Conaway

1. Improv Night was a success. All who attended found it an entertaining & valuable work shop.

2. Accepting Donations toward the matching challenge from DDOA. Dues paid from now until Dec 31 will count.

#### C. EXECUTIVE COMMITTEE REPRESENTATIVES –

1. Roseanne discussed Exec appointing Michael Murnin to the role of assisting with outside rentals. Dawn remains the initial point of contact. Artistic ( other than individual members who may be contacted) does not need to have involvement.

#### D. ARTISTIC COMMITTEE MEMBERS

1. Publicity - Roseanne working on getting the Christmas show into the the Cape Gazette 's Holiday edition.

2. Lights - In absence of chair, Jim Hartzell presented info on current light situation. 1 dimmer pack sent out for repair. Working with Guy Hudson & at present no circuit posing an immediate problem. Trying to to secure a grant from Jerry's Friends for lighting improvements. Stated the switching to complete LED although desirable would cost about \$50,000.

3. Radio Theater - They received \$176 for Frankford Library performance. They are recording new Christmas scripts to be used for their radio presentations.

4. Costumes- Marsha has scheduled clean up with Adults & PJs to cull and organize costume area on an ongoing basis. Halloween indoor yard sale was successful & earned about \$150. Waiting on IOUs for final amount. Would have benefited from more publicity.

5. Props- Gina reported Christmas show going well. This is the only area needing a combination lock.

6. On the Edge - Interested in ESTA fest. Plan to solicit for one act scripts & Directors .

7. PPSakespeare Players - Peter Klotz reported that Shannon Park will e co-ordinating with Georgetown school & Elizabeth Walter. She has worked with this age group in the past.

8. Sound - There are 10 operational headset mikes. ( attached detail report or set under separate cover)

9. PJs - Will have a "School of Rock" workshop next meeting . Members will present ideas for summer show at next board meeting. Anthony P, suggested brick clean up as a possible activity.

#### IV. OLD BUSINESS –

##### A. Approval of Retreat Documents - Jim Hartzell

1. Proposed Five year plan. - Discussion of need to review plans for efficacy. Group agreed that mechanism should be it in place for annual review. Motion by Donna de Kuyper with second by Anthony P to accept 5 year plan. All approved the motion.

2. Proposed Policies & procedures . Motion by Donna D with second by Roseanne. All approved the motion

3 . Proposed Mission Goals & Objectives. Motion to approve Roseanne, second by Bernie . All approved the motion.

4. Proposed Table of Organization. Motion to approve Bernie, second by Jill Motion approved by all.

5. Proposed Possum Point Players job description. (Exec.Administrator, Trustee & non Trustee personnel).

Archivist will serve under the Executive Administrator

6. Proposed Procedure for Document Flow & Storage. Parts I & II moved to be approved as written. Part III is to be revised by the secretary of Exec, Chair of Artistic, Archivist & Executive administrator to maintain current distribution of minutes . Motion moved by Bernie & seconded by Gina Voges.all approved.

B. Affiliate requests. No present requests. On the Edge considering a 1 Act.

C. League of Woman Voter play. Nina absent therefore no report

D. Georgetown school report. See PPSP

E. PJ yard sale . See costume report

F. Status of body mikes. Report will be attached or sent under separate cover.

G. Jim Hartzell gave a report on current status, See lights.

#### V. NEW BUSINESS –

A. Ed Guinan resigned as light chair. Accepted with regret & Reluctance. Motioned by Rosanne & second by Donna D.

B. Proposed 2021 Season. Chair & both alternates absent. Donna de Kuyper informed the committee that the final shows to be presented are 12 Angry Jurors, A Gentlemen's Guide to Love & Murder, Play On, A Murder is Announced, & Holiday Inn. Committee agreed with absence of chair & alternates to proposed 2021 Season discussion deferred until next month's meeting.

C. Discussion of role of stage manager & guidelines , rosters for directors. Further discussion to take place at next Artistic Meeting.

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

1, Resignation of Ed Guinan as Lights Chair

2. Approval of All proposed documents.

#### VII. NEXT MEETING DATE – Dec. 5th @ 5:30 pm

VIII. ANNOUNCEMENTS AND ADJOURNMENT – There being no further business the meeting was adjourned by unanimous declaration at 8 pm

Respectfully submitted

Donna de Kuyper , acting Secretary/ Marsha Shull, chair