

POSSUM POINT PLAYERS ARTISTIC COMMITTEE MEETING MINUTES – SEPTEMBER 1, 2016

I. CALL TO ORDER – Chairwoman Marsha Shull called the meeting to order at 6:35. Members present were Fred Dean, Ron Pakula, Marsha Shull, Nina Galerstein, Beth Howlett, Rosanne Pack, Abby Chesney and Jim Hartzell. Members absent were: Claudius Bowden, Donna Flomp and Devon Lynch. Also present were Dawn Conaway, Executive Administrator and Max Dick, Director for Driving Miss Daisy.

II. PREVIOUS MEETING MINUTES – The minutes of the August 4 meeting were passed unanimously as printed on motion by Nina, second by Beth.

III. REPORTS

A. SHOW DIRECTORS – Max Dick said thanks for the opportunity to direct *Driving Miss Daisy* and that he has talked with the following directorial staff. Bob Hoffer, stage manager; Russell Stiles, set and lights; Marsha Shull, costumes; Beth Howlett, Hair and Makeup; Donna Flomp, props; Fred Dean, Set Construction and Nina Galerstein, Light board operator.

B. EXECUTIVE ADMINISTRATOR – Dawn

1. To date, we have sold 68 tickets for *The Guys* fundraiser.

2. We have sold 250 (423 as of 9/5/16) as of 9/1/16.

C. EXECUTIVE COMMITTEE REPRESENTATIVES – No report

D. OTHER MEMBERS AND AFFILIATES

1. PJ's – Abby

a. Abby reported that their meetings will begin September 19 and they will meet every third Monday.

b. Following discussion about supervision of PJ activities, a motion by Jim, second by Rosanne passed unanimously instructing Dawn and Abby to come up with criteria for closer supervision of PJ activities,

2. Reading Committee – Nina reported that the committee will meet on September 15 to select the 2018 season.

3. NFS – Richard submitted a written report which is attached to these minutes.

IV. OLD BUSINESS

A. Building use proposal – Jim Hartzell – Jim had previously sent revisions. Policy establishes that the next Main Stage director will be in control of the theater, shop, riser storage area and the balconies to either side of the light/sound booth. Other uses will be by agreement with director or action by the Artistic Committee. Policy was approved unanimously on motion by Jim, second by Nina. (Copy with minutes.) Jim will put into Director's Welcome Packet.

B. Affiliate member volunteer promotion letter– Marsha – On motion by Jim, second by Beth, Marsha was instructed to send her letter to Affiliate representatives on the AC. Motion passed unanimously. (Amended copy attached to minutes.)

C. Director, crew and cast guide for building use and care – Marsha – A motion, made by Jim and seconded by Fred, passed unanimously to instruct Marsha to incorporate her information into the Directors Welcome Packet.

D. Sound/EFX and Lighting replacements

1. Kevin Short was unanimously elected to the position of Sound Chair on motion by Fred and second by Beth.

2. Derek Dutton and Chase Schirmer were unanimously elected to Co-chair the lighting position on motion by Nina, second by Rosanne.

V. NEW BUSINESS –

A. Job description change for Director Selection Chair – Jim Hartzell – On motion by Beth, second by Abby, a revised job description for the Director Selection Chair in the Trustees Job Description section of the Trustees Manual was unanimously. The effect of the revision is to have the Chair meet with, or send an informational letter to all directors of PPP sponsored shows in Possum Hall. Copy will be sent to all Trustees.

B. Resolution on Michael Phillips – Jim Hartzell On motion by Fred, second by Abby the resolution was unanimously adopted. It requests the Executive Committee, on behalf of all trustees, to recognize Michael for his contributions to PPP, specifically, the facilities. (Copy attached to minutes.)

C. Delaware Arts Alliance Advocacy Award Nomination – Beth stated that she had nominated Jim Hartzell for one of the awards and stated that the Delaware Arts Alliance will be hosting a special event on Monday, October 10, 2016 at 7 p.m. at the University of Delaware, Mitchell Hall to recognize the nominees. She encouraged committee members to attend.

D.Arts Crawl – Beth announced that the Historic Georgetown Art Crawl / Farmer & Foodie Fest will be held this Saturday September 10 from 10 to 2. She asked if anyone was planning to attend. She and Dawn will possibly work out some coverage.

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

A. Information – Appointment of Kevin Short, Derek Dutton and Chase Schirmer to Artistic Committee.

B. Information – Change in job description of Director Selection Chair

C. Information – Adoption of Building use policy (Theater, shop, riser storage and balconies to either side of light/sound/EFX booth.

D. Action requested – Resolution on Michael Phillips

E. Information – Dawn and Abby working on supervision criteria for PJ's.

VII. NEXT MEETING DATE – October 6, 2016 – 6:30

VIII. ANNOUNCEMENTS AND ADJOURNMENT – There being no further business, the meeting was adjourned at 8:20 on motion by Nina, second by Rosanne.

Respectfully submitted

Jim Hartzell, Secretary