

POSSUM POINT PLAYERS ARTISTIC COMMITTEE MEETING MINUTES – NOVEMBER 2, 2017

I. CALL TO ORDER – Chairwoman Marsha Shull called the meeting to order at 5:50. Members present were Marsha Shull, Jim Hartzell, Bernie Noeller, Lorraine Steinhoff, Beth Howlett, Nina Galerstein, Richard Huffman, Tara Wisely (For OTE) and Rosanne Pack. Members absent were: Fred Dean, Chase Schirmer, Cindy Cinnamon, Abbey Ruark, Scott Cinnamon, Ashlie Workman and Chuck Cutsail. Also present was Dawn Conaway, Executive Administrator.

II. PREVIOUS MEETING MINUTES – The minutes of October 10, 2017 were approved unanimously on motion by Richard, second by Nina.

III. REPORTS

A. SHOW DIRECTORS – *Beauty and the Beast* – Jim Hartzell had E-mailed his Director's Report to all Trustees. No action taken. (Copy attached to Sec. minutes.)

B. EXECUTIVE ADMINISTRATOR – Dawn Conaway

1. The total # of tickets sold for Fruitcakes to date is 450.
2. Dawn has checked with proper authority and discovered that, based on our total seating, our requirement for disabled seating is 7 seats per show. We have been holding 11.
3. The AARP event went well for PPP. We made \$569.
4. Dawn believes we should be using our drop down screen more.
5. The new roof and guttering jobs are finished.
6. A Constant Contact went out today for auditions for California Suite.
7. Dawn would like to have an annual report from all affiliates, by December 15, to add to her annual report.
8. Ken Workman, Rosanne Pack, Beth Howlett and Dawn attended the recent Arts Summit. Dawn strongly encourages all PPP members to send letters to Senator Christ Coons supporting continued arts funding.

C. EXECUTIVE COMMITTEE REPRESENTATIVES – No report

D. OTHER AC MEMBERS AND AFFILIATES

1. Publicity – Rosanne reported that the 2018 artwork is coming. Discussion centered around annual lateness of the graphics. Rosanne will strongly consider something like a January deadline for future annual brochure graphics.
2. OTE – Tara reported that OTE may be changing director's for A Doll's House.
3. PJ's - Lorraine reported that their costume and makeup workshop went well and that they will be considering their Summer, 2018 show at the November 21 meeting.

3. **Costumes - Marsha reported that**
 - a. **With the help of PJ's, the costume sale made \$230.**
 - b. **She has three young people working on costumes for Fruitcakes.**
4. **New Faces of Shakespeare: Richard stated that they are still considering a show and director for next Summer's performance.**
5. **DU – Claudius submitted a Performance Approval and Usage Agreement for October 27 and 28, 2018. He said he had musicians lined up and that Lillian Blake will be the alternate contact for the show. It will be a Motown Review. Jim will send the form to Artistic Committee members for approval consideration at the December meeting. (Copy attached to Sec.**

Minutes.)

6. **PPP Radio Theater – Bernie reported that the group had done 2 shows at the Sea Witch Festival and made \$400. He reminded the AC about the First Town Club (Lewes library) show on November 21.**
7. **Reading Committee – Nina submitted the following slate for the 2019 Main Stage season: Arsenic and Old Lace, How to Succeed in Business Without Really Trying, Dixie Swim Club, Sleuth and a PPP Christmas Review. On motion by Jim, second by Beth, the season was unanimously approved in the order listed. Nina reported that when advertising for directors for the season, Jim will also request an outline by the director candidate for the Christmas Review. Both the director and the outline will then be taken through the prescribed approval process.**

IV. OLD BUSINESS –

- A. **PJ Affiliate performance requirements – Chase – No action taken**
- B. **Director and show for NFS – No action taken**
- C. **Definition of a quorum as regards Artistic Committee assistants – It was noted that there are no PPP guidelines for definition of a quorum for the AC. Jim noted that the unwritten understanding that assistants are non-voting unless the regular rep. is not in attendance needs to be formally stated. Jim agreed to write up a proposal for submission next month.**

V. NEW BUSINESS – OTE representative – On motion by Jim, second by Lorraine, Tara Wisely was unanimously accepted as the OTE representative. (Secretary's note: Resignation needed and received from Fred Dean. To be presented at December meeting.)

VI. CURRENT ITEMS FOR EC APPROVAL, NOTIFICATION OR INFORMATION

- A. **Information – Acceptance of Tara as OTE rep.**

VII. NEXT MEETING DATE –December 7, 2017 at 5:30.

VIII. ANNOUNCEMENTS AND ADJOURNMENT –

- A. Claudius said that he had been contacted by Keisha Jackson from UMES. He is working with them to revive their theater program.**
- B. There being no further business, the meeting was adjourned at 6:45 on motion by Nina, second by Bernie.**

Respectfully submitted
Jim Hartzell, Secretary