

MINUTES OF THE PHILIPSTOWN DEPOT THEATRE BOARD  
MEETING  
March 5, 2022

Present: Steve Ives, President, Chris Nowak, Caitlin Chadwick, Peter Weed, Claudio Marzollo, Sheila Rauch, Byron Stinson, Jerry Springer, Kathy Plummer

Not Present: Charlie Dupree, Terry Turner, Jim Semmelman

Also Present: Amy Dul, Executive Director, Nancy Swann Artistic Director

This was a Zoom Meeting

The meeting was called to order by board president, Steve Ives, at 9:30 AM.

Praise was expressed all around for the documentary, Storm Lake which was last evening's Depot Doc's first in theatre screening since the beginning of the pandemic.

Amy Dul reported on the exciting events that will be performed inside the theater the remaining three Saturdays this month.

The baby grand piano rental for the weekend of Sept. 24 has been booked and both Michael Musgrave and Daniel Kelly have agreed to perform. An additional booking has been arranged by Jim Semmelman for The Empire Trio.

Coming up later in the fall are two more music bookings arranged by Jim Semmelman and a performance of Measure for Measure cosponsored with Maia Guest and John Plummer.

Ned Rauch has requested a title change from Marketing Associate to Marketing Director.

Anne Brennon, a marketing consultant, has been asked to work with Ned Rauch and Anna Stephens for training and implementation of social media and marketing strategies. This will be paid for with the grant money we received through NYSCA.

Work will proceed this month on the audit as well as plans for the Shuttered Venues Grant.

The benefit date will be May 22 or May 15 and will be held on the landing with a tent so as not to conflict with theater traffic on the plaza from two performances of The Cake. Lynn Miller has agreed to provide help with all cake requirements for the party and the set.

Steve Ives asked Amy Dul to circulate an upcoming events email notice to the board.

Nancy Swann reported that the production work on new events can now be aided in communicating with one another by the use of Google Slide. She said it is easy to enter and receive information and keep everyone involved in the loop.

Chris Nowak has agreed to be set designer for The Cake, which includes building and installing a Murphy bed. Helpers will be needed on Monday, April 11, to move this set in.

Jake Maquire, a former tech director at Irish rep, has agreed to help with the Cake set.

Nancy Swann suggested that our inability to offer more compensation to professionals increasingly limits our ability to hire. Steve Ives requested and Nancy agreed to get information regarding compensation from five comparable theaters and report back next month.

Caitlin Chadwick explained Google Workspace for Nonprofit organizations. It is free to download and includes among other things, a custom email and collaborative calendar and a place to store resources such as photos and articles. Caitlin is encouraged that this tool will be a great help with the social media strategies enhancement that our staff will be receiving with the NYSCA grant. Now it is important to gather the materials we want to store for future use.

A motion to ask Damien MacDonald to join the PDT Board was made, seconded and unanimously passed by the board.

The board discussed instituting a Meet and Greet or a Ned Talk or an interview with a guest performer to coordinate with the corresponding upcoming event.

Peter Weed reported that Jake Stone has informed us of the following Actors Equity requirements: We must provide carbon dioxide detectors on the HVAC systems and we must provide evidence of ongoing maintenance. Taconic Heating and Cooling has agreed to handle both and a price proposal will be forthcoming.

Roland Heitman will be fixing the canopy (awning) as soon as weather permits. Peter will monitor the work. Chis Nowak also has talked to both Roland Heitman and Peter Hoffman, President of GLA about this. It will be done by May and in time for the benefit.

With lighter Covid restrictions, we are now planning to do the Youth Productions inside.

Peter Weed reported that a suitable pull down ladder has been found for the attic space. The cost without installation is \$3,700 which is in the budget for this project. As the attic can only be used for storage, the staff has been asked to present appropriate uses for the attic space. After lengthy discussion, it was agreed to order the ladder now.

Byron Stinson said that we are in a high inflation period now which could last for three years, at which point prices may be 20% higher and we need to plan for this. It was noted that we are currently without a treasurer.

Steve Ives reported on a wonderful true story of a gardener who had been a slave and his articles and contributions which he recently learned of from Anne Symmes. This may be something that the Putnam Theater Alliance could use for the writers one act project scheduled for November.

A motion to adjourn was made, seconded and passed.

Respectfully submitted,

Kathy Plummer, Secretary