**MINUTES OF MEETING**

**May 10, 2022**

**OP Recreation Center, Marlin Room**

**Ocean Pines, MD 21811**

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| **DIRECTORS PRESENT** | **ABSENT** | **GUESTS** |
| Frank Pasqualino, President | Wayne Klitsch, Director | Joanna Cross, VP |  |
| Karen McClure, Treasurer | Barbara Miller, Director | Patricia Diniar, Director |  |
| Ed Guinan, Director | PattyJo Moore, Director | Dorothy Leslie, Director |  |
| Cara Downey, Director | Donna Pasqualino, Secretary |  |  |

**CALL TO ORDER**

Having established a quorum, Frank called the meeting to order at 6:05 PM.

**REVIEW & APPROVE MINUTES FROM APRIL 13, 2022**

Upon a motion by Barbara, seconded by Ed, the minutes were approved unanimously.

**TREASURER’S REPORT**

Karen presented a brief report stating that the current available balance is $14,362.40 instead of $13,341.73 as previously stated last month. She is expecting an approximate invoice of $95 from the Post Office for the annual renewal of OPP’s post office box. The Treasurer’s Report was unanimously approved following a motion by Patty Jo, seconded by Ed.

**NOMINATIONS AND ELECTION OF VACANT BOARD POSITIONS**

1. Karen nominated Donna Pasqualino for the position of OPP secretary. Ed seconded, the Board unanimously approved the nomination, and Donna accepted the position.
2. Frank nominated Cara Downey for the position of Board member. The motion was seconded, unanimously approved by the Board, and Cara accepted the position.
3. One more Board member position is still vacant. Frank will reach out to Christine Okerblom to see if she is interested. He will also send out an email blast requesting the need for another Board

member. Barbara suggested reaching out to members personally to fill the vacancy.

**COMMITTEE REPORTS & NECESSARY BUSINESS**

**Publicity/Outreach:** Barbara has put out a notice for Happy Birthday USA to the Ocean Pines Newsletter and press releases for this show to contacts provided by Mel. She is also working on posters for the season as well as individual posters for each production. Barbara has also reached out to Marion Welles asking her to host a karaoke party for OPP.

Frank expressed the crucial need for advertising upcoming productions in the local newspapers (i.e., the Gazette and OC Today) and asked for rates. Karen and PattyJo estimated prices for ¼ page ads in these publications to be approximately $290 to $300. Karen will verify prices and send price listing to Frank. PattyJo recommended reaching out to local papers asking them to interview OPP about upcoming productions, our new venue, and any other relevant information in an effort to garner free advertising.

Karen suggested inviting the press to a rehearsal during tech week of each upcoming production. Barbara will look into all of these suggestions.

The timing and placement of ads for Grand Night for Singing will be further discussed at subsequent meetings.

**Grants:** Wayne reported that the Department of Justice grant he was looking into is only available to attorneys. He’s keeping track of upcoming available proposals for grants, but knows of none currently. Frank reported that OPP lost the grant provided by the Worcester County Arts Council (WCAC) for Big Bad Musical. OPP can reapply for a spring (2023) grant from WCAC in October of this year that is specific to a season, not a particular show. PattyJo asked if this grant money can only be used for specific items. Karen said that grant money from WCAC can only be used for production costs. Frank stated that the $7500 grant money in the current OPP budget can only be used for the new lighting system. Karen suggested staying away from producing costly musicals and instead choose straight plays and cabarets.

**Lighting Proposal:** Frank reported that the light proposal from Mid South Audio came in at $8705.37 which is over the grant amount by $1205.37. This includes 2 universe boards that will plug into the existing lights at MBS as well as provide our own lighting system independent of MBS. Frank added 8 flat pack LEDs to supplement the lighting system and enable OPP to use the portable system at any venue. Frank will hold classes to teach interested members to use the new lighting system. Ed suggested some concern with the smaller LED lights providing poor amber lighting for Possum Point Players after discussing the topic with Possum Point’s lighting person. Due to budget constraints in buying more expensive LED lights, and the necessity of providing lighting for upcoming productions, it was decided to accept the current light proposal from Mid South Audio. Karen moved to accept the light proposal from Mid South Audio, seconded by Wayne, and the motion was passed by all except PattyJo who abstained.

**Website:** Cara announced that oceanpinesplayers.org is now up and live. Because of the Squarespace platform, OPP has access to the Google drive network which enabled Cara to put up forms for auditions and membership that get recorded, sent by email, and saved into a data sheet. There is an OPP Board tab on the site that is password protected (current password is OPP) that contains the past minutes, past agenda, Board member contact information, and available downloads of that information. Frank suggested a more secure password and Cara agreed to provide one. The site also has Mailchimp (an email blast provider) that allows OPP to send out approximately 10,000 emails at once and a place for people to provide their email address if they want email from OPP. The site has already had 4 people provide their email address. One audition request already came through the new site which Cara forwarded to Karen. Frank would like to have a complete membership on the site so that designated Board members can update information when necessary. Cara agreed to provide training to whomever the Board decides to designate for that job. Frank suggested that Cara serve as webmaster. Cara will put up pictures and videos of past OPP events on the webpage if anyone has any and Barbara will do the same on Facebook. The Facebook page is also up and running thanks to Barbara and has seen an uptick of activity as well. Karen asked if there was a way to print from the website and Cara agreed to help her with that.

**Big Bad Musical:** Big Bad Musical (BBM) was cancelled, the grant was lost, and everyone has been reimbursed for expenses.

**Happy Birthday USA:** Two reasons for doing this show were to use the grant money provided to OPP for BBM, but the grant was cancelled, and the other reason was to give the children who did not drop out of BBM an opportunity to do this show instead. However only 1 child from BBM has expressed interest so far and Karen needs 4-5 reasonably strong children for this show as well as a number of adults. It was suggested to push the performance dates to July 8 and 9 if the show can be casted relatively quickly. Frank will send more emails to BBM cast. Karen asked if everyone could try to recruit cast members as soon as possible. Barbara suggested using the Community Center and checking with MBS for availability for July 8-9. Karen thought ticket prices for this show should be lower than $20 and classified this show as a cabaret. Karen will attempt to do this cabaret if she can get a cast. Frank suggested that we establish separate prices for plays versus cabarets. Karen moved that OPP charge $15 ($10 for seniors) for cabarets; $20 ($15 for seniors) for regular shows. Ed seconded the motion and it passed.

**Grand Night for Singing:** The Yacht Club has been paid a deposit of $250 for use of their facility to perform the show. OPP has been approved by Concord Theatricals to perform the show at the cost of $1,337.99 for one performance. This fee includes the licensing fee and the rental of scripts. Karen is writing the check for this fee. Frank and Joanna are meeting on 5/12/22 to discuss and set up audition dates.

**Play On:** The cost to do 4 performances of this play is $500. The scripts need to be ordered. Barbara needs audition and performance dates as soon as possible. Frank will talk to MBS this week to hopefully establish performance dates in 2023 for Play On and Cabaret (Love Actually) that cannot be bumped (maybe in February and March). Ed asked if OPP had a normal rehearsal schedule for straight plays. Frank said he preferred 20-25 rehearsals for these types of shows and everyone agreed that 3 rehearsals a week is usually the norm.

**Cabaret (Love Actually)**: Setting performance dates in February 2023 (maybe 2/10, 2/11, and 2/12) hopefully to be performed at MBS; definitely can be done at the Community Center.

**Need Show for Next May:** Frank suggested a straight play (comedy) with a small cast and asked Board members to bring synopses of shows they favor at the next Board meeting. PattiJo suggested plays with more females might be easier to cast. Karen suggested forming a play reading committee after receiving play suggestions.

**OLD BUSINESS**

**Strategic planning meeting:** The strategic planning meeting is scheduled for 5/21/22 from 10 am to 5 pm at the Community Center. Please email Frank any subjects you’d like to be discussed at this meeting. Karen will need to leave by 3:30.

**New ticket platform**: OPP will continue to use the current ticket platform. Frank will work on surcharge expenses with the existing ticket platform. Tickets can be purchased online now. Grand Night for Singing will not be able to accept walk-in ticket buyers at the Yacht Club.

**Women of Substance**: No new information at this time.

**New email address**: The new email address is info@oceanpinesplayers.org. This is a google address. Oceanpinesplayers.com is being phased out. Cara is monitoring the new email address and will forward any emails that come in to the relevant members until those Board members have access to the email.

**New logo:** Need to appoint a committee for the new logo. Barbara, Wayne, and Karen volunteered to be on the committee. Timeframe for the new logo will be discussed after the Strategic Planning Meeting on 5/21 by the newly formed committee, and after a Mission Statement has been formulated.

**NEW BUSINESS**

**Chairs at MBS:** Karen noted that the chairs provided by MBS in their auditorium were very uncomfortable and wondered if cushions might be available. PattyJo remembered cushions in the past, but did not know how or from whom those cushions were provided. Frank said he would ask the principal of MBS if there were cushions at their next meeting. Karen suggested that another grant could be used to purchase cushions. Frank added that perhaps a future grant could pay for portable risers as well that could be stored at the school.

**50th Anniversary of OPP:** Barbara brought up the fact that in 2 years (2024), the Ocean Pines Players will be celebrating their 50th anniversary and suggested that future plans for this event be discussed at the Strategic Planning Meeting on 5/21. Barbara mentioned that Marlene Ott was the first president of OPP and PattiJo thought there was a strong possibility that Marlene might have held onto historic OPP documentation and memorabilia.

**Current membership dues:** Due to uncertain recordkeeping, the decision was made to give the benefit of the doubt to current members who believe they have paid their dues even though there is no record of it.

**NEXT MEETING**

The next meeting will be Tuesday, June 14, 2022, at 6:00 PM in the Marlin Room at the OP Community Center.

**ADJOURNMENT**

Upon a motion by Karen, seconded by PattiJo, the meeting was adjourned at 7:20 PM.

Respectfully Submitted by Donna Pasqualino, Secretary

May 11, 2022

Attachments to Record:

 Final April minutes

 Treasurer’s Report