

MINUTES OF THE PHILIPSTOWN DEPOT BOARD MEETING
March 27, 2021

Virtual Meeting Using Zoom

Present: Steve Ives, Kathy Plummer, Jack Goldstein, Gerry Singer, Sheila Rauch, Byron Stinson, Claudio Marzolo, Peter Weed. Caitlin Chadwick, Terry Turner, Charlie Dupree

Not Present: Chris Nowak

Also Present: Amy Dul, Executive Director, Nancy Swann, Artistic Director, Ned Rauch, Marketing Associate

Steve Ives, Chairman, called the Philipstown Depot Board meeting to order at 9:36 AM on March 27, 2021.

Steve Ives welcomed new board member, Charlie Dupree, to his first meeting with the board of directors.

A motion to accept the minutes of the previous meeting was made, seconded and passed.

Ned Rauch joined the meeting with information about the plans to inform the public about the new Putnam Theatre Alliance Freedom Project. These plans include posters, press releases to local and regional news sources, and making writers and directors available for interviews. Ned said that he feels the excitement of the Putnam Theater Alliance finding innovative ways to operate and the newness of this particular project will interest arts news sources and attract audiences.

Caitlin Chadwick and Ned Rauch presented plans to upgrade the lobby and concession area of the building. The goal is to clean, declutter and organize this space and do the required maintenance for preservation. The expectation is to have it complete for a 20th anniversary celebration. The scope of the work presented is not final. Jack Goldstein asked when a budget would be submitted. Caitlin said a draft budget will be submitted at the next board meeting.

A copy of Caitlin's report is included with these minutes.

Steve Ives thanked Caitlin and Ned for seizing the day to introduce this plan for the maintenance and preservation of the lobby.

Timing of events for the 25th Anniversary of the PDT was discussed by the board. Ned suggested beginning initial noticing of this benchmark during the summer and introducing hats and shirts by fall. Amy is looking for the best late September date for the benefit and board members were asked to volunteer for the benefit committee. Her feeling is that we can continue to celebrate for a year.

Peter Weed discussed the HVAC budget and asked for \$43,000 to do the entire job. Energy recovery equipment is added as getting fresh air into the theater is such an important requirement. Merve-13 CDC approved Filters, UV lights and air purification equipment will be installed, donated by Dynamic Air Quality Solutions, Inc and Taconic Heating & Cooling Corp. whom we agreed to thank in our programs in 2021. The two things we will defer to reduce costs and bring the amount into the \$43,000 budget are duct cleaning and replacing under seat flexible duct work. This budget has a contingency provision for unforeseen costs. If this is not used, the cost will be just under \$40,000. There will be a small visual change seen from the outside of the buildings which is a grill in one of the dormers. There will also be a return air grill next to the door at the back of the house and the grills in the steps will be replaced.

The board discussed the details of the HVAC proposal. The board also discussed our lease security in light of making this investment in the building. Gerry Singer said the current lease expires in 2022. We will look into the security of our lease and can vote on the HVAC proposal by mail.

Amy Dul and Nancy Swann reported on the success of the virtual production of Aerie Theater's 2020 Festival competition and announced dates and times that are booked for the patio with careful observance of safety protocols. The Aerie Theater semi-finals and finals will be three nights in April and will be live on the

patio as well as streamed. On April 30 and May 1 there will be a music and reading production of *The Scream*, a new musical comedy fantasy written by Ray Bokhour. *The Freedom Project*, a pairing of vintage and contemporary plays, will be performed on the patio May 13-May 19. Then on May 22- May 29, there will be evenings of storytelling called *Night Train*.

Amy reported that Mona Smith, Development Associate, has switched our fundraising software from Donor Perfect to Little Green Light on a trial basis.

Steve Ives reported on an open and collaborative meeting some of our board members had with the executive director and artistic director of the Hudson Valley Shakespeare Festival.

Jack Goldstein reported that an anonymous gift this month has cut the deficit in the budget by half.

A motion to defer voting on the new budget and to vote by mail, if needed, before the next meeting was made, seconded and passed.

A general agreement was made to reduce or close the Remotely Depot project as the spring weather and the vaccine programs are allowing for more in person gatherings.

A motion to authorize Ned Rauch to add sale of gift cards to the website options was made, seconded and passed by the board.

A motion to adjourn was made, seconded, and passed by the board.

Respectfully submitted,
Kathy Plummer, Secretary

25th Anniversary Facelift

27th March 2021

document prepared by Caitlin Chadwick & Ned Rauch

OVERVIEW

We would like to take advantage of this time with our doors closed to do maintenance & repairs to the Lobby and make the Concession area safer, ergonomic and more presentable while anticipating future plans for merchandising and greater concession sales. All work will be ready to coincide with The Depot Theatre's 25th Anniversary.

CHALLENGES

Concession Area

The current area is hard to access and unsafe requiring staff to duck under a low beam. There is some storage under the theatre seating above, but it is hard to access and is wide open which does not lend itself to easy organization. There is shelving but it was not designed for the area leaving a lot of unused space. The counter top fits but it is not ideal for selling concessions and is not accessible from the front. There is currently no space for merchandising.

Lobby

This is easily the most beautiful space in the theatre and it could use some maintenance to ensure its preservation. There are many signs of wear and tear that need to be addressed. Because of ongoing storage issues, this space often ends up being used as a 'catch all'.

GOALS

1. Clean, declutter and reorganize the space.
2. Do whatever maintenance and repairs are required to insure the preservation of the theatre.
3. Reconfigure and install more ergonomic and accessible storage.
4. Build a new concession stand with easy front access and room for more concessions and future merchandising.
5. Replace or repair any and all furnishings & fixturing to match the quality of the beautiful space.

6. Memorialize and organize all communications and planning using Google platforms ensuring access to the executive board and employees.

SCOPE OF WORK

The following is not a full scope of work. Cooperation with the Building Committee and consultation with the staff are required before a final scope of work can be presented.

Concession Area	
	Cleanout/Curate
	Reassess the storage behind the curtain working with new ductwork plans
	Repurpose old stage curtains to replace current storage coverings and hang them so they are easily moved
	Utilize all the space behind the stand with more appropriate cubbies and shelving to maximize storage
	Find places for all concession related items to be stored in this area including the beverage fridge.
	Design a new custom counter/stand with ample space and easy access
	Figure out a better waste management system
	Repair or replace overhead lighting and assess task lighting options

Lobby	
	Cleanout/Curate

Wall repairs and new paint
Replace light fixtures
Refinish hardwood flooring
Consider wear & tear of benches
Replace tables and repair seating
Photos printed, framed and displayed (task already started)
Merchandise and display

LOGISTICS

1. BUDGET: Very conservative. Pending final scope of work. Investment offset by private contribution.
2. LABOR: Mostly volunteers, outside contractor when necessary.
3. TIMELINE: Planning phases until May 1. Completion before Celebratory reopening coinciding with 25th Anniversary Celebration.
4. SCHEDULING NOTES: HVAC work will be done between April and May. Summer Theatre program from June 28 through August 1.

ACTION ITEMS

Presentation to the executive board on March 27, 2021.