

MINUTES OF THE PHILIPSTOWN DEPOT BOARD MEETING  
Saturday November 23, 2019

Present: Steve Ives, President, Byron Stinson, Gerry Singer, Kathy Plummer, Claudio Marzollo, Sheila Rauch

Not Present: Bob Rhodes, Jack Goldstein, Terry Turner, Gretchen Dykstra, Chris Nowak

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

The Philipstown Depot Theatre Board was called to order by Steve Ives, Board President at 9:30 AM, November 23, 2019. A motion to accept the minutes of the previous meeting was made, seconded, and passed.

After congratulations by Steve Ives to Nancy Swann, Amy Dul, Chris Nowak, and all the actors and musicians on the success of the recent production of Young Frankenstein there was a round of applause for Tess and Amy Dul who had recommended doing it.

The Board discussed a safety policy and renewed commitment to safety first. We decided to update and formalize our safety policy. The subject of all safety was discussed. This included strategies for eliminating risk in set construction as well as in rehearsals and performances. Safety manuals were consulted and referenced. It was generally agreed that safety be evaluated at the time of play selection. This includes maintaining shop tools. Nancy Swann agreed to compile a list of tools that need to be repaired or replaced.

Gerry Singer has looked carefully at our insurance policy and will continue to work with Gerreli Insurance to be sure it continues to be in order.

The audit is almost complete. Amy addressed the volume of work and the need for a digitalized system that would eliminate much of the paper copying. The narrative about how the Philipstown Depot Theatre is related to the Philipstown Recreation Department is important in giving clarity to who we are. Jerry Singer has been working with Byron Stinson and Amy Dul to achieve this clarity and it will be helpful for grant proposals.

Amy reported that the Annual Appeal is out.

Steve Ives reported on an equipment update. A new projector has been installed. The new lens for Depot Docs has been installed. A new screen has been ordered. Surround sound would add greatly to the audience experience. Sheila Rauch suggested that with technical improvements such as these, we could consider using our theater space as a venue for National Theater Live Onscreen. Steve suggested consulting with Damien MacDonald, who has been a generous source of expert wisdom regarding technical equipment.

The search is underway for the position of Technical Director.

A booth redesign for soundboard and other elements should ideally be done the first two weeks in January, when the theater is dark. A grant application has been submitted for this.

Community Foundations has generously awarded Philipstown Depot Theatre with a grant of \$2,000 for Donor Perfect fundraising software.

Coming up soon will be Hudson Valley Shakespeare Festivals “BakeOff” this coming Sunday and “Elf Junior” on Dec. 7,8,14 and 15.

In February and March there will be a winter festival, currently being called the Q1 Festival. This will include a variety of performances including the reading of a new musical, a dance performance by Jamal Gaines, a literary arts storytelling night inspired by the Moth Radio hour, Jazz and Photography with Daniel Kelly, a one woman play, and an improv night with Michael Short.

Nancy Swann announced that “Mornings at Seven” by Paul Osborn will be the May play.

Both fall leaf removal and winter snow removal will be looked into by Amy Dul with interest in cooperating with other businesses in Garrison Landing.

Amy Dul gave a report on her weekend attendance at a conference for arts administrators which she found most helpful and interesting. As we are expecting to have a mission statement retreat sometime in the new year, we are hoping to address many of the topics that were covered. Sheila Rauch

suggested that board members get their homework ready for this. Steve Ives suggested that we have an outside facilitator.

Vincent Irely, a grad student at the Tish School, has asked to use our theater as his case study for his thesis which could be helpful to us in planning.

Phoebe Geer will be hosting a Christmas Caroling and hot chocolate event for little kids under the banner of PDT on Friday Dec. 20 at 5:00 PM.

A motion to adjourn was made, seconded and passed and the meeting was adjourned at 11:00 AM.

Respectfully submitted,

Kathy Plummer, Secretary