



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
June 8, 2023

Meeting was called to order at 7:09 by President Tara Waters. Board members present Tara Waters, Carol Russell, Carol Charnock, Kaitelyn Bauer-Dieiguez, Heather Bauer, Michael Beyrle, Janice Sagers and Craig Hower. Becky Kuhn joined by phone.

Minutes (Carol Charnock) Minutes were accepted. Motion made by Carol R. and seconded by Tara. Unanimously approved.

Treasurer's Report (Craig Hower) We currently have over \$299,000 in current Assets. Scholarship account has over \$74,000.

There was an expense of \$1,200 for roof repairs. Amazon Smile has stopped their charitable donation program.

Mike G. renewed PandaDoc. The Board determined this was no longer necessary. Mike will be advised to request a refund.

In order to help ensure that the bank account doesn't get charged for unauthorized purchases, Mike G. has signed up for Positive Pay (\$75 per month). The bank will contact PTP before paying out on checks. The budgetary analysis shows that we have almost 13 months of finances to cover expenses should we have any reason to shut down.

Motion made to accept the treasurer's report made by Heather and seconded by Carol R. Motion passed unanimously.

Education (Carol Russell) Carol C. asked for a flyer for camp for the ArtsFest. Carol R. will provide. Registration is open for Camp Mockabee and going well. So far we have 34 for Elementary, 24 for High School and 34 for Middle School

Three Scholarships were given – Elora Edwards (La Plata High School), Camryn Ging (La Plata High School) and Ashley Smalley (Great Mills High School). Schools and winners have been notified.

Productions (Becky Kuhn)

Director originally selected to do Little Women has decided to do 9 to 5 instead. This will be in the March 2024 time slot. We have obtained the rights for the show. Stacey Swickert will be the producer. Kaitelyn Bauer has offered to direct Wizard of Oz in the Summer 2024 time slot. We have the rights. Producer/Director meeting will be held in August, details to come.

Ragtime is cast and going well.

Death of a Salesman is cast.

75th Anniversary Show is moving along and will be music only.

Wait Until Dark will be produced by Kim Danek.

Raisin in the Sun will be produced by Heather Bauer.

Play Reading Committee reads will close on August 9, 2023.

The issue of concessions was brought up again and it was decided that this is not something we want to do at this time. If an outside group (school?) would like to come in and sell during intermission, we can determine if that can move forward. If a house manager is not available for some show nights, the Board Representative will take that responsibility. Discussion about what the job entails. Also, concerns expressed that the individual productions are responsible for securing house managers. Although there

are details that need to be addressed, in the meantime, Board Reps (who must be present anyway), will see the tasks are completed.

Production team for YCTIWY will provide an after show report.

Properties (Tara Waters) Kathy Mead has asked for money to purchase new shelves for the props loft. Craig made a motion to authorize the purchase of the shelving, seconded by Heather. Motion passed unanimously.

Costumes (Janice Sagers) Costuming for Ragtime is going well. Costume parade is June 15.

Public Affairs (Heather Bauer) We need to find someone to take over for Dave Standish. It was suggested to put a request on Backstage and see if anyone is interested. Jason Klonski and Rachel Wallace are the “go to” photographers for publicity photos. Production teams can use others, but these will be the 2 people on call for the job.

Membership (Carol Charnock) Carol will be sending out the annual membership letter for renewals. She will check in to working out something for payment of parking for those coming to the membership meeting.

Need to form a By-Laws committee. We will ask for volunteers at the summer membership meeting. Also need to remember to form a nominating committee.

History/Library (Kaitelyn Bauer-Dieguez) She is working on straightening out the library. Kaitelyn and Tara will work on pulling scripts for the play-reading committee.

Facilities (Mike Beryle) Working on Keyless entry system. We have the parts for the rehearsal hall, green room. We need to get them installed.

Had a request from the group that runs the 1 Act festival about using PTP for the festival next year. We need more details.

Craig and Mike will get together and discuss a plan to finish up the lobby renovations.

If we need anything to be put on the facilities calendar, Mike asked that we email him at facilities@ptplayers.com

Old Business

New Business – Town has a Beautify La Plata program and Cassie Morris presented a plan to fix up the back triangle of the theater. Since that area is owned by Mike Pelligrino, we are now in discussion with him about renovating that area. Craig will form a committee including Cassie to talk with Mike Pelligrino and try to come up with a viable plan to fix up the area.

Carol Russell has purchased black polo shirts for the board along with tags that show that we are BOD personnel. We should wear them whenever we are representing PTP.

Tommy Scott has requested that we look into purchasing a “man-lift” in order to make setting lights easier. Craig and Carol R. will talk with Mike G about looking into it.

Meeting adjourned at 8:40.

Respectfully submitted,

Carol Charnock, Secretary
Port Tobacco Players