



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
September 14, 2023

Meeting was called to order at 7:05 by President Tara Waters. Board members present Tara Waters, Carol Russell, Craig Hower, Carol Charnock, Kaitelyn Bauer-Diequez, Mike Beyrle and Becky Kuhn. Absent was Heather Bauer

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

Treasurer's Report (Craig Hower) Total current Assets - \$305,980.36. Fire Alarm inspection was performed. We had 16 new bricks installed. We received the insurance check for repair of the Marquee. Empire Graphics will be doing the repairs shortly. We have received the grant proceeds from MSAC for \$23,000. Motion to accept the Treasurer's Report was made and unanimously approved.

Education (Heather Bauer's report presented by Tara Waters)

Heather is looking at a weapons course in November.

Encore Kids will be holding auditions by end of September (may be delayed depending on Suzanne's schedule with Death of a Salesman).

Becky will get the list of camp attendees to Carol C.

Productions (Becky Kuhn)

Producer/Director meeting was held on September 5th and went well.

Salesman is coming along and will open on September 22, 2023

75th Anniversary Show presented their budget. Motion made by Craig to accept as presented and motion seconded by Carol. Passed unanimously. Board discussion held about being cognizant of the tone used when questioning budget items. Producers are hesitant to present their budgets to the board because of the sometimes harsh tones when questioning line items. Mike B. suggested that budgets be given to the board BEFORE the meeting to give them time to review the items and present those concerns to the producers so they can get answers prior to the formal presentations. The board agreed this was a good idea and should do it in the future.

Sign up for Board Rep for Salesman still has open slots.

Props (Tara Waters) Props were loaned out to North Point for their show.

Costumes (Janice Sagers) Salesman is ready to go.

Public Affairs (Carol Russell)

Banners have been changed out – still working on finding folks to be responsible for certain areas to replace when needed.

Cassie Morris will take care of the scarecrow and Trunk or Treat (on October 28th at the fair grounds).

By-law changes must be submitted by October 1, 2023. They will be reviewed by the Committee and presented to the board.

We have a new backdrop that we will use at the fair for "selfies" with the PTP logo.

Membership (Carol Charnock) Records are up to date, except for the Junior members from Camp.

History/Library (Kaitelyn Bauer-Diequez) Working on costume displays and pictures. Moving forward on the Memory Lane Project.

Facilities (Mike Beyrle)

New lock is on the door to the rehearsal hall. There is a time feature to have the doors lock automatically. Issue with doors being propped open. Need to address new procedures for the doors.

Need to add Scott Hanson to the building committee.

Front Window – Carol R. and Jan will measure the bases of the front window and purchase carpet to cover.

Work will be done to complete the concession area.

Old Business

Marquee – all frames need to be replaced. Empire Graphics will replace as quickly as possible.

Bids for painters for the outside of the building have been received. We have decided to go with FreshCoat. They will complete stucco repair, seal the walls and paint. Motion made by Craig to accept the bid from FreshCoat, seconded by Mike B.

New Business – There is a bad smell in the patio area. We need to see about setting up a day for a patio clean up.

Fundraising Committee – Chris Zabriskie is interested in heading this committee – we are all in agreement!

Discussion was held regarding the coke machine in the lobby area. It was agreed it should be removed from the lobby – we need to find it a new home.

The wrong rendition of Wizard of Oz was contracted for. We are currently cancelling that contract and will be reaching out to get the rights to the correct one.

Next meeting will be October 12, 2023 in the lobby at 7pm.

Meeting adjourned at 9:08

Respectfully submitted,

Carol Charnock, Secretary
Port Tobacco Players.