



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
May 9, 2024

Present:

Board Members: Mike Gahan, Craig Hower, Michael Beyrle, Jan Sagers, Carol Russell, Ben Simpson, Stacey Swickert Heather Bauer (exited 8:03), Kaitelyn Bauer-Dieguez (exited 8:03)

Also present: Chris Zabriskie, Tara Waters, Rachel Wallace, Bill Smolter, Cassie Morris, Paul Morris

7:00 Call to Order (President Mike)

Secretary - Carol April 11, 2024 Board minutes. Motion to accept (Carol) Second (Ben). Unanimous Acceptance Reminded members of agenda and/or minutes items due to secretary prior to scheduled meeting.

Treasurer - Craig Hower. Report \$231,254.58 in assets. Shutter 9.6 months.

Items: Green Turtle \$1,000 ads for season. Foster's fundraiser for week 20%, \$75. Sugarlips donated cookies for Raisin intermission – ½ page ad for three shows.

New Shore Bank credit card service fee much lower than prior. Motion to approve report. Second. Unanimous acceptance.

Scholarship Fund: Move scholarship account from current holder to Shore. \$10,000 of funds will be set aside, earning stable rates. Remainder (approx. \$77,000) will continue to be invested aggressively. Motion to accept (Mike) Second (Craig) Unanimously accepted.

Education Heather (not present)

2024 Lillian Medas Memorial Scholarship Award winners: (list provided by Mike after meeting). Only seven applicants and only one from PTP. Four \$1,000 scholarships. Mike will send emails, letters to recipients and to their schools.

- Kaylah Pratt Westlake High School, George Mason University
- Brianna Reynolds Bishop McNamara High School, Alabama State University
- Kyla Shafer La Plata High School, University of Maryland College Park
- Sophie Penix Calvert High School, Virginia Tech

Productions Ben

- Raisin in the Sun is in production
- Wizard of Oz rehearsing
- Requests by producers and directors to receive door code before and after current timelines. Craig will facilitate and Ben will inform producers.
- Play Reading Committee invitation has been sent to those who sent submissions. Google form invitation now online. Due to quantity of submissions, will be requesting more than ten plays be read.
- Audience retention survey is live now and will run through Risin, Wizard, and Frankenstein
- Postmortem and Lighting Upgrade push items.

Mike is stepping down as WATCH Representative for which he has served since 2011. He is seeking people to serve and has two PTP members who have judge experience who have expressed interest.

Mike reviewed the WATCH proposal for changes in geographical considerations. Now hard line for 35-mile maximum. Still entertaining waivers. Motion to accept proposal (Mike) Second (ben) Unanimously accepted.

Production Liaisons: Ben provided handouts concerning Production Committee – mission, purpose, responsibilities. Discussion included purpose to include fresh eyes, seeing larger picture, and support during process. Concerns expressed that it may undermine Producer/Director roles and/or if liaison assigned is not compatible with Producer/Director. Suggestion that liaison role should be part of information at Director interview. Large change. No motion. Requires Board review and policy initiation. Suggestion for return to committee and Beta testing.

Properties – Kaitelyn (not present)

Brief review of handout, but some explanation is needed, so tabled until next meeting.

Costumes – Jan

- Costume committee is good. Productions in swing. No issues.

Public Affairs –Stacey

Google form now for productions that goes to Public Affairs.

Reminder that any item containing PTP logo must be reviewed by PA prior to print.

Membership – Carol

Little Green Light (membership database). Input for items/columns to be included: member participation in shows, volunteer topics, year-by-year history of membership, cast/crew policy signatures (by season)

History/Library – Craig

- Memory Lane Project is push. Some individuals have been contacted for participation.

Facilities – Michael B.

Calendar requests from Scrooge (Cassie Morris) and Frankenstein

New Business

- Contract for emergency evacuation use of facility by Dept of Soc Services reviewed. (Mike)
- PTP rental request by dance studio denied.
- Item for “safety for all members” submitted by Heather. She is not present. In lieu of speculating the topic issues, Ben will coordinate meeting of Camp personnel, Productions Chair, & Exec Board (Tessa, Heather, Carol R, Craig, Mike, Ben)
- Mike suggested and is seeking an alternate facility we can use for Board meetings. Currently, often only the lobby is available and it is not the most conducive for conducting business.

Old Business

Asian American and Pacific Islander Heritage Month celebration is next Saturday. Front of building only. Inside for bathrooms only for facilitators.

Taylor Swift karaoke. Prior suggested and approved date of August 16 was not available for T. Labrie. Motion for August 23. (Mike) Second (Carol R). Discussion reminder to not have the weekend after mainstage event. Approved 5 votes).

Adjournment 8:45 p.m.

Next Board of Directors meeting Thursday,, June 13 2024

Respectfully submitted,

Carol Russell

Unanimously Accepted June 13, 2024