



**Minutes**  
**Interim Board of Directors Meeting**  
**Port Tobacco Players, Inc.**  
**January 1, 2022**

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Meeting was called to order at 6:08 PM by President Chris Magee. Board Members in attendance – Carol Charnock, Jason Klunkowski, Chris Magee, Ben Simpson, Craig Hower, Tara Waters, and Carol Russell. Absent – Mike Gahan. Guests – Kyle Rappe, Keith Linville, Sheila Hyman, Debbie Gilley, Rachel Wallace, Neil Twohig, Christie Orthner, Kim Ball, Henry McPherson

Chris Magee received quotes about tinting the windows in the new lobby. To tint just the bay window would cost \$1185. To tint all windows (with the exception of the small windows over the main front doors) will cost \$1997.75. Motion was made by Chris Magee to pay to have all the windows tinted and seconded by Carol Charnock. Question was asked about material and labor guarantees – both are covered. Motion passed Unanimously.

Discussion about how to move forward with the increase in COVID cases. It was decided to set the house back at 50%. For sanitation purposes, we have purchased sprayers to sanitize the theater and rehearsal hall. Masks will be required for all persons during rehearsals and during performances when not on stage.

Discussion was held about pushing the opening of Macbeth 2 weeks (to open on February 4). This would mean all following shows would need to be pushed out as well and that can create major problems. It was decided to push Macbeth 1 week (to open on January 28, 2022 and close on February 13, 2022 IF the cast of Macbeth is available. The Production staff for Macbeth will meet with the cast and crew ASAP and let the board know of the decision. WE SHOULD NOT PUT OUT ANY INFORMATION REGARDING THE CHANGE UNTIL THE CAST HAS BEEN SPOKEN WITH! We are requiring Surgical masks for cast and crew. Rachel will look to see what can be purchased.

Encore Kids director and producer met and decided it would be safer to wait on auditions since many of the kids participating may not have been able to get vaccinated yet or may not be qualified.

Winter membership meeting – should we try an in person meeting with the rise in COVID? A motion was made by Carol Charnock to go back to a virtual meeting this year. Motion was seconded by Kaitelyn Bauer Dieguez). Motion passed unanimously. Carol will prepare a statement to post on the website **(Action Item)**

Interviews for directors will be held in person.

There were issues about pushing the opening of Little Shop and there were concerns about rental of the plant. We have it for a set time period and we may not be able to change those dates. Sheila will check to see if the dates can change and Tara will look into how to sanitize the plant! The pit is also a concern – there are 4 instruments that will need to either remove their masks to play or get special masks to use. Also, we will look into purchasing hep filters for the pit.

Action items:

Meet with Macbeth cast and crew to determine availability with the change in dates – Macbeth production staff

Put together COVID procedures moving forward (cleaning, testing, etc.) – Chris Magee

Purchase (or at least check on availability of) surgical masks – Rachel Wallace

Purchase of Hepa filters for Pit

Purchase of sprayers to sanitize theater and rehearsal hall – Chris Magee

Check on dates for rental of Plant for Little Shop – Sheila Hyman

How to sanitize the plant – Tara Waters

Set up schedule for sanitizing theater and rehearsal hall (production staffs for Macbeth and Little Shop coordinating with Tara)

Reset AudienceView for 50% capacity – Mike Gahan

Reach out to those persons with pre-purchased tickets for the 21<sup>st</sup>-23<sup>rd</sup> of January to reschedule – Mike Gahan

Remove Encore Kids Auditions from the calendar - Chris Magee

Post notice to website about the cancellation of Encore Kids Auditions – Jason Klunkowski

We need to set up a procedure for letting everyone know if a cast/crew member should test positive for COVID. All productions using the theater need to be notified. Nothing was finalized.

Question about the assigned WATCH judges. Heather Bauer, Kim Ball, Mike Gahan and Annabelle Lowe. Bill Righter is Alternate. Annabelle Lowe is NOT a member of PTP.

Meeting was adjourned at 7:22 pm

Respectfully submitted,

Carol Charnock, Secretary  
Port Tobacco Players