



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
April 11, 2024

Present:

Board Members: Mike Gahan, Craig Hower, Michael Beyrle, Jan Sagers, Carol Russell, Ben Simpson, Stacey Swickert

Board Members unable to attend: Heather Bauer, Kaitelyn Bauer-Dieguez

Also present: Chris Zabriskie, Tara Waters, Connie Murphy

7:00 Call to Order (President Mike)

Minutes - Carol March 14 Board minutes. One addition from "25" to "2025". Motion (Carol) Second (Ben).
Unanimous Acceptance

Carol will be sending an email reminder to submit names of committee members from each committee chair.

Treasurer - Craig Hower. Report \$242,395.06 in assets. Motion to approve report (Michael) Second (Ben)
Unanimous acceptance.

Business Manager notes: (Mike G)

- Transition to Shore United Bank near completion.
- Pending inquiry with vendor of video surveillance system to determine cost/work to move computer and monitor from light attic to more accessible location.
- Contract with Brooks to install analog channels on monitors has been signed. (approved last board meeting)
- Dealing with Xerox jam issues again.

Fundraiser Notes: (Chris Z)

- Proposal for karaoke night (coordinator Tracy Labrie). Requested June 7. Discussion to move date to Friday, August 16. Motion (Mike) Second (Ben) Unanimous acceptance. Chris Z will communicate with Tracy.

Education Heather (not present - via email notes)

- Camp Mockabee: current enrollment 128. Applications for counselors on website.
- Raisin in the Sun rehearsals going well. School show and talk back scheduled for May 30.
- Classes will be the third Thursday of every month beginning May 16. Craig's weekly, considering Sundays.

Productions – Ben

- The Wizard of Oz budget. Motion to accept (Jan) Second (Michael) Accepted unanimously
- Productions meeting for producers/directors Saturday, May 4, 1:00 rehearsal hall. Zoom will be available.
- Consideration of three vs four weekends for musicals. Justification presented for current less-than-desirable attendance first weekend and decreasing demands on cast and crew. Discussion that the 24-25 season is already "in motion". Dated licenses obtained, announced at February Winter Meeting, posted on website, and season cards printed. It was felt a worthy consideration. Suggestion that feedback be obtained at May 4 Production and present motion for the 25-26 season. Original motion to change number of weekends (Ben) was not seconded and no vote taken.
- Play reading submissions closed April 1. Ben is reviewing for duplicates and will inform Craig (library) of titles. Committee will meet by mid-May.

Properties – Kaitelyn (not present)

- Kathy Mead assures Board she is still working on obtaining and installing shelving in prop loft, per funds approved previously.
- Still seeking local buildings to rent for storage needs.

Costumes – Jan

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

Public Affairs –Stacey

- PA Handbook has been updated and she will send to Ben.
- Committee meeting Friday, April 12
- Charles County Gift Card (CC Tourism). No cost to us. Purchasers will be able to use like a credit card at participating businesses. Motion (Mike) Second (Stacey) Accepted unanimously. Stacey/Mike will complete form for Tourism.

Membership – Carol

- Membership database. Chris Z presented committee work and recommendation for *Little Green Light* program that will accommodate membership and donors. Access program data will be repopulated into Little Green Light. Annual cost is 486 days. In use within 45 days. Motion to fund Little Green Light (Carol) Second (Ben). Unanimous acceptance.

History/Library – Craig

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

Facilities – Michael B.

- Still working on coordination with eMed for paving and line painting.

New Business

- Board meeting dates (second Thursday every month) will remain in effect.
- Island Music request for use of space. Motion to offer the space for Fri, Sat, and/or Sun May 24, 25, 26. (Mike) Second (Ben) Accepted Unanimously. Mike will communicate with Island Music

Old Business

- Asian American and Pacific Islander Heritage Month, May 18. There were no objections to group using the front of the building for the activities. Inside restricted to lobby for costume changes and bathrooms for participants.
- PTP Front Displays (Carol R) Committee met and brainstormed. Basic plan devised. Specifics coming, including standardized use of branding, quality, and professional appearance for not only the large window, but other windows/doors. SOP will be prepared and first front window will be in place by October. It will be the responsibility of Public Affairs and History/Library Committees to oversee the displays no later than early 2025.
- Triangle Area (Craig) Continued discussion/desire concerning the property behind PTP. Since it is not available to us as of yet, plans to re-landscape the patio with pollinator garden in lieu of pebble gravel. Plan will be submitted to Board.
- Motion to expand the Board Rep program to include any events using the building (Craig) Second (Michael B) Accepted unanimously.

- Motion to allow productions to budget and pay an individual up to \$100 to design the show art if license allows. (Carol) Second (Ben) 5 Ayes 1 Nay Accepted
- Motion to donate \$100 to St Charles High School supporting cost of students going to 2024 International Thespian Festival June 23-28, at Indiana University. (Mike) Second (Craig) Accepted unanimously.

Adjournment 8:44 p.m.

Next Board of Directors meeting Thursday, May 9, 2024

Respectfully submitted,

Carol Russell

Accepted May 9, 2024