



**Minutes**  
**Board of Directors Meeting**  
**Port Tobacco Players, Inc.**  
**August 8, 2024**

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Location: Carrico Building

Present: Board Members: Mike Gahan, Craig Hower, Michael Beyrle, Carol Russell, Ben Simpson, Stacey Swickert  
Heather Bauer, Kaitelyn Bauer-Dieguez      Absent: Jan Sagers  
Also present: Guests Donald Ely and Stephanie Gioia

7:04 Call to Order (President Mike)

**Secretary** - Carol      July 11, 2024 Board minutes. Motion to accept as amended (Craig) Second (Ben). Unanimous Acceptance.

**Treasurer** - Craig Hower. Report \$1,754,000 general assets. \$218,038.09 current assets.  
o Motion to accept report (Carol) Second (Stacey) Unanimous acceptance.

**Education** Heather

- o Handout of class schedule
- o Encore in need of new director. Kaitelyn Bauer-Dieguez presented proposal. Consensus to accept Kaitelyn as Encore Kids Director for 2024-2025 Season. Suggestion that Kaitelyn seek an alternative meeting space for more flexibility with PTP conflicts.

**Productions** Ben

- o Frankenstein is in rehearsal.
- o Presented the results of Play Reading Committee. Motion to accept list to be presented at Summer Membership Meeting on August 24. (Ben) Second (Kaitelyn). Accepted Unanimously

**Action Item – List of Production Teams**

**Properties** – Kaitelyn

- o More items have been moved to storage.
- o Concern of stability of flooring in Props loft. Michael Beyrle will check the issue.

**Costumes** – Carol for Jan

- o Costume loft more busy and crowded than usual with Wizard, Frankenstein, and Mockabee use.

**Public Affairs** – Stacey

- o Charles County Fair has Sign Up Genius on Backstage for shifts. The set up is with Jason who is aware what is needed.
- o Young Frankenstein roadsides have arrived and will be set up soon.
- o PTP donation basket for hospital fundraiser will be delivered to them next week. Four flex tickets & two tees.

**Membership** – Carol

- o Canopy set up for Summer Membership Meeting Friday, August 23, 6:00. Volunteers will also be needed for take-down at 4:00 conclusion of meeting on August 24. Craig volunteered and Stacey volunteered Scott.
- o Proposed date for 2025 Winter Membership Meeting is Saturday, February 27, 6:00. Carol will have comparisons for American Legion and Jaycees

Action Items - 1. Summer Membership Meeting Carol will have any copies needed and will prepare agenda.

2. Comparisons for use of La Plata American Legion and Jaycee's Waldorf for 2025 Winter Gala for review at September 12 meeting.

### **History/Library – Craig**

- A lot of the scripts were returned. He will be taking inventory.
- Memory Lane Project has people stepping up to be interviewed.
- David Morris, for HS student documentarian project, is creating a history of PTP with particular focus on Camp Mockabee.

### **Facilities – Michael B.**

- Mike will push parking line completion dates to August 28<sup>th</sup>, if possible, to avoid the need for cars to park at Karaoke event. Sealant will require 3 days of parking area unavailable.

Action Item – Check stability of props loft area

### **Old Business**

- Lauren Bacon has the communication plan and will present at September 12 meeting. (3-5 minutes)
- Motion (Craig) Second (Stacey) to fund \$7,539 for seven new body microphones and receivers. Unanimous approval.

### **New Business**

- Guests Donald and Stephanie presented the Public Art Initiative. Interactive Scavenger Hunt quilt mural in Town of La Plata, but project reaches into other counties. Nine businesses in La Plata to be involved. Asks we host a quilt square 2' x 2' to be affixed onto an exterior wall of PTP. No cost and all work, including installation, is taken care of. Participants get cards stamped and a certificate of completion. Motion to participate (Ben) Second (Heather). Motion passes with 6 yes, 1 no.
- Michael B working with Chris Magee to clean up shop area
- Heather submitted a "Incident Reporting Procedure" draft per By-law for Special Committees, Section 2, Article VI (page 8). To be reviewed by Board at September meeting.
- Request for reading of original plays not accepted at this time.
- Queen Nicotina (Mike G). PTP supporting Katie Labrie. Mike will complete and submit form.
- Michael B. Suggestion for boosting social media shares for musicals, continue to offer flex tickets, but add a behind-the-scenes/backstage tour for selected participants.
- Stacey – Service dog allowable questions and procedures to be reviewed with all house managers.
- Discussion of funding \$4,444 to purchase second projector lens that allows all stage needs. Decision defer issue until Jason can meet with us. Probable special Board Meeting to be set.

Adjournment 8:47 p.m.

Next Board of Directors meeting Thursday, September 12 2024 Carrico Building

Respectfully submitted,

Carol Russell

Approved: