



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

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: Lauren Bacon, presenter

6:59 Call to Order (President Mike)

Secretary - Carol June 13, 2024 Board minutes. Motion to accept with correction (Carol) Second (Ben).
Unanimous Acceptance. Stacey volunteered to be acting secretary for August 8 meeting, if necessary.

Special Business

Lauren Bacon presentation and request PTP participate as a *client* in her Masters of Science in Strategic Communications project. Following presentation, there was consensus to participate and board will supply a short list and some board members for interviews.

Treasurer - Craig Hower. Report \$1, 754,000 general assets. \$236,519.09 current assets.

- o Motion to accept report (Carol) Second (Heather)

Education Heather

- o Camp Mockabee classes are filled.
- o Classes – all except Improv (Craig) will wait until Fall/Spring due to scheduling conflicts.

Productions Ben

- o Wizard of Oz opening tomorrow. Suggested if there is need to add shows, it should be Thursdays in lieu of brush up dates.
- o Young Frankenstein still seeking choreographer. No show on October 11, in recognition of Yom Kippur.
- o Young Frankenstein - Motion to accept budget. Line items of Props and Costumes require Board approval for overage.. Motion (Ben), Second (Heather). Approved unanimously.
- o Audition dates for *Trial of Ebenezer Scrooge* have been set. August 17, 18 & 20

Action Item – List of Production Teams

Properties – Kaitelyn

- o Eighteen pieces have already been inventoried and moved to storage.

Costumes – Jan

Public Affairs –Stacey

- o New season cards, including title for *Bye, Bye Birdie*, are available. Jason is working on blurbs for individual show cards.
- o Request to participate in Small Business Saturday, November 30. Productions (Ben) to organize carolers in costume that can also “rollover” into our participation in Kris Kringle.
- o Stacey ensured that County Fair is also in the works.

Membership – Carol

- Summer membership meeting flyer reviewed and edits noted. Mailing going out by end of July.

History/Library – Craig

- Memory Lane Project is making progress.

Facilities – Michael B.

- Parking lane painting contractor expected week of July 22 for estimate.

Old Business

- Licenses all set for Taylor Swift Karaoke event on August 23rd.

New Business

- Gift baskets for hospital wine tasting fundraiser (Craig) PA (Stacey) will facilitate.
- Consensus for immediate future, patron level to remain at \$50.
- Oversight Committee. By-law for Special Committees, Section 2, Article VI (page 8) was reviewed and discussed. Suggestion of a flow chart for use by production teams and the Board. Heather volunteered to produce a flow chart draft for the August 8 meeting. **Action Item - Heather**

Adjournment 8:247 p.m.

Next Board of Directors meeting Thursday, August 8, 2024 Carrico Building

Respectfully submitted,

Carol Russell

Approved: August 8, 2024