



**Minutes**  
**Board of Directors Meeting**  
**Port Tobacco Players, Inc.**  
**June 13, 2024**

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Present:

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

Also present: Kathy Mead, Becky Kuhn

7:02 Call to Order (President Mike)

**Secretary** - Carol May 9, 2024 Board minutes. Motion to accept (Carol) Second (Ben). Unanimous Acceptance

**Treasurer** - Craig Hower. Report \$1, 700,000 in assets.

- General Manager: Analog monitors/cables for projection completed. Video surveillance system being adjusted for position and number. Xerox machine fixed (again). Marquee most recent damage being repaired. Women's toilet replaced. Paramount Pest Control under contract for quarterly inspection and treatment. Front water cooler being replaced.

**Education** Heather (not present)

- Encore finished season with performance of skits & monologues. Seven students. Suzanne Donohue tentative for next season as Director
- Mockabee – All but p.m. Elementary are filled. Becky is now producer. Suggested assessment in August/September to define needs for 25-26.
- Classes. Craig is to start in July with Improv. Suzanne's class for auditioning in August/September.

**Productions Ben**

- Wizard is in rehearsal
- Frankenstein auditions have been extended. Need ensemble.
- Play reading – Ben is sending Google voting form again.
- Productions met last month with current production crews to address responses to production liaisons. Committee is fine tuning procedures, including selection by production of liaison assignment. Beta testing will be conducted during *Wizard*. This has been accepted by Director, Kaitelyn Bauer-Dieguez.
- Motion (Ben) to move Productions Committee be moved under duties and responsibilities of Production Chair. Second (Heather). Approved unanimously.
- Push item, "Postmortems," is deleted with suggestion it be revisited in future.

**Properties** – Kaitelyn

- Storage Space. Data reviewed. Motion Kaitelyn to review contract with La Plata Self Storage for 10x20 climate control for up to \$250/month and to move forward. Second (Jan) Approved Unanimously. Currently \$211 per month.

**Costumes** – Jan

- A PTP member borrowed a costume that will be worn in *The Chosen*.

**Public Affairs** –Stacey

- PTP Merch Pride has been launched.

**Membership** – Carol

- Summer Membership meeting – PA to issue “Save the Date” any moment. Information will be included in the Membership letter being sent soon. Will be seeking items that individuals can bring to the event. Large coolers, tables, etc. Mike G will not be able to attend. Ben (VP) will conduct the meeting and will supply the sound system.
- Little Green Light new membership database is updated with all membership submitted through General Manager.

### **History/Library – Craig**

- Working with Connie Murphy for updating the history that has already been digitized.
- Memory Lane Project – working with long-term members.

### **Facilities – Michael B.**

- (Mike G) Proposal from John Hall to landscape all three sides of the building for another year of sponsorship. Estimate being prepared to determine sponsorship. Suggestion John work with the Triangle committee for pollinators. Mike G will inform John Hall.

### **Old Business**

- (Carol) Front window progress, including history/library participation

### **New Business**

- Years of Board Member Terms confirmed. Carol will send the information for accuracy and data is to be updated as Board changes occur.
- Kris Kringle Market (Craig). Held at Fairground in December. Their Board would like participation from PTP, including December 15 Breakfast with Santa. Suggestion we participate and receive a booth for same. Ben will form a committee to coordinate.
- Brick orders for Calvin Compton and Dawn Bush

### **Action items:**

Ben: Kris Kringle Market, Production (liaison) Committee, resend play reading links to all Board Members.

Mike: Obtain storage area

Adjournment 8:23 p.m.

Next Board of Directors meeting Thursday,, July 11 2024 Location TBA

Respectfully submitted,

Carol Russell

Approved: July 11, 2024