



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
March 14, 2024

Present:

Board Members: Mike Gahan, Craig Hower, Michael Beyrle, Jan Sagers, Carol Russell, Ben Simpson, Kaitelyn Bauer-Diequez, Stacey Swickert (7:13) Heather Bauer via Zoom

Also present: Chris Zabriskie, Jason Klunkowski

7:00 Call to Order (President Mike)

Minutes (Carol Russell) February 7 Board minutes with suggested amendments in red. Motion to accept as amended (Craig), seconded (Jan). Unanimous acceptance.

February 17 Closed meeting minutes. Motion to accept (Craig), Second (Michael). Unanimous acceptance.

Winter Membership February 17 minutes for review, including amendments. (Acceptance at Summer Membership, August 2024.) No further amendments suggested.

Treasurer Treasurer Craig Hower. Mike and Craig met with Shore Bank. They will facilitate a migration from WesBanco for credit cards and merchant accounts. Better for mortgage, Shore will become a donor business,

Report \$239,129.48 in assets. Motion to approve report (Ben) Second (Kaitelyn) Unanimous acceptance.

Business Manager notes (Mike) :

- Quote from Whiteford Systems (Brooks) for installation of analog channels on the monitors and add analog monitor in the light booth. \$2,243.70. Motion to accept (Ben) Second (Jan). Unanimous acceptance.
- Water cooler in rehearsal hall was replaced after two breakdowns.
- County schools have received invitations to apply for scholarships. Reminders to be sent in April.
- Registration for Camp has begun with no issues.
- Lobby work is complete.
- Considering business cards for Board Members. Mike will obtain more quotes for April meeting.

Education Heather will represent PTP at Playful Parent Summer Camp Fair

- Camp Mockabee. Tessa has signed new contract. Counselors will be interviewed.
- Submitted class schedule, but still needing some dates set. Non-refundable \$25 member \$35 nonmember. Some classes have separate fees. Instructors receive \$75 honorarium. Discussion to go forward and review as we work through this first round of classes. Michael Beyrle will examine calendar for any conflicts with productions, will place classes on facilities calendar, and will communicate with production staffs. Jason reinforced that PA has to have final information a month prior to expected social media/print.

Productions – Ben

- Ms. Story. We and she retain percentages. Ben will coordinate with PTP techs to work with her techs.
- Raisin budget submitted. Amended to delete cast/crew meals (\$800). Motion to accept as amended (Ben). Second (Michael). 8 ayes. 1 abstention. Wizard of Oz will have budget to Ben in next few days – they finished casting four days ago. Ben will communicate with Board. **PUSH**
- Discussion about considering start time for Friday and Saturday productions be moved up to 7:30. Rest of shows for this season are already advertised in print and online for 8:00 start times., so not considering until next season **PUSH**

- Also, consider number of weekends be reduced from four to three (Young Frankenstein, Title of Show, TBA summer production). If audience numbers increase, Thursday shows may be added. Ben will speak with the producers of these shows. Info must be to PA by end of April. **PUSH**
- Director/Producer meeting to be scheduled for end of April/beginning of May.
- Proposes that a former/current director and/or producer be assigned to each production. Stop by near beginning and/or production meetings to offer support.
- Postmortems **PUSH**
- Projector \$4,500 purchased. Second unit needed. Motion to approve budget \$15,000 with 20% margin of error (Craig). Second (Jan). Unanimous acceptance.
- Play reading submissions are due by April 1.
- Patron survey suggested, beginning with Raisin. Ben will create a google form w/ QR code and will send to Board for review/suggestions. Comment to ensure a paper copy be available for those patrons who prefer.
- Ben will add to the Producer's Handbook the item that cast/crew tee shirts (w/ PTP logo) need to be reviewed prior to print.

Properties – Kaitelyn

She will gather information for storage of large props (out of rehearsal hall). Grist Mill was previously suggested, but she will also seek information for what climate controlled would cost.

Costumes – Jan

Loan of two costumes and mannequins for their display at McConchie One-Room Schoolhouse at Fairground.

Public Affairs – Stacey 9-5 opening night at the Charles went well.

Membership – Carol

- Updating of database. Jason, Chris, Carol, Craig, Mike will meet and report at April meeting. **PUSH**
- Summer Membership Meeting. Saturday, August 24. Home of Jan and Matt Sagers. \$300 for tent (Wathens). Need muscle for setting up. \$175 for Porta Potty (T&T). Dogs, Burgers. Extra Grill.

History/Library – Craig No report

Facilities – Michael Parking lines **PUSH**. eMed business next door sent Mike information about them having the parking area resurfaced and lines. Mike will send information to Michael to determine what other areas need to be done and what will be our cost.

Old Business

- (Carol) Logo pack question about payment to individuals to design. **PUSH**
- Carol will accept responsibility for a committee and presenting proposal for front-of-building displays.
- Isabelle Balakit letter to Board requesting use of outside of facility for Asian Pacific American Heritage on a Saturday in May. Mike will communicate with Isabelle for more specifics. **PUSH**

New Business

- Old metal doors on patio can be trashed/recycled. Mike will tend.
- Wendy's fundraiser (Chris) Hand out flyers at 9-5 remaining shows
- Two corner loose floor tiles. It is on punch list of contractor.
- Seat C-5 is loose. Mike will tend.
- Kathy Mead's request for Bambino Buddy Ball. Discussion included volunteers for PTP have tee shirts designating. Public Affairs (Stacey) will work with Kathy Mead to facilitate volunteers.
- Ring Doorbell. Craig confirmed that movement is recorded for 30 seconds. Audio may be heard. Information is saved on cloud for 60 days. Discussion that signs posted will inform patrons and members that they are being recorded. Craig will tend to signs.

- By-law at Winter Membership meeting concerns that the proposed change was not in writing there, creating confusion about whether members registered after Jan 1 can or cannot vote at Winter Membership meeting. When the bylaw vote took place, there were many non-members who raised their hands. The vote was accepted. Only votes of members should be counted. Some designation for members is needed or a roll-call vote in the future or vote cannot be considered valid. Membership for new members remains \$20 through the end of next fiscal year (June 2025). By-law changes must be submitted to committee by October 1 for consideration at February 2025 Winter Membership Meeting.
- Audience retention survey (Ben) **PUSH**
- Lighting upgrade (Ben) **PUSH**
- Ben discussed PTP sponsorship for St Charles High School to defray cost for students going to festival. Discussion that same offer should be shared with other county high schools. Ben will prepare and send letter to PTP Board requesting sponsorship. **PUSH**
- Shared Google Drive for Board. Mike will create a single drive and all Board members will be linked.
- Code of conduct for parent/volunteers (Mike) Current form is lengthy/too much information. Decision to use form as-is for Wizard of Oz and amend as needed.
- Fundraising (Chris Z.)
 1. Bylaw proposal (standing committee & line on agenda) **PUSH**
 2. Wendy's fundraiser
 3. Membership and donor recognition databases. Committee to convene **(PUSH)**
 4. CFC/Grant Eligibility — Fee of \$400 & requirement for audit/financial review. The Combined Federal Campaign (CFC) is the official workplace giving campaign for the federal community, offering federal employees and retirees the opportunity to support the causes they care about by giving to their charity (or charities) of choice from the thousands that participate. It is one of the world's largest and most successful annual workplace charity campaigns.
 5. Receptions for groups/donors (PUSH)
 6. Confirming/cross-checking any missing patrons/donors
 7. Advertising in programs review by Chris prior to print time.
- Meeting Schedule: July 11 is second Thursday. Wizard opens next night. Suggestion made to move the date. **PUSH**

Adjournment 9:33p.m.

Next Board of Directors meeting Thursday, April 11, 2024

Respectfully submitted,

Carol Russell

Accepted April 11, 2024