



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
September 12 , 2024

Location: Carrico Building

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

Also present: Guests Lauren Bacon, Tara Waters, Tracy Labrie, Kelly Phipps

7:01 Call to Order (President Mike Gahan)

Presentation: Lauren Bacon Lauren presented her results for a PTP strategic communication plan proposal. Document available with minutes in PTP office.

Secretary - Carol Russell

- August 8 minutes. (Carol) Second (Ben) Unanimous acceptance.
- August 13 Special Meeting minutes (Carol) Second (Mike) Unanimous acceptance
- August 24 Summer Membership Meeting minutes, review only. Two edits.

Treasurer - Craig Hower.

- Report \$1, 725,529 general assets. \$207, 529.79 current assets. Motion to accept report (Carol) Second (Ben) Unanimous acceptance.

Education Heather Bauer

- Camp review meeting to occur soon (post mortem)
- Encore auditions September 15 & 20
- Concern (Tara Waters) that position of Encore Kids Director was filled without advertisement for applications and interviews. Discussion. Oversight needs have a procedure in writing .

Productions Ben Simpson

- Frankenstein is moving into tech.
- Scrooge is in rehearsal
- Chicken and Biscuits auditions posted soon
- Motion to approve Scrooge budget (Ben) Second (Jan). Unanimous approval
- (Craig) Use of alternative fog machine (house expense) that will reduce cost of current dry ice use for productions. Second (Carol) Unanimous acceptance.

Action Item – List of Production Teams

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| <ul style="list-style-type: none">• Lighting upgrade |
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Properties – Kaitelyn Fauer-Dieguez

- Continue sorting items to move to storage.

Costumes –Jan Sagers

- Loft continues to be very busy with productions and loans.
- **Public Affairs** –Stacey Swickert
- Some shifts for Fair duty are still open
- Receiving request from other businesses for posts. We are not an ad agency.
- Any type of Public Affairs request must be made via online request and meet deadline requirements that can be found in the PA handbook.

Membership – Carol Russell

- Winter Membership Gala. Information presented concerning the availability and cost of both Waldorf Jaycees and American Legion. Available date is Saturday, January 11, 2025.
- Motion for Jaycees venue (Ben) Second (Jan) Unanimous approval
- Motion to increase cost per attendee to \$40. (Stacey), second (Craig). Unanimous approval.
- Event is included in higher benefactor packages.
- Request that there be a children's price. Carol will follow up.

History/Library – Craig

- Continuing inventory of outstanding scripts.

Facilities – Michael B.

Action Item – Check stability of props loft area

Old Business

- Still working on extra storage since rental space fills quickly and is a temporary solution (Craig)
- By laws reminder for due dates in order to be voted at Winter Meeting. (Carol R)
- Landscaping progress still working. Offer from John Hall as donation.

New Business

- Reminder for Young Frankenstein Boar Rep slots (Mike)
- Scarecrow Festival being managed by Public Affairs
- Awareness of space/use of kiosk (a small structure in a public area used for providing information or displaying advertisements,.) (Recently used at T. Swift Karaoke) Small size of lobby precludes use due to prevention of traffic flow.
- Crowd manager training per Maryland Fire Code. Discussion that there is a Board Member at every production, they should all be trained (online, \$19.95).
- Reconciliation from Chris Zabriskie concerning T.Swift Karaoke Event.
- Request for karaoke event on Nov 2. Conflict for build with Chicken and Biscuits. Motion to move forward contingent on approval from Scrooge Production team (Carol) Second (Mike) Not approved 4 yea, 5 nay Suggestion to plan event later.
- (Mike) Christ Church, La Plata, seeking 1 or 2 actors to participate in monologue of enslaved person (late notice from Kate Hickler)

Adjournment 9:12 p.m. Next Board of Directors meeting Thursday, October 10 2024 Carrico Building
(This date has since been changed to Wednesday, October 9, same location)

Respectfully submitted,

Carol Russell

Approved: