



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
January 9, 2025

Location: Chamber of Commerce, Carrico Building

Present: Board Members: Mike Gahan, Craig Hower, Jan Sagers, Ben Simpson, Michael Beyrle, Jr., Carol Russell, Stacey Swickert

Absent: Heather Bauer, Kaitelyn Bauer Dieguez

Guest members: Kelly Phipps, Kim Danek

7:02 Call to Order (President Mike Gahan)

Secretary - Carol Russell

- Motion to accept December 12 minutes . (Michael B) Second (Jan) Unanimous acceptance.
- Motion to accept December 12 Closed Meeting minutes (Ben) Second (Jan) Unanimous acceptance.

Treasurer - Craig Hower.

- Total assets \$2,740,663.13
- Items for General Manager: Appreciation to Scott Hanson for replacing/repairing toilets in women's room and rehearsal hall. Pest control has been completed after mice sightings. Comcast renewed with 15% increase in cost. Lobby heat pump is fixed and grinder pump has been replaced
- Motion to accept report (Jan) Second (Stacey) Unanimous acceptance.

Action Item – Update on landscaping/contact John Hall (Push)

Education Heather Bauer No report

Action Item – Post Mortem for Camp (Push)

Action Item – Procedure for filling vacancies of stipend positions (Push)

Productions Ben Simpson

- Chicken and Biscuits opens Friday. Encouraged show promotion.
- I Love You in rehearsal
- Othello auditions later this month.
- WATCH season started January. Ben begins next week.
- I Love You, You're Perfect, Now Change proposed budget (Stacey). Motion to accept (Craig), Second (Stacey) Unanimous acceptance
- Working with History/Library (Craig) on the Tornado Play. Will be a read through January 14. Authors Tony Puzilla and Stuart Bowling toured PTP. Discussion of issues like teaser promotions, fundraising, wigs, make up, costumes. Consideration for production for stage to open the 26-27 season. Maryland Public Television has been in discussions for future. The play of the 1926 story is our impetus.

Action Item - Offering future education forum for producers, working with Suzanne Donohue

Action Item – List of Production Teams (Push)

Action Item – Lighting Upgrade

Properties – Kaitelyn Bauer-Dieguez No report

Costumes –Jan Sagers

- Donations continue, some good vintage. Working with prospective costume volunteer.

Public Affairs –Stacey Swickert

- Program and advertising costs. Prices/guidelines in place to offset printing costs. The back cover will no longer be sold. The PTP season will be featured. Jason will standardize and format, including deliverable standardizing.
- Responsibilities to meet deadlines are on the production team. PA does not chase down items that may be missing.
- Cassie Morris resigned from Public Affairs Committee.
- Kim Danek asked about production teams receiving dates of projected posts from PA.
- Kris Kringle booth: The facilitators were very excited about our participation. We should consider use of better sound system (used Encore Adult system) to accommodate the variety of music/needs at event. Consider booth including sales. Percent/sale of FLEX tickets? Merch? Raffle? Will need another point of sale.

Membership – Carol Russell

- Winter Membership Meeting moved to February 12. No gala. Reminder for Board members to bring metal badges and written committee presentation to give to secretary for minutes. As well, any projections may be sent to secretary at least a week ahead of time.
- Mike will communicate with Public Affairs so that the new meeting date is pushed on social media again.

History/Library – Craig

- The 1926 tornado play has been written and passed to PTP Production (in progress). Maryland Public Television is now working with the authors for a documentary and may make use of PTP resources. Consideration for 26-27 season. Craig will follow-through.

Facilities – Michael B.

- New utility sink has been ordered will be installed after Chicken and Biscuits strike.
- Damage created to our paving and parking paint with work on crosswalk flashing light may be repaired by State Highway Administration.

Action Item – Check stability of props loft area (Push)

Old Business

- Board elections. Positions for rolling off after full term (three years) are three-year terms determined by number of votes by membership. Any positions from someone resigning prior to end of three-year term is filled by assignment by the board for the remainder of the original term (up to a year). The current board has three full-terms opening and one resignation that has a year remaining on the term.
 - Article III, Section V - A vacancy on the Board of Directors shall be filled by a simple majority vote of the remaining Board Members at the next monthly meeting following the creation of the vacancy. The appointee shall serve until the next regular election, when the vacancy shall be filled by election of a qualified individual (See Article III, Section 3) to complete that term
- Concession Motion (Ben) Second (Stacey) Beginning with *I Love You, You're Perfect, Now Change*, PTP will no longer be offering cookies and punch at intermission. Instead, concessions will be sold. Net profit will be distributed to all seven high school performance arts programs. Unanimous approval.
- Discussion of serving beer and wine at intermission. Feedback items: No alcohol at all should be served. Permits and liabilities? Staffing for lobby.

Action Item – Speak with front of house for alcohol possibility. Research permits, liabilities. (Ben)

Action Item – Fire Marshal Training found for group. Mike G. will follow-up.

New Business

- Mike G. addressed the issue of board member responsibilities, needs for improved communication, and the change made for the Winter Membership Meeting. The beginning comments were from something he wrote as far back as April 2024. He expressed concerns that we are elected by our membership and *their faith that*

represent them and that we are more than artists and entertainers; that we have what it takes to run the business . . . we are elected to do; not to ponder . . . I keep hearing the line, “stay in your lane”; however, if everyone did that, nothing would get done. I personally feel that not enough is getting done, due, in part, to that expectation. I am going to do all I can to get things done. He addressed the best form of communication is NOT defaulting to social media. As a gesture of respect, the best is face-to-face, next is phone, next is email. *So now regarding the membership meeting.* *We, as a Board, knew what the plans were for this meeting in August, yet, as late as a week ago, four of our Board members had not even signed up; some were intending to go only to the meeting. I conclude that is a disrespect to our members and sponsors; we should be first ones there . . . Then, due to a family issue, I learned that I would not be able to attend. Such a lack of support was no longer tenable in my mind, so I decided to postpone and call for a membership meeting that will cost the board members and general membership nothing but their being there.* At conclusion, he stated that if the board regarded this as a dereliction of duty, there is a process to remove a board member for same. He offered to remove himself from the room if the board wished to pursue. The board did not take such action.

- ARTICLE V - MEETINGS SECTION 1 General Membership Meetings shall be held semi-annually (January or February and July or August) on dates set by the President. The January /February meeting shall be the annual Membership Meeting at which new members of the Board of Directors are elected and/or take office.

Adjournment 8:44

**Next Meeting: Winter Membership Meeting Wednesday, February 12, PTP auditorium
Board Meeting Thursday, February 13, 2025 7:00 Carrico Building**

Respectfully submitted,

Carol Russell

Approved: March 13th 2025