



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
October 17 , 2024

Location: PTP Rehearsal Hall

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

Via Zoom: Heather Bauer, Kaitelyn Bauer-Diequez **Absent:** Ben Simpson

7:03 Call to Order (President Mike Gahan)

Secretary - Carol Russell

- Motion to accept September 12 Minute with amendments . (Carol) Second (Jan) Unanimous acceptance.

Treasurer - Craig Hower.

- Report \$1, 518,000 fixed assets. \$1,746,703 total assets. Motion to accept report (Jan) Second (Michael B) Unanimous acceptance.

Education Heather Bauer

- Encore Kids has been cast (26) and had first rehearsal. Sent list to Mike G & Carol. Child should be junior member and one parent member.

Productions Ben Simpson (Information via Stacey Swickert)

1. Young Frankenstein two more weeks
- Chicken & Biscuits cast and had read-through
 - Trial of Ebenezer Scrooge in rehearsal
 - Title of Show & Othello have audition dates on calendar

Action Item – List of Production Teams

- Lighting upgrade

Properties – Kaitelyn Bauer-Diequez

Costumes –Jan Sagers

Public Affairs –Stacey Swickert

- La Plata Business Association closing end of year. Other local businesses suggestion PTP join on a new website being planned for town that will “pin” businesses. Will be a cost. Discussion that PTP website very active and no need for expense.
- Trunk or Treat. PTP not having a trunk in attendance, but collecting canned goods to donate to food bank via Derby Dames. Any candy donated will be distributed to trunk participants.
- Reminder of using Google form for all PA requests. Carol inquired if there is a simpler way when only artwork is needed and not publishing on various media sites. Stacey is going to inquire. Discussion of Google form with Heather concerning completion of form for upcoming classes.

Membership – Carol Russell

History/Library – Craig

- Progress continues with digitizing of our history and ensuring notebook catalogs include all programs.

Facilities – Michael B.

- Craig will be replacing the rehearsal hall digital lock.

Action Item – Check stability of props loft area

Old Business

- By mid-January, board members will submit an activity log and timeline for each committee responsibility. Craig and Carol are working on standardizing the format. For reference, all current SOP on file were given in hard copy to those present and emailed to those absent.
- Dry ice machine was returned and refunded as it did not produce what was needed. For now, cost of CO₂ purchase is less expensive due to erosion of the pucks used in the new machine.
- Booth at Kirs Kringle is set and in the goat shed. PTP will be managing the stage and providing tech support.
- No update on landscaping. Action item: Craig will contact John Hall.

New Business

- Kaitelyn, as chair of nominating committee (members Tessa Silvestro & Kathy Mead), will set timeline for Board of Directors applications. Names of nominees will be provided to Membership Chair for eligibility confirmation. Winter Membership Gala is January 11.

Action Item: Kaitelyn to determine timeline for Nominating Committee needs.

Adjournment 8:07 p.m.

Next Board of Directors meeting Thursday, November 14 2024 Carrico Building

Respectfully submitted,

Carol Russell

Approved: November 14, 2024