



**Board of Directors
Minutes
December 14, 2022**

In attendance

Board members: Tara Waters, Jason Klonkowski, Mike Gahan, Carol Russell, Carol Charnock, Janice Sagers, Craig Hower, Kaitlyn Bauer-Dieguez, Stacey Swickert arrival 7:45

Call to order 7:03 Tara Waters

Secretary: Minutes from November 9, 2022, were presented by Carol Russell. Motion to accept with amendments (Tara) second (Craig) Minutes accepted unanimously

Minutes from November 30, 2022, interim meeting, were presented by Carol Russell. Motion to accept as amended (Craig) Second (Carol C). Accepted unanimously. Carol R. will send minutes for Jason to post.

Treasurer's report presented by Mike Gahan

- Total current assets - \$304,415.16
- Motion to accept report (Carol C.) Second (Craig) Approved unanimously
- A good month for dividends and grants.

Education Report presented by Carol Russell

- Encore Kids and Teens program will not run until next season. Unable to find a producer.
- Encore Adults. Carol R. visited program at Charleston Assisted Living and met with Chris Sisk and Tom Nuzzi afterwards. In need of equipment that provides better sound and better with wireless microphone headsets. Motion to purchase appropriate equipment, up to \$3,500 (Mike G.) Second (Jan). Jason will meet with parties to determine need and best system.

Productions report presented for Tara Waters by Carol R.

- MCTFA One Act Festival – PTP is the 2023 host. We are in need of a point person day of the festival. Kaitelyn volunteered. Mike will take care of the January 21 walk-through. Facility needed Feb 10, 11, and possibly 12.
- Hello Dolly. Actress injured Sunday during warm up and another actor tested positive for Covid Tuesday. Adjustments have been made in the production for its final week.
- *Once Upon a Mattress* requested budget. \$17,782. Motion to approve (Tara), Second (Mike) Unanimously approved
- Twelfth Night. Actress had to drop out, but role has been filled.
- Carol Russell has stepped in as Costume Director for *Once Upon a Mattress*.
- Interview Committee. January 28 & Feb 4. Paper application has been streamlined. Committee members: Tara Waters, Rachel Wallace, Becky Kuhn, Amina Dunn. TBD Jake Jaffee or Kyle Rappe
- Ushers. Still in need of ensuring coverage for productions.
- Equity revisited per November 30 meeting. Updates: New product and tools added. Kaitelyn reports we had same products, but in different brands/smaller sizes. JaNeene discontented with photos in Facebook posts that included the "old" hair. Tara will continue to reach out to Takenya. Ben has not heard back from JaNeene yet.

Recess taken.

Properties report presented by Stacey Swickert

- Bill Righter has returned props that were borrowed by CTSMD (Children's Theater of Southern Maryland).

Costumes report presented by Janice Sagers

- Large size men's suits & shoes acquired at estate sale.
- Costuming the actor changes in *Dolly*.
- Still working to get together with Historic Preservation Society to complete mannequin for caboose display.

Public Affairs report presented by Jason Klonkowski

- Represented PTP at Best of the Best awards gala, held at Waldorf Jaycees on December 1. PTP came in second for best live entertainment.

Membership report presented by Carol Charnock

- Presented menu for caterer at the Winter Membership Meeting. \$30.00 Will check on kids price. Carlton Silvestro will DJ. Ticket and nomination mailer will be mailed. Will check if Kate Zabriskie can arrange decoration. Carol R and Jan will help with set up and clean up.

History/Library report presented by Kaitlyn Bauer Dieguez

- No report

Facilities report presented by Craig Hower

- First of keyless locks installed in the extra lobby door. Two types we have are fingerprint/code and deadbolt. Craig would like to find type that will work with our push bar doors. Jan will get him the name of what is at her church.
- Key switch needs replacement for broken fly. Mike will speak with vendor after Dolly strike.

Old Business

New Business

- Concessions. Will we be doing them? There have been no issues with mess or trash during the selling of candy bars/boxes and bottled soda during *Dolly*. Suggestion profits benefit our scholarship fund.
- Board Positions: Mailings soon. January 1 is cut-off date for application/biographies. Per bylaws, if positions remain open, persons may be assigned temporarily for the year at the next board meeting. Eligibility for two consecutive years of membership and/or involvement in two productions was affected by covid. It will be revisited, if necessary to ensure a full slate of directors.
- Chamber of Commerce request for use of facility on February 17. Motion to move forward (Mike) Motion not seconded.
- Suggestion that renting the facility be put on hold and be revisited at a later time. Jason will ensure rental form is no longer accessible on the website.
- Tour for Billingsley Elem SOAR (autism) for January 19. Motion to approve (Stacey) Second (Tara) Approved unanimously.

NEXT MEETING: WEDNESDAY, JANUARY 11, 2023

Meeting adjourned 9:14

Carol Russell, Secretary

Minutes approved: January 11, 2023