



Minutes
Board of Directors
Port Tobacco Players, Inc.
February 19th, 2025

Location: Zoom

Present :Board Members: Tara Waters, Mike Gahan, Craig Hower, Ben Simpson, Michael Beyrle Jr., Stacey Swickert, Tiffany Behning, Kim Danek, Carol Charnok

7:00pm Call to Order (President Tara Waters)

Secretary:Tiffany Behning

- January 9, 2025 Minutes PUSH

Treasurer: Mike Gahan

- Total Assets \$117,505, Scholarship Funds \$103,000
- “Chicken and Biscuits” made \$7,725, around \$2,00 more than projected
- Cancelled services with SMO and moved to Q-Dog
- Rain gutter at the handicapped entrance was repaired and the water back-up has improved
- New paint sink SR put in by Scott Hanson
- We are no longer able to post show banners within the town limits of La Plata
- There is already interest in Camp Mockabee

ACTION ITEM: Update on Landscaping/contact John Hall (Craig) revisit in the spring

Education: Stacey Swickert

- Mike is working on obtaining rights for Camp Mockabee
- Encore Kids had a successful run of Wonka, they did have to cut a performance due to illness

Productions: Ben Simpson

- **Othello budget presented (Ben) :Motion to Accept (Mike) Second (Carol C) Unanimous acceptance**
 - **Will adjust figures for publicity and programs**
- “I Love You” is working and is going into Tech on Saturday
- “Othello” has been cast and is into rehearsals.
- Audition notice for “Birdie” will go out on Thursday.
- “Young Frank” Action Report was received and reviewed.
- “Chicken and Biscuits” had some complaints and some issues that have been noted and are being reviewed and investigated. Post Show Survey went out to 25 members of cast and crew and 13 responses were received.
- We will have an Oversight Committee, headed up by Kim Danek (as appointed by Tara Waters), as well as the Production Committee to further investigate complaints. Productions will continue the post show survey initiative for the next year.
- There will be a Producer/Director Meeting coming up, asking board members to be present if possible.
- We had 23 WATCH nominations for 4 shows, the ceremony is March 23rd. Play Reading closes on April 1st.

ACTION ITEM: Lighting Upgrade: Ben is reaching out for more quotes-by May Meeting we would like at least three quotes in different tiers (Will work with Kim (facilities))

Properties: Mike Beyrle Jr.

- Mike will reach out to Kathy Meade and Mary DeMarco-Logue in regards to needs
- Work on the Stability of the Prop Loft
- Kaitlyn started an inventory of the storage unit, may need a different way to store the Passerall
- Kathy Meade had a plan for changing the shelves in the loft

Costumes: Carol Charnok

- Nothing to Report

Public Affairs: Tiffany Behning

- Reach out to Jason, Rachel, and Stacey

Membership: Tara Waters

- Spoke with Carol Russell about the database
- Will begin working on the Summer Meeting

History/Library : Craig Hower

- Nothing new from the Winter Meeting
- Memory Lane Project is progressing
- Re-Organizing the Library
- Ordering Scripts for Play Reading Committee

Facilities: Kim Danek

- Mike Gahan and Mike Beyrle have Calendar info upkeep
- Nothing outstanding to pass on
- Chip Murphy is interested in a facilities committee

Old Business:

- Crowd management Training for Board and House Managers (Mike G)
- SOP Flash Drives

New Business:

- Leadership Training (Tara/Ben)
 - Kathy Meade came up with a leadership training module for board members, producers, and directors
 - AACT Resource
 - **ALL Board Members, Producers, and Directors commit to completing the training by Sept 1, 2025 Motion to Accept (Tara) Second (Craig) Unanimous Acceptance**
- Sunday matinees at 2pm and Friday and Saturdays at 7:30pm-Survey membership
- CC Parks and Rec Activities Fair Interest

- Carol C can sit at the booth,
- Someone will need to set up and tear down
- There will be swag bags- can put promotional materials in them with one flex ticket
- \$20 to reserve the spot-up to 2 tables
- Rebrand the Backstage Page and Add a new membership page
- There are Flash Drives for Board Members with Responsibilities

Next Meeting: Board Meeting: March 13th, 2025, Carrico Building

Respectfully submitted,

Tiffany Behning

Approved: March 13th 2025