



**Board of Directors
Minutes
March 16, 2022**

In attendance

Board members: Tara Waters, Jason Klonkowski, Mike Gahan, Carol Russell, Carol Charnock, Janice Sagers, Craig Hower, Kaitlyn Bauer-Dieiguez, Chris Magee. Guest: Kim Ball

President Tara Waters opened the meeting at 7:05.

Minutes from February 16, 2022, were presented by Carol Charnock. Motion to accept, Tara. Second, Chris. Approved unanimously. Jason will post to website.

Treasurer's report presented by Mike Gahan

- Total current assets - \$374,639.79
- Current market has not been good for investments
- Macbeth met budget
- Opening to full seating positive.. 164 tickets Sunday for *Little Shop of Horrors*
- Motion to accept, Chris. Second, Tara. Approved unanimously

Education report presented by Carol Russell

- SOP required by board await two details. Almost complete. Carol R. will send to Tara.
- **Encore Kids and Teens:** Comments from director, Suzanne Donohue from old email passed on to Carol R.: Consideration of background checks for director and producer. Director and producer stipends not paid for interrupted season 2019-2020.
- Christy Orthner will not be returning as producer next season. Carol R. will contact director to discern if she has a person in mind.
- **Camp Mockabee:** No dates confirmed for approval yet. Must be done by end of March. Carol R. will continue to pursue confirmation with Tesssa Silvestro, director. Jason sent her the previous flyer.
- Education videos: Have contacted Casey Kaleba about fight education.
- Working on adding to videos. Not only more directors and producers, but also backstage jobs. Costumes, props, stage managing, special effects, lighting, sound, choreography.
- Current videos are on PTP YouTube channel.

Productions report presented by Tara Waters

- Update that Macbeth was adjudicated by WATCH (Mike G.)
- Required cast/crew forms all signed for Little Shop. Tara & Chris will speak with producer of Beauty and the Beast. Final auditions & callbacks (if required) Saturday, March 19
- Paid Facebook ads. Pushed one with Jaffee/Little Shop. In front of 1,700 eyes. 28,000 views.
- Diversity Council: Review of statement and edits recommended. Objective to involve all of our community with increased awareness and behaviors. Discussion of dramaturge and an individual present at auditions for transparency. Motions were made, but rescinded. Item is tabled for April.

Properties report presented by Chris Magee

- Tentative dates of April 23, 24, 25, 26, Saturday thru Tuesday for prop project. Removal of all items. Clean and purge. Replace. All levels of help are needed. Tara will communicate with Beauty and the Beast to make use of Danin's Showbiz Boutique space for April 23 rehearsal.

Costumes report presented by Janice Sagers

- Focus for the loft is for productions.
- "Guild" is meeting again on March 30 to conclude consideration of organization leadership. Historically, "Guild" was the Costume Committee and the Board of Directors Chair led the group (direct communication with board, meetings and agendas set, minutes, etc.)

Public Affairs report presented by Jason Klonkowski

- Online form for actor feedback/assessment is not yet done. Jason will do so.
- Backstage pass (videos for Macbeth) has two more episodes pending. Five already posted on YouTube

Membership report presented by Carol Charnock

- Members news was published, including edits.
- Renewal membership letter. The envelope needs the information to be revised for mailings by June.

Fundraising information from Ben Simpson (former chair) was presented

- Outback fundraiser. Prior contact no longer available, so he is in progress of connecting with whomever can work with PTP.

History/Library report presented by Kaitlyn Bauer Dieguez

- Tornado Memories Video – Kaitlyn will reach out for resources about PTP and the 2002 tornado. Craig and Carol C will help with the memory lane project.

Facilities report presented by Craig Hower

- AED and key policy. Craig will work with Chris to coordinate.
- Wills Park – Town of La Plata project still slated to be budgeted. Committee needed to consider input for the amphitheater.
- Cleaning service. Mike has not yet pulled and reviewed the Cintas contract. Questions remain about for what they are responsible. Mike will follow up.
- Reggie Rice: The Magic of Laughter, LLC. Reggie has amended terms with request to perform at PTP. New request will split the door. Percentage dependent on whether we help with advertisement for two or three shows. Only available date for PTP is May 8. Board has interest, but not for this season.
- Renovations are on-going.

Old Business

- Strategic Planning. Previously MSAC label will be changed to PTP Strategic Planning. Tara will change the title for future documents. Craig – the committee has to replace a few members, so it is still in progress.
- Procedures (SOP) All are completed except: CDBAC mission statement (Mike), Education (Carol R), electronic PRC update and Producer's Handbook (Tara), History/Library (Kaitlyn), Facilities (Craig)
- Bed Races April 30. PTP is opting out of the event this year.

New Business

- Report of alcohol use in dressing room during Macbeth production. Director, Craig, addressed it when he became aware.
- Handhelds (barcode readers) for ushers. Motion, Chris. Second, Carol C. Purchase of four handhelds, not to exceed \$2,000. Approved unanimously. Jason will facilitate.
- Lighting Bar Craig will contact Tommy and/or Brooks for cost.
- Postcards: Heather Bauer is distributing our show postcards to each check presenter at Lucianna's Steakhouse. Kaitlyn will supply Heather with more cards of our current and upcoming productions. When numbers are available, we'll revisit current standard for how many are ordered.
- Mothers' Day (May 8) for *Importance of Being Earnest*. Half price ticket. Dave Standish is developing the graphics for website. Mike will check for tickets already sold and inform affected patrons.
- Tara and Kaitlyn are heading the play reading committee.
- Jason: Business manager position needs to be filled now that theater is back open. Proposing as paid position. Motion Carol R. Second Chris. Committee to develop the job description and pay. Approved unanimously. Chris and Mike will develop needed items.
- Mike: Received \$4,356/27 this week for MSAC (Maryland State Arts Council) grant partial payment.
- Carol C: The Charles County Arts Alliance Arts Fest 2022 by is June 1, 11:00-5:00. Carol C will ensure PTP members man the table. Mike will submit the \$25 fee/registration.

NEXT MEETING: WEDNESDAY, APRIL 20, 2022 7:00p.m.

Meeting adjourned 9:15

Closed meeting, members, was held 9:20 until 9:56

Carol Russell, Secretary

Facebook: March 26, 2022

Carol R. – Motion to accept dates for Camp Mockabee developed by Tessa Silvestro. Second – Tara Unanimous
Middle School Camp July 25-30, Elementary Camp Aug 1-5, High School Camp Aug 8-13

Minutes approved _____