



**Board of Directors
Minutes
November 9, 2022**

In attendance

Board members: Mike Gahan, Carol Russell, Carol Charnock, Janice Sagers, Craig Hower, Kaitlyn Bauer-Diequez, Stacey Swickert

Carol Russell called to order 7:02.

Secretary: Minutes from October 12, 2022, were presented by Carol Russell. Motion to accept (Mike) Second (Janice). Approved unanimously. Carol R. will send minutes for Jason to post.

Treasurer's report presented by Mike Gahan

- Total current assets - \$280,490.81
- Motion to accept report (Carol R.) Second (Craig) Approved unanimously
- \$12,000 grant from MSAC

Education Report presented by Carol Russell

- January 21 (Saturday) scheduled for Encore auditions. Stage needed.
- Still no producer

Productions report presented for Tara Waters by Carol R.

- MCTFA One Act Festival – PTP is the 2023 host. It is on facilities calendar. Mike will complete the intent to participate. Jason is directing. Is there a title? *Mattress & Take It With You* will find alternative rehearsal space. February 10-11, 2023 Mike will send email with additional details. See below.
- What are the Interview Committee plans and dates?
- Still a need for volunteers: Ushers, set building/painting, lobby, costuming & dressing
- Board Reps for *Hello Dolly*. Tara will be posting sign up on Facebook.

Properties report presented by Stacey Swickert

Costumes report presented by Janice Sagers

- *Dolly* is coming along.
- Assisted the Charles County Historical Society with its need for a display mannequin inquiry.

Public Affairs report presented by Jason Klunkowski

Membership report presented by Carol Charnock

- Still has not had response from Southern Bobby-Q. Carol R. will contact again. If no success, will seek a different caterer for Winter Membership Meeting.

History/Library report presented by Kaitlyn Bauer Diequez

Facilities report presented by Craig Hower

- Keyless entry. Use of finger print or number. Very flexible and easily changed out as productions change. Less expensive if multiples. (\$129.99 for one). Suggested box office, green room, rehearsal hall. Motion (Carol R) and second (Jan) to spend up to \$600 for Craig to purchase. Unanimous approval.
- (Mike) Cintas did annual fire inspection. Firelight replaced at top of costume loft stairs and all extinguishers passed.

Old Business

- Business Manager position. To be determined at December 14 meeting.
- La Plata AME Church has removed its belongings from the building.

New Business

- Charles County Arts Alliance event on November 12. Mike will attend to accept the grant.
- Phoenix International School of the Arts – Gave them four tickets for use in fundraiser.
- Ad Hoc Committee for SOP. Kim Ball will be joining Craig and Carol R. Carol C. will send Carol R. list of all policies approved since 1996. Will be asking committee chairs to begin creating “log” to be updated yearly. Evolving information will be collected as reference when a committee positions change.
- Nomination Committee Deadlines. Carol C. will join Kaitelyn to ensure multiple candidates and timelines are met for member notification, voting, and tabulation for February 18 Winter Membership Meeting. Opening Board seats: Craig, Mike, Jason, Stacey
- La Plata Saturday. November 26. Carol C. and Mike will be available to facilitate for PTP.

NEXT MEETING: WEDNESDAY, DECEMBER 14

Meeting adjourned 8:14

Carol Russell, Secretary

Minutes approved:

MCTFA (Maryland Community Theater Festival Association) One Act Festival additional information via Mike's email:

They are requesting a site visit on January 7th. Jan 14th would be a back-up in case of bad weather.

Craig will add dates to facilities calendar.

When adjudicators meet, we can put something on stage to keep audience involved. Could be a scene from Twelfth Night or Once Upon a Mattress . . . or other.

The proceeds from selling tickets at the door, and the selling of any concessions on site, would go to Port Tobacco Players.

Mike will not be available as point of contact for the festival, itself. Volunteer needed to be point of contact.

The next MCTFA Board Meeting will be December 4th.