



Minutes
Board of Directors
Port Tobacco Players, Inc.
November 2025

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

Absent: Carol Charnock

Guests: Jason Klonkowski, Travis Clarke, Kelsey Clark, Rick Thompson

President: Tara Waters

Call To Order: 6:52pm

Secretary: Tiffany Behning

- Minutes-Motion Ben, Second-Mike, Passed

Treasurer: Mike Gahan

- Business Manager Report
- Motion to keep income from Concessions in-house Motion-Mike G, Second-Kim, Ben opposed, Passed
 - Concessions will continue as is until the end of the run of Joseph
 - Ben will step down from organizing concessions and the management will move to House Management

Education: Stacey Swickert

- Encore Kids Small Business Saturday and Kringle Market
 - Travel show in the New Year
- Encore Adults Performing with Ben and Becky for Kringle Market

Productions: Ben Simpson

- WATCH Report
- Show Report
 - Joseph Open, Doubt in Rehearsals, Bright Star Auditions coming up
 - Interview Committee Selected
 - Becky Kuhn-Chair, Craig Hower, Jing Xi Qin, Isaiah Wilson, Connie Murphy
 - Interview dates are 2nd, 4th, and 9th of December
 - Black Box could have space for us in the fall 2026

Properties: Mike Beyrle Jr.

- Donation of Wheelchair
- Working with Kathy in the Prop Loft
- Update on the Storage Unit inventory coming

Costumes: Carol Charnock

- Two Leaks upstairs
 - Costumes hanging on the rafters of the roof, could be causing the leaks

Public Affairs: Tiffany Behning

- Bright Star Quilt Raffle
- Small Business Saturday
 - Open from 9-12
 - Tickets can be sold
 - Encore will perform at 11am

Membership: Tara Waters

- Membership Meeting date-February 21st 2026 at the Jaycees

- Meet and Greet at 6pm, Dinner at 7pm, Meeting at 8pm, Entertainment Following Meeting
- Nominations for BOD
 - Additional Nominations due 2nd week of December
 - Current Nominations
 - Kyle Rappe
 - Will Derr
 - Jan Sagers

History/Library : Craig Hower

- Kris Kringle Update
 - December 12-14
 - Capability to sell tickets
 - Ghosts of Christmas Photo Opportunity
- Documentary/Release Gala
 - 25 Cast Members
 - \$3000 under budget
 - Gala-Film released here first
- Charles County Historical Colonial Dress at Rich Hill next year
 - Will get some more information

Facilities: Kim Danek

- Calendar is current through Bright Star
- Add membership meeting and Small Business Saturday
- Facilities Committee meeting again and look at fixes to be done

Old Business:

- Crowd Control Certification
- Ticket Prices PUSH
- Fundraising Ideas PUSH
- Lighting Update
 - On Hold pending Funding

New Business:

- Watch Judge Nominees
- Amanda Hastings from Lackey wants to use the Snow Machine
 - Ben Can Help
 - Contract
 - We have Liquid they can use, should be enough
- House Run Concessions
 - Need Someone to Restock and Coverage
 - Reprint Signage
- Cinema Proposal-
 - Increased Revenue
 - \$5 a ticket, \$1 for popcorn and water
 - Cinema Team will head up everything as far as scheduling and coordinating with the current and upcoming productions
 - Reimbursement to Jason then any profits belong to the theatre
 - Options for Member events
 - Issues could be scheduling
 - Report to Facilities and PA as needed.

- Tickets can be sold via Audience View
- Get with Facilities, and Current Productions with a schedule

Next Meeting: Board Meeting: December 11th 2025

Adjourned: 8:38