



**Minutes**  
**Summer Membership Meeting Minutes**  
**Port Tobacco Players, Inc.**  
**August 24, 2024**

Home of Matt & Jan Sagers 11355 Danube Court, La Plata

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Board members in attendance: Jan Sagers, Ben Simpson, Carol Russell, Craig Hower, Carol Charnock, Heather Bauer, Kaitelyn Bauer-Diequez, Mike Beyrle, Stacey Swickert. Absent – Mike Gahan

Meeting was called to order at 2:36p.m. by Ben Simpson, Vice President, Board of Directors

Minutes from the February 17, 2024 Winter Membership Meeting were presented. Motion to accept the minutes as presented (Rick Thompson). Second (Tara Waters). Accepted unanimously.

**Treasurer's Report** (Craig Hower)

Current total bank accounts \$105,115. Total fixed and other assets \$1,734,089 All banking moved to Shore United bank. Improvements made to internal video and surveillance systems, four \$1,000 scholarships paid, rental storage space on Rosewick Road. Receiving \$20,000 from Charles County Charitable Trust for FY25. Camp Mockabee and Wizard of Oz both sold out. Motion to accept report (Rick Thompson). Second (Jan Sagers). Accepted unanimously.

**Education** (Heather Bauer)

Camp Mockabee (Director Tessa Silvestro) and Encore Kids (Director Suzanne Donahue, Assistant Director Katie Sheldon) seasons were successful. This Fall, Kaitelyn Bauer-Diequez will be directing Encore Kids. Auditions will be held the end of September, ages 8 to 13. Classes at PTP to begin soon. Craig Hower offers improv – be looking for registration soon. Other classes will include producers, stage managing, acting 101.

**Properties** (Kaitelyn Bauer-Diequez) Storage unit for large set pieces is being loaded with inventoried items.

**Costumes** (Jan Sagers) PTP costumes continue to be the best and featured in shows to whom we loan. We continue with lots of loans. Had a busy, great year.

**Public Affairs** (Stacey Swickert )

Rachel, Cassie, and Jason continue their constant work with our social media. A google form is up and running for requests of PA. Reminder these must be submitted at least six weeks ahead of needed postings. Coming up for PA is Scarecrow Festival (Madeleine) and need volunteers for shifts at CC Fair.

**Membership** (Carol Russell)

Transition to Little Green Light database for membership that will grow to include donations, volunteerism, participation, and more. Thanks to the Board of Directors for support and Jason Klunkowski who provided the tech research and set up. Input or suggestions for membership, can contact through [membership@ptplayers.com](mailto:membership@ptplayers.com).

**History/Library** (Craig Hower) 75 years of history. Many tasks in motion, including Memory Lane.

**Facilities** (Mike Beyrle) Parking lot soon to be surfaced and parking lines painted. Thank you to Scott Hanson and Chris Magee for cleaning up and organizing the shop area.

**Productions** (Ben Simpson) Wonderful season ending with 9-5, Raisin in the Sun, and The Wizard of Oz. Wizard featured fourteen shows, most of which were sold out. Young Frankenstein is in production and opens in October. The Trial of Ebenezer Scrooge has held auditions. Chicken and Biscuits auditions to be posted soon. Short list for 25-26 season will be presented at end of this meeting.

**Old Business** – none

## New Business

- (Ben Simpson) Appreciation for assistance with this event. Isabelle Balakrit, Scott Hanson, Rick and Frank Wathen, Paul Morris, Rick Thompson, and Kelly Phipps. Thanks and gifts for our hosts, Jan and Matt Sagers.
- (Ben Simpson) Board of Directors now meet in the Carrico Building, thanks to the Chamber of Commerce. Every second Thursday, 7:00.
- (Ben Simpson) 2025-2026 Short list presented. Director/Producer application information will be on the website soon. Applications due by October 31, 11:59p.m., 2024
- (Rick Thompson) MCTFA Maryland Community Theater Festival Association. January 9-12, 2025, Writer's Center, Bethesda. Regional will be April at Chesapeake College.
- (Suzanne Donahue) Alice in Wonderland this and next weekend at Hard Bargain Players
- (Chris Zabriskie - fundraising) Congratulations to new production, the Taylor Swift Karaoke night, earning at least \$1,000. Tracey Labrie suggested the fundraising event and did the work to make it happen.
- (Tara Waters) – Question about the Nominating Committee. Ben Simpson explained committee requirements to identify and qualify nominees and count ballots. Kathy Mead, Kaitelyn Bauer-Diequez, and Tessa Silvestro were nominated and they accepted to serve on committee. Four board members terms end in February 2025: Kaitelyn Bauer-Diequez, Carol Russell, Jan Sagers, and Heather Bauer. (CORRECTION NOTE: Heather Bauer's term ends in February 2026)
- Ben Simpson orally presented the short list that was also available in print.

Meeting was adjourned at 3:08p.m.

Respectfully submitted,

Carol Russell, Secretary Port Tobacco Players

Reviewed by Board of Directors September 12, 2024

Approved: Winter Membership Meeting February 16, 2025