



**Minutes**  
**Board of Director Meeting**  
**Port Tobacco Players, Inc.**  
**August 11, 2021**

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Meeting was called to order at 7:08 PM by President Chris Magee. Board Members in attendance – Kaitelyn Bauer-Diequez, Carol Charnock, Jason Klunkowski, Chris Magee, Ben Simpson, JaNeene Sanders and Mike Gahan. Absent members – Stacey Swickert and Tara Waters. Guests – Kim Ball.

**Minutes** (Carol Charnock) Minutes omitted the notes about Costume committee. Carol will re-do the minutes, send them out to the board for them to approved once they are amended.

**Treasurer's Report** (Mike Gahan) We have over \$280,000 in our bank accounts. We received over \$40,000 in dividends for the 2020-2021 Fiscal Year! It's been a momentous year financially. We have received \$7,000 (partial payment) of our grant from MSAC; \$20,000 from the Charles County Charitable Trust; \$132,000 from the SBA for the Shuttered Venue grant; \$9,000 refund from the fees paid for "Hello,Dolly". We made about \$15,000 from Camp Mockabee and are currently working on a grant from the National Endowment for the Arts. The grant for the Shuttered Venues must be used within a year for improvements/repairs to the facility (rather than production expenses). We are going to use it for general maintenance and repairs -such as the green room door, the roof leak, Props loft, etc.

Motion made to accept the treasurer's report by Ben and seconded by Carol. Motion passed unanimously.

**Productions** (Tara Waters) Tara was not present, but the following was presented by various members of the board:

"All Together Now!" is a variety show being offered by Music Theater International (MTI) to community theaters for no fees. It will be presented between November 11 and 14, 2021. Directed by Ben Simpson, Produced by Kathy Mead and Music Directed by Will Derr. Show times will be:

IDR – November 11, 2021 at 7:30

Show – November 12, 2021 at 8:00

Shows – November 13, 2021 at 3:00 and 8:00

Show – November 14 at 3:00

All tickets will be \$15. This is not part of our regular season, so will not be a part of the season ticket package.

Christmas show will be "Tiny Tim's Christmas Carol" by Ken Ludwig. It is a short show (40 minutes) and has a cast of 8 people. It will be directed by Becky Kuhn. We are going to do multiple shows (since it's so short) and will charge \$10/\$8 for tickets. Motion to accept this into the season was made by Kaitelyn and seconded by Carol. Motion passed unanimously.

**WATCH** – nothing much to report. There is a new president of the organization, and they are still planning to start judging shows in January.

**Props** (JaNeene Sanders) – nothing to report.

**Costumes** (Ben Simpson) Dryer vent hose needs to be reconnected. New donations have been received but haven't been looked at yet. Carol spoke to Mike O'Shields about the "fixes" in the costume loft. He is willing to take on those tasks.

**Public Affairs** (Jason Klunkowski) Lobby photos (cast pictures) will be ready by the fair. Standard program format has been completed and sent to Heather Bauer to be used for 12 Angry Jurors. Format will be included in future Producer/Director Handbooks. Cross County advertising will be done by the PA committee and will be included in each program as info is available. Jason suggested a change to the current dispersal of Odeum and ENews. He recommends that future editions of the Odeum should be sent to all interested parties and the ENews should be limited to members only and include more "member specific" information. The Odeum is mailed by bulk mail, and we need to have at least 200 copies mailed to qualify for the bulk rate.

As previously discussed, PTP will no longer allow tickets to be reserved without being paid for in advance. We will allow tickets to be picked up at a will call area, but they must be prepaid.

Jason would like to have rehearsal photos sent to him so we can include them in Odeum's and ENews.

Discussion of Maryland Theater Guide reviewers led to the decision that if they wish to attend a live performance, they must pay for their tickets.

Jason has set up a signup sheet on Facebook for working the fair. Please help out!!

Charles County Arts Alliance is setting up for ArtsFest on October 16<sup>th</sup> 2021. Discussion was held as to whether or not to pay for a space. It was decided PTP would get a space next to the Choral Society area and Choral Society will help cover the PTP booth as well.

**Membership** (Carol Charnock) Membership letters were sent out along with a notice of the picnic. We will be updating new memberships as they come in.

Carol brought up the issue of qualifications for Board membership for the upcoming elections in 2022. The by-laws currently state that you must have been an active member of PTP for the last 2 consecutive years. That would be the 2019-2020 year and the 2020-2021 year, and also be a current active member. The other requirement is that you must have been involved in at least 2 productions, at least 1 of which must be other than an actor and/or actively served on a standing committee. Due to COVID shut down of the productions, this limits those members who could be eligible to run for the board. It is being proposed that due to the extenuating circumstance of COVID, the qualification FOR THIS ELECTION ONLY, be altered to allow for those who have been involved with PTP as performer, backstage or committee member since March of 2018, which is 2 years prior to our shut down. This proposal will be presented to the membership at the summer membership meeting for a vote.

**Fundraising** (Ben Simpson) – nothing to report

**History/Library** (Kaitelyn Bauer-Diequez) Kaitelyn will be checking with Chris and Craig regarding the history project and the trip down memory lane.

**Facilities** (Chris Magee) Roofer is being contacted to try and find out where the last few leaks are coming from. Chris will be hiring someone to come in to do the floors in the lobby area. Mike Gahan will reach out to other door companies to find someone to replace the green room door. Mike is looking into the Smart Thermostats.

Old Business – Strategic Planning Committee will meet tomorrow (August 12) so nothing to report at this meeting.

Facility cleaning will fall under the repairs/maintenance for the Shuttered Venue Grant. We are still trying to get quotes for cleaning the theater.

We need to get a post out on Facebook to call for house managers. Kim Ball will coordinate the volunteers.

Open Mic Night – it was agreed that our ASCAP license should cover anything that might be performed at an open mic night.

New Business – PTP Policies-Carol didn't have copies to review, so we will consider them at the next meeting.

LaPlata Scarecrow Contest – Mike got an application for the scarecrow competition. The Board agreed to do it again and David Standish was contacted to see if he would be interested. He has agreed.

Mike made a motion regarding the concerns raised at the last meeting about the incident at the Blue Crabs. His motion states:

That a Standard Operating Procedure be developed to include the following expectations when invoking the oversight committee clause in the by-laws for incidences going forward:

- 1) Promptly involve the Executive Committee
- 2) The Execution Committee will decide if an independent investigation is needed
- 3) Ensure the Executive Committee agrees on any communication, words and means
- 4) Communicate in the following order of priority
  - a. Face to face
  - b. Telephone
  - c. Written letter(s)
  - d. Email
  - e. Social media – as a very last choice.

Mike's motion was seconded by Jason and unanimously approved. This will become part of the SOP's for the theater.

Next Meeting will be on September 1, 2021.

Meeting adjourned at 9:15.

Respectfully submitted,

Carol Charnock, Secretary