



**Minutes**  
**Board of Directors Meeting**  
**Port Tobacco Players, Inc.**  
**January 4, 2024**

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Meeting was called to order at 7:03pm by President Tara Waters. Board members present - Tara Waters, Carol Russell, Craig Hower, Carol Charnock, Kaitelyn Bauer-Diequez, Heather Bauer, Jan Sagers, Mike Beyrle and Becky Kuhn.

**Minutes** (Carol Charnock) Minutes were accepted as presented. Motion made by Carol C. and seconded by Heather. Unanimously approved. Minutes from November indicated that Chris Zabriskie made a motion regarding sponsorships. This motion should have been made by a board member. Motion was reviewed and re-presented by Carol C. and seconded by Craig Hower. November minutes were amended to also reflect this correction.

**Treasurer's Report and Business Managers report** (Craig Hower) Total current Assets - \$245,051.81 We have 10 months of emergency funds.

Painting and Stucco repair is completed.

Pitney Bowes contract has been cancelled.

Big HVAC unit had stopped working. Tri-County was called multiple times and finally was able to fix all the issues.

We have a Zoom account which we pay for monthly. It was discussed that it may no longer be needed. Craig will talk to Mike Gahan and see if we still need it.

Treasurer's report was accepted as presented. Motion made by Carol R. and seconded by Carol C. Motion passed unanimously.

**Education** (Heather Bauer) Discussion about payment for teachers for the new classes. It was suggested that they should be paid \$75/day for the class. Motion made by Heather Bauer and seconded by Carol C. Motion passed unanimously. It was also brought up that it would be up to each teacher to determine the number of participants for their classes. Cost to participate will depend on the class and supplies needed, but that PTP membership should receive a discount with non-members paying full price. Also, perhaps a "multiple class" discount.

**Productions** (Becky Kuhn) Wait Until Dark is in rehearsal and going well. 9-5 is also in rehearsal and moving along.

Raisin In the Sun has auditions the end of January. Shemika Renee will be the costumer and Make up person for the show.

9-5 Budget was presented. Carol C. asked to please have budgets submitted to the board prior to the board meeting so board can have time to review and prepare questions. Line item on the budget for meals for the cast on rehearsal days. It was once again mentioned that meals are a theater expense, not a show expense. Motion made by Becky to approve the budget as amended and seconded by Kaitelyn. Motion passed unanimously.

We are going to need projectors for future shows. We have one, but it may not be sufficient for upcoming projects. We need to research what's available, do we need new scrims/screens?

Contract for Shemika's 1 woman show needs to be finalized and signed.

**Props** (Tara Waters) Props loaned to St. Charles High School have been returned. Nothing else to report.

**Costumes** (Janice Sagers) Everything is going well. Nothing new to report.

**Public Affairs** (Carol Russell) All is current. Nothing new to report.

**Membership** (Carol Charnock) Need to advertise the membership meeting. Carol C. will reach out to Mike to set up payment on AudienceView.

**History/Library** (Kaitelyn Bauer-Diequez) Nothing new to report.

**Facilities** (Mike Beyrle) Mike B. is checking with a company to paint parking lines out front and on back side of the theater.

Carol R. presented a proposal for completing the repairs and updates in the lobby. We will review the proposal and be ready to discuss at February meeting.

**Old Business** Ballots and by-law change were sent out the end of December.

**New Business** Mike Gahan has made suggestions about the best way for customers to purchase Gift Cards and Gift Flex tickets. He would also like to do away with season passes and only use flex tickets. It was agreed that his suggestions would be good to use going forward.

We would like to set up a timeline of tasks to be able to ensure that all duties are done in a timely manner and don't fall through the cracks. Tara would like these by the next meeting so she can put a draft timeline together.

Chris Z. has set up a zoom meeting for the fundraising committee on January 7, 2024 at 7pm.

It was suggested that we put motion sensors in the bathrooms in front of house for the lights. The lights aren't always checked to be sure they get turned off.

There was one by-law presented to the committee that was rejected because it is a current policy.

Next meeting will be February 7, 2024 at 7pm in the lobby.

Meeting was adjourned at 8:20pm.

Respectfully submitted,

Carol Charnock, Secretary  
Port Tobacco Players.