



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
October 12, 2023

Meeting was called to order at 7:05 by President Tara Waters. Board members present - Tara Waters, Carol Russell, Craig Hower, Carol Charnock, Kaitelyn Bauer-Diequez, Heather Bauer, Jan Sagers and Becky Kuhn. Absent was Mike Beyrle. Chris Zabriskie was also in attendance.

Minutes (Carol Charnock) Minutes were accepted as presented. Motion made by Carol R. and seconded by Jan. Unanimously approved.

Treasurer's Report (Craig Hower) Total current Assets - \$299,382.05.

Community Bank is now Shore United.

We have applied for the Charles County Arts Alliance grant (\$9,000)

Mike has looked at the expenditure for using the Pitney Bowes Postal machine. He determined that it was not cost effective to continue to use the machine – Stamps are cheaper. It was decided to not renew the contract and return the machine.

Had an issue with the fire monitoring system. Adcock (ATS) was not useful/responsive in fixing the issues. We have cancelled their service and taken on CINTAS to handle it in the future. CINTAS found that there were some issues related to the fire system and Mike G. has made arrangements to have them corrected.

Info from Chris Zabriskie – Chris has volunteered to head the Fundraising Committee and presented the board with a proposed job description. Tara, Becky and Heather have offered to serve on the committee. Chris would like to raise the sponsorship categories. He will put together some ideas for the board to review.

Education (Heather Bauer) Encore Kids auditions were held and there were 6 kids accepted. Heather Bauer is the Producer and Katie Sheldon is Asst. Director. Suzanne asked about a contract since she receives a stipend for being Director.

Weapons class has been delayed because of the instructor's conflicts.

Productions (Becky Kuhn)

Death of a Salesman was well received. Kathy will work on a post mortem questionnaire and present findings when data is compiled.

75th Anniversary Show is in rehearsals. They are looking into the possibility of 75th Anniversary T-Shirts for purchase by general public and members.

Wait Until Dark is moving forward.

Rights for the correct version of Wizard of Oz have been received.

The old Coke Machine in the lobby will be purchased and removed by Becky Kuhn's father.

Small Business Saturday – the cast from the 75th Anniversary Show will be performing at 1pm

Craig will let Mike G. know that we are interested in participating in the Small Business Saturday event and will have the theater open for people.

Suggestion was made to purchase a "drum shield" to help mute the sound from the percussion during performances. Craig made a motion to buy the shield and seconded by Tara Waters. Motion passed unanimously.

Props (Tara Waters) Kathy Mead would like to lend the fake piano to McDonough HS.

Costumes (Janice Sagers) Death of a Salesman costumes have been washed and put away.

Costumes for 75th Anniversary show are being worked on.

Wait Until Dark is looking for a costumer. Lisa Magee has offered to help if no one else steps forward.

Public Affairs (Carol Russell) Cassie Morris has put up the Scarecrow (looks great!). Carol R. and Jan will help with the candy for trunk or treat.

Photos are pulled out and need to be identified. This will be done in conjunction with the “memory lane” project.

Membership (Carol Charnock) Becky just sent the camp attendees list to Carol C. for update.

Carol C. will check with American Legion about using the hall on either February 10 or 17, 2024. Once the date is set, we will look into caterers and DJ.

Heather and Becky will help Carol with the decorating.

History/Library (Kaitelyn Bauer-Dieiguez) The library area has been cleared out of all non-script material.

Facilities (Craig Hower) The project to re-stucco and paint the outside of the theater is going to cost more than originally estimated. We went out again to get new bids and Freshcoat had the best offer. Craig made a motion to accept the bid by Freshcoat and the motion was seconded by Tara. Motion passed unanimously.

Old Business

By-Laws committee met and has 2 by-laws to review – one is regarding membership dues for those participating in the summer show and the other is regarding priorities of shows.

The “Tornado Show” is still being worked on. Rough book will be out next year and then we will need to come up with a script, based on the book. Craig will be working on the script. Performance of the show is tentative for the 2026-2027 season.

New Business

Carol R. would like a list of Benefactors for the last year to be able to post in the lobby. Carol C. will provide.

The Girl Scouts would like to present a plaque to PTP to thank them for their help. Tara will speak to them.

There’s been a problem with people propping open the doors with the coded locks. Carol suggested that we put in an intercom system of some kind to alert people when someone is at the door. We will advise Mike G. to look into it.

As of this meeting we have 4 people interested in running for the board – Rachel Wallace, Mike Gahan, Stacey Swickert and Carol Charnock.

There was a discussion about missed meetings. Carol will look into it and advise.

Next meeting will be November 9, 2023 at 5:30

Meeting was adjourned at 9:00pm.

Respectfully submitted,

Carol Charnock, Secretary
Port Tobacco Players.