



**Minutes**  
**Board of Director Meeting**  
**Port Tobacco Players, Inc.**  
**October 20, 2021**

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Prior to this meeting, we received a letter of resignation from JaNeene Sanders. She didn't feel she could fulfil her obligations because of other responsibilities. The Board agreed to reach out to Craig Hower to fill the vacant position and he agreed. He was voted in unanimously.

Also prior to this meeting, the board sent emails to all paid members in attendance at the summer board meeting to elect members to the nominating committee. Kim Ball decided she did not want to serve on the committee, so Carol reached out to Kyle Bailey to serve and he agreed. Members from the summer meeting were asked to approve Kyle Bailey and Kathy Mead to be the nomination committee members. We received a majority vote to approve their participation.

Meeting was called to order at 7:00 PM by President Chris Magee. Board Members in attendance – Kaitelyn Bauer-Dieiguez, Carol Charnock, Jason Klonkowski, Chris Magee, Ben Simpson, Craig Hower, Mike Gahan, Tara Waters, and Carol Russell.

**Minutes** (Carol Charnock) Minutes were accepted as presented. Motion made by Ben and seconded by Jason. Unanimously approved.

**Treasurer's Report** (Mike Gahan) We have \$290,000 in our bank accounts. Almost \$82,000 in the scholarship fund. We have installed an additional 10 bricks. The line item for House Sound is a payment to Qlab for sound effects. There is a line item for Property Tax. Although we are a tax-exempt organization, we are not exempt from paying property taxes. Carol made a suggestion that we should look into rolling this expense into our Xerox payment. Mike will check onto this (**Action Item**) New Equipment includes the new Green Room Door. Motion to accept the treasurer's report was made by Ben and seconded by Tara. Unanimously approved.

**Education** (Carol Russell) Carol R. is waiting to get info on past events and to see what had been planned for the future. Jason will pass on info about In the Director's Chair and Craig will reach out to Stacey Swickert to get any info she has to relate. Ben suggested Carol R. use him and Tessa as additional resources. Carol R. says since she is on a short term, she will be documenting everything to make it easier for someone to follow up in the future.

**Productions** (Tara Waters) 12 Angry Jurors closed and was a great show! Tara will set up a sign up poll for Board attendance for ATN. (**Action Item**) We also need to get the pianos tuned. Mike will look into getting that done (**Action Item**). Ben and Tara are in the show, so can't help out front. Tiny Tim's Christmas Carol budget – there was a question about whether the spotlights they are buying are an expense to the show or a general expense since they will be used in future shows. It was determined that they were an expense to the show. Budget was approved virtually. They would like to do a school show if it can be arranged. Due to our vaccination policy for audience members, students 13 and over who attend must be vaccinated. Budget for Macbeth needs to be presented (hopefully at the next meeting). Need to remember to include \$800 for a dumpster for strike. The Diversity Council hasn't met again, so nothing to report there.

We need to do a push for house managers and ushers, especially for the Christmas Show. It was suggested that there be a more formal orientation session for House Managers. It might encourage more participation (**Action Items**).

Need to push the notice for directors for the upcoming season (**Action Item**).

**Properties** (Craig Hower) – nothing to report

**Costumes** (Ben Simpson) Returns have come back from McDonough, Twin Beach and Leonardtown. Loan went out to Leonardtown. Requested fixes have been done in the loft – thank you Mike O’Shields.

**Public Affairs** (Jason Klunkowski) Computers are waiting on the WiFi Extenders (Comcast?) in order to have connect all the computers (**Action Items**). Jason has been ordering a power source for the computer in the light booth, but they keep sending the wrong one. He will keep trying. All things from the Fair and cancelled ArtsFest (Tent, chairs, posters, etc.) are currently stored under the steps in the rehearsal hall.

Jason has decided to maintain on 8 years worth of posters and to dismantle the older ones to digitize the photos. We need to work on going through the older photos of shows and get them all scanned as well. Photos from each show are the responsibility of the show. We no longer have a company photographer to ensure pictures are taken during rehearsals or on press nights. There are several people in the theater who can do this. Producers can reach out to Public Affairs Chair for resources.

We used to do debriefs of shows after they close to find out what things work and what things need improvement. Mike and Heather will work on getting comments together (**Action Item**)

**Membership** (Carol Charnock) Membership info is up to date. Need to get notice out to members about running for the open 5 positions on the board for next year. Those board members who are either going off the board or for re-election are Ben Simpson, Craig Hower, Carol Russell, Chris Magee and Kaitelyn Bauer Dieguez. Tara will need find out which members wish to run (**Action Item**). Nominations for the election will close on December 10, 2021.

Carol C. asked about the winter membership meeting. It was decided to do an in person event on February 12, 2022 (February 13 or 19 as back up days) if we can get the American Legion Hall. She will contact the hall and reach out to Apple Spice Junction about catering the event (**Action Item**). Will need to confirm with Little Shop of Horrors on whether they can perform that evening. Carol C. does NOT plan parties and asked for help. Kate Zabriskie’s name was mentioned as a possible planner and Carlton Silvestro to handle the DJ position or put us in touch with possible DJ’s.

**Fundraising** (Ben Simpson) ATN is going well and should bring in great crowds. Ben said his contact at Outback is back and he will check into setting up a fundraiser with them. Discussion was held about doing an ad in FaceBook for ATN. Jason will look into it and move forward if feasible.

**History/Library** (Kaitelyn Bauer Dieguez) Need to work on scanning old photos. There was a discussion about moving the historical information (photo albums in particular) to the new office.

**Facilities** (Chris Magee) Initial inspection is done and we passed! We will have the floor in the lobbies leveled and installation done the end of the month. We are receiving a discounted rate from the installers. The lobby will be closed off during the process. No one should be coming in or out of the front doors unless they are going to the office, and then they should only use the “new” door and NOT walk on the floors in the lobbies. Roof Leak in the shop area is fixed. The roofer looked at the high tower and determined there was wind damage. We received an insurance check that covered the repairs of the leaks in the audience area.

Re-opening plans – we will hold our grand re-opening on November 11 before the IDR for All Together Now. Chris presented a list of dignitaries to invite. The Board added a few names (like the County Commissioners).

There is a painting day planned for October 24 from 9am until everyone drops. There will be more work days once the floor is installed. Smart Thermostats are installed everywhere but the new lobbies. The HVAC units in that area require a different type of thermostats. Mike is looking into obtaining them and arranging to have them installed.

### **Old Business**

Chris would like to have all the SOP's done before the winter elections.

Mission Statement from the Strategic Planning Committee was discussed, and suggestions were made:

- Instead of "puts", change to "places"
- Add a transitional statement between the statement and the values
- Add Oxford commas

Kaitelyn agreed to review the document and add the requested changes (**Action Item**). We will then present it back to the committee for their comments.

Arts District – MSAC will be doing a walkthrough of the town to do an assessment of the possibility of having an Arts District designation. This walkthrough will be held on November 19, 2021.

### **New Business**

Carol C. had a service dog trainer come by the Fair booth. It was discussed that she wanted to be able to train dogs how to behave in a theater setting. Carol C. suggested that the trainer be allowed to try it out on the IDR for TTCC, since it's a short show. Discussion was held about putting it out that we welcome service animals, but there may be issues with determining what services animals might be able to handle the situation. It was determined to try it out with the one dog at IDR for TTCC and make determinations from there. Carol will contact the trainer.

There was a discussion about religious exemptions for vaccinations and it was decided that regardless, the individual would need to show proof of a negative COVID test to attend a performance.

Trunk or Treat at the Fairgrounds was brought up and Carol R. said she would "donate" her car for the event. PTP will provide the candy for the day.

Next meeting will be held on November 17, 2021 in the rehearsal hall at PTP at 7PM.

Motion was made by Carol to adjourn the meeting and seconded by Tara. Meeting adjourned at 9:12PM.

Respectfully submitted,

Carol Charnock, Secretary  
Port Tobacco Players