



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

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Meeting was called to order at 5:39 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. Chris Zabriskie and Harryette Hower were also in attendance.

**Minutes** (Carol Charnock) Minutes were accepted as amended. Motion made by Craig and seconded by Carol R.. Unanimously approved.

**Treasurer's Report** (Craig Hower) Total current Assets - \$256,533.99. We have 10.5 months of emergency funds.

Painting and Stucco repair is in progress.

Feminine Products dispenser was discussed – Mike G. will be informed.

There was a brief discussion about the postcards for the shows and whether they are needed. Perhaps not order as many. No final decision was made.

We needed to replace the water cooler in the rehearsal hall – it was leaking.

Chris Zabriskie discussed his ideas regarding sponsorships. He proposed 2 new levels. Marquee Level would be \$5,000 and above. They will receive an additional benefit of a free full page ad in the program. The Premier Level would receive the add and a chance to host a reception prior to the performance of selected shows (small cast, non- musicals). Motion to approve changes made by Chris Z and seconded by Carol C. Motion passed unanimously. Chris asked what the going rates were for ads. We need to reach out to the public affairs committee and Mike G. for verification. We will also need to reach out to Jason to update the website.

Harryette Hower asked to speak about the Scholarship Fund. It was originally named “Lillian Medas Memorial Scholarship Fund”. Funds were raised specifically for a memorial to Lil. It was requested that the name be returned to what it originally was. Craig made the motion, seconded by Jan. Motion passed unanimously.

**Education** (Heather Bauer) Heather has set up proposed classes. One will be on the use of small weapons (December), one on Auditioning Techniques (February), one on Stage Management and one on Producing (to be scheduled). She is also working on classes for children and one on lighting. Encore Kids auditioned and there are 7 members.

**Productions** (Becky Kuhn) Wait Until Dark Budget was presented and there were several questions regarding some of the line items. Approval was postponed until Becky can get some answers. We will meet by Zoom on November 15 at 6pm to discuss again with answers and changes. Directors interview committee has been formed and Becky will start scheduling interviews for December.

**Props** (Tara Waters) Nothing to report

**Costumes** (Janice Sagers) The Magees' will handle costuming for Wait Until Dark.

**Public Affairs** (Carol Russell) We will participate in Small Business Saturday. Ticket area of the lobby will be open for sales and questions. Reminder about Giving Tuesday.

**Membership** (Carol Charnock) Winter Membership Meeting is scheduled for February 17, 2024. Carol C. still needs to meet with the JayCees catering group to set up meal and services. More details in December.

**History/Library** (Kaitelyn Bauer-Diequez) History of PTP book has been digitized. Next will be the programs. Lobby and front window will be decorated in "winter wonderland" theme for December.

**Facilities** (Mike Beyrle) Mike B. will look into AED training for us. Also, he will get an idea about when we can/will paint lines on the back parking spaces.

**Old Business** The Pitney Bowes Stamp machine in the office is not cost effective. We need to cancel the contract and return the machine. Motion made by Craig to cancel and return, seconded by Becky. Motion passed unanimously. Ballots will be put together by the nominating committee. Persons running are Carol Charnock, Mike Gahan, Ben Simpson and Stacey Swickert.

**New Business** We have had a couple of requests to rent the facility. They will be told that we are not renting space at this time.

Next meeting will be December 7, 2023 at 7:00.

Meeting was adjourned at 7:20pm

Respectfully submitted,

Carol Charnock, Secretary  
Port Tobacco Players.