



Minutes
Board of Director Meeting
Port Tobacco Players, Inc.
November 17, 2021

Meeting was called to order at 7:00 PM by President Chris Magee. Board Members in attendance – Kaitelyn Bauer-Diequez, Carol Charnock, Jason Klonkowski, Chris Magee, Ben Simpson, Craig Hower, Mike Gahan, Tara Waters, and Carol Russell. Guests – Kim Ball, Andi Evans, her assistant Morgan and Forte (the Mastiff)

Minutes (Carol Charnock) Minutes were accepted as presented. Motion made by Carol R. and seconded by Craig. Unanimously approved. Jason was asked to post the minutes to the website. **(Action Item – Jason Klonkowski)**

Andi Evans came to talk to the board about service animals as a follow up from our previous meeting. There are 3 categories of “service” animals. A Service animal is only for the handler and must be under the lead of the handler, a Therapy animal is used in multiple person settings, and a Emotional Support Animal is for the comfort of an owner. It is acceptable to ask someone entering a facility if the animal is a service animal and what task the animal performs. You cannot ask what the handicap is. The handler of any animal permitted into the facility whose animal becomes disruptive can be asked to leave. It would be acceptable to put a sign up that says, “No Pets Allowed – Service Animals Welcome”. Ideally, anyone wanting to attend a performance with a service animal will call ahead and let us know that they need special accommodations.

Treasurer’s Report (Mike Gahan) We currently have over \$297,000 in our bank accounts and \$81,000 in the scholarship account. Motion made to accept the treasurer’s report as presented by Ben and seconded by Tara. Unanimously approved.

Fundraising (Ben Simpson, Tara Waters, Heather Bauer) Heather would like us to host a fundraiser of “photos with Santa”. We can put up a backdrop in the lobby and get volunteers for Santa, Mrs. Santa and elves. We can set up a bench in front of Santa’s chair to avoid direct contact. People would pay a set fee and use their own cameras/phones to take the pictures. The Committee will work out details (dates, times). **(Action Item – Ben Simpson, Tara Waters)**

A motion was made to make Chris and Lisa Magee lifetime members as a thank you for all the work they put into the theater during the renovations. Motion made by **(Not sure who made the motion!)** and seconded by Tara. Motion passed by majority vote (7 yea, 2 abstain)

Education (Carol Russell) Carol has had a lot of “hub-bub” in her life and will begin moving forward getting a handle on the Education needs. She will be meeting with Christy Orthner and Suzanne Donohue about Encore Kids and will also meet with Tessa and Ben about projects that had been in the works prior to and during the pandemic. **(Action Item – Carol Russell)**

WATCH (Mike Gahan) – WATCH will begin adjudications again with January shows. Dues for WATCH will be carried over from the last payment.

Productions (Tara Waters) CDBAC is still interested in putting on a one woman show.

There was a discussion about the Cultural Diversity, Belonging and Accountability Council and where it's going. They initially had some requests – that they be allowed to be a direct presence on the board, that the board ensure that one show from each season is BIPOC (Black, Indigenous or Person of Color) related, and they wanted to put on a cabaret. There has been no follow-up from the CDBAC regarding going forward on these issues. We need a mission statement from the Council so we can determine what the focus is for the group. **(Action Item – Tara Waters)**

We need to set up Board Reps for Tiny Tim's Christmas Carol. **(Action Item – Tara Waters)** We also need a house manager for opening weekend – Kim Ball will not be available.

ATN! Closed and was well attended and enjoyed by all. Tiny Tim is in Tech, Macbeth has finished it' "classroom" sessions (which went very well!) and is beginning blocking. Auditions for Little Shop will be held on December 4,6 &7, 2021 with call backs on December 11 if needed.

Interview committee will begin interviews – committee consists of Tara Waters, Becky Kuhn, JaNeene Sanders, Kyle Rappe and Anthony Dieguez. They will be revising the "administrative" forms and hope to have them submitted to the committee prior to the director's interview. This should save time on the process.

The Budget for Macbeth was presented by producer Carol Charnock and after discussion, a motion was made by Mike to accept it as presented and seconded by Tara. It was unanimously approved. Carol was advised to closely monitor expenditures.

Nominating Committee – will be reaching out to members to find people interested in running for the board. **(Action Item – Tara Waters)**

Regarding the Minor Protection, Sexual Harassment and Confidentiality forms, it was overlooked that the cast and crew of ATN did not receive the forms to sign. Tara has agreed to help Chris Magee in the future to ensure that we don't overlook shows.

Properties (Craig Hower) Nothing to report

Costumes (Ben Simpson) A Google calendar has been set up for the costume loft. And Jason has set up a form for people to donate costumes to PTP.

Public Affairs (Jason Klunkowski) Jason set up paid ads for PTP on Facebook. The ad for 12 Angry Jurors reached over 3,300 people and the one for ATN reached over 9,000. It ran for 5 days prior to the opening. We will continue to do the ads. We can add "tags" to target the audience receiving the notices.

Jason will be working on reorganizing the website to try and make it more user friendly.

Membership (Carol Charnock) Carol suggested a consolidation of the Policies regarding providing proof of vaccination for all PTP events. After discussion, the following policy was presented for vote:

All persons working on a function at PTP (cast and crew as defined in the by-laws) who are eligible to be vaccinated must provide proof of vaccination from the COVID virus to the appropriate/designated person as soon as possible after becoming involved in said function. Functions include all on stage shows, Camps, Encore (adult and kids), participation on the Board of Directors, any committee subcommittee and any in person meetings, whether held on the premises or at an outside venue. This

policy also applies to audience members attending performances and guests at in person meetings. Any audience member NOT vaccinated must provide proof of a negative PCR COVID test performed no more than 72 hours prior to the performance before they will be permitted in the theater. (This policy supersedes previous policies regarding vaccinations.)

Craig made a motion to accept the new policy as amended and Tara seconded. Policy was approved by a vote of 7-1.

Carol has reached out to 3 caterers for our winter membership meeting – Apple Spice, Rucci’s and Rita B’s. Heather Bauer suggested we reach out to Gallazios. She offered to speak to the owners and get information. It was also suggested that Carol reach out to Kate Zabriskie to do decorating of the hall for the meeting.

There had been some confusion about the ages for lifetime membership and it’s not listed currently on the membership envelope. After discussion, we determine that the membership envelope will be revised prior to the next membership drive and not now.

History/Library (Kaitelyn Bauer Dieguez) All the scripts from the play reading process have been returned. Kaitelyn looked through the library and found that the alphabetizing needed to be re-done. **(Action Item – Kaitelyn Bauer Dieguez)**

There are currently a lot of old pictures in the library that we would like to move upstairs into the old office space, but until we can be sure the area is climate controlled. We don’t want to damage the photos.

Facilities (Chris Magee) Downstairs is about 90% complete. Still need to work on the door into the new lobby. We hope to get the final inspection done before Thanksgiving. The eaves of the towers are full of bees and wasps. We need to get an exterminator in to get them out. Mike Gahan will look into getting someone to handle this. AED will be moving forward soon and we will establish a new key policy once we get the new door finished.

Old Business – the new policy on Vaccinations is listed above under membership. Strategic Planning mission statement is on hold. On November 19, the MSAC is coming to La Plata to tour the area as part of the process to make us an Arts District. The town council, Economic Development and county Commissioners have been invited to join the tour.

New Business – Small Business Saturday will be held on November 27 from 10am to 5 pm. We have a show at 5pm that evening, but we can probably stay open if anyone wants to come in to get their “passport” stamped, we just won’t be able to give tours. David Standish and Keith Linville have given tours in the past and they will be asked if they can help out on the 29th. We will try to have someone on hand to sell tickets, if needed. Mike can work the morning and Carol will come around front after Macbeth rehearsal.

The Shuttered Venue grant has been received and we need to put together “wish lists” as to what to spend it on. Mike Gahan will put together a list of what types of expenditures can be made. **(Action Item – Mike Gahan)**

The next meeting will be held on December 8, 2021.

Respectfully submitted,

Carol Charnock, Secretary