



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
December 15, 2021

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

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

Treasurer's Report (Mike Gahan) – Current Assets are up to \$346,900. Scholarship fund is over \$82,000. We have received the funds from our Charles County Arts Alliance grant in the amount of \$7,000. We also received the 2nd payment from the Shuttered Venue Grant. Carpet has been paid for as well as the Electric work. We need to get the sprinkler system inspected and then we can work on the small “fixes” in the lobby area. Fire alarm monitoring system was checked and it works internally but does not alert outside the theater. Mike/Chris will look into the issues. **(Action Item – Mike Gahan/Chris Magee)** Motion to accept the treasurer's report as presented made by Craig and seconded by Jason. Unanimously approved.

Education (Carol Russell) Carol met with Christie Orthner and Encore Kids would like to hold auditions on January 9, 2022. Carol asked that this be put on the calendar and that advertising be put out. **(Action Items – Chris Magee to put auditions on the Calendar, Jason Klonkowski to put out advertisement for auditions)**

Productions (Tara Waters) WATCH report – 2 companies have been suspended from WATCH because of issues with reviewers not showing up or turning in reviews. Companies are Castaways and Tapestry. WATCH is still planning to start reviewing shows in January.

We need to start setting up board reps for Macbeth. **(Action Item – Tara Waters)** Even though the CDC has changed some of its protocols, we will leave our proof of vaccination policy as is. We have decided to open the theater to 100% seating for the run of Macbeth.

Chris will get out the required protection forms to the cast and crew of Little Shop. **(Action Item – Chris Magee)**

Rick Thompson asked to speak to the Board regarding the One Act Festival for 2023. He asked if PTP would be willing to host the Festival at our theater. The Festival for 2022 will be held on the MLK holiday weekend and will be in Hagerstown.

Group involved in the Festival pay to attend. The host theater gets to keep all monies from ticket sales and concessions. Rules regarding COVID protection and providing proof of vaccination are left up to the host theater. We can set a date that works for our theater performance schedule. A motion was made by Tara to approve the use of the PTP theater for the 2023 One Act Festival and seconded by Chris. We

will look at a date in March. Unanimously approved. The Board for next year will need to assign someone to take the lead on following through on the planning. **(Action Item)**

Nomination Committee has 4 people on the slate so far – Carol Russell, Craig Hower, Chris Magee and Kim Ball. Still looking for 1 more person.

Interviews for Directors for next season will be held on January 9 and 10, 2022.

The Diversity Committee has asked that we have 1 show directed by a BIPOC director. Question came up about whether we can pay a BIPOC Director to come in and direct a show. Discussion was held and the board decided not to follow up on this at this time.

Properties (Craig Hower) Craig was approached by 2 brave souls to help tackle the props loft.

Costumes (Ben Simpson) nothing new to report

Public Affairs (Jason Klonkowski) – Nothing new to report

Past action items – Power source purchased, Working on re-organizing website.

Membership (Carol Charnock) Trying to set up a meeting with Gallazios for the catering for the Winter membership meeting. Also still looking for a DJ. (Action Items – Carol Charnock) Ben will reach out to someone else to possibly DJ for us. Carol will reach out to Kate Zabriskie to handle the set up and decoration for the meeting. **(Action Item – Carol Charnock)**

Facilities (Chris Magee) We have received the occupancy permit (yeah!). Roof – insurance company is being contacted regarding roof repair and coverage. Window Tinting – Chris is getting quotes. **(Action Item – Chris Magee)**

Old Business – Board was asked what repairs will be needed that we can use our Grant funds for. The following came up:

Fix the window in the old office

Repair the walkway to the props loft

Fix the vent in the men's room

Board will continue to come up with suggestions **(Action Item – Board of Directors)**

New Policy regarding proof of vaccination needs to be posted. Old policies need to be reviewed and past minutes need to be checked to see what other policies may need to be added to the document. **(Action Item – Carol Charnock)**

Next Meeting will be held on January 19, 2022 in person at the theater at 7PM.

Meeting adjourned at 8:37PM

Respectfully submitted

Carol Charnock, Secretary
Port Tobacco Players

