



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
February 16, 2022

Prior to this meeting Macbeth determined additional programs were needed and special effects costs for dry ice were more than originally planned which would mean both line items would be going over the approved budget amount. Votes were taken to raise the budget for Special effects to \$500 and order an additional 150 programs. Both changes were approved by majority vote.

Meeting was called to order at 7:04 by President Chris Magee. In attendance were Chris Magee, Mike Gahan, Ben Simpson, Jason Klonkowski, Craig Hower, Carol Charnock, Kaitelyn Bauer Dieguez and Carol Russell. Tara Waters joined the meeting later (but within the by-laws criteria). Guest – Kim Ball.

Amended minutes were presented and a motion was made to accept them by Craig and seconded by Ben. Motion passed unanimously. Jason will post the minutes to the website. **(Action Item – Jason Klonkowski)**

Treasurer's Report (Mike Gahan) We currently have \$399,000 in current assets - \$76,475 is in the scholarship account. Mike will be moving \$100,000 from the Checking account to the Capital Improvements account. **(Action Item – Mike Gahan)** Mike stated that we lost about \$7,000 in our investments due to the stock market fluctuations.

The Fire Marshall approved and inspected the fire suppression system upgrade. He also gave us a sign to post indicating that the capacity of the theater is 390 people.

There is \$8,500 left of the Shuttered Venue Grant (SVG) money to be spent. All other grant money received has been spent on operations as well.

Motion made by Chris to accept the treasurer's report as presented, seconded by Jason. Motion passed unanimously.

Education (Carol Russell) Carol spoke with Tessa about the proposed dates for the camp. With the schedule for Beauty & the Beast and her school, she needs to consider the dates. Tessa will advise when she's had a chance to evaluate everything. We need to update the application flyer and form. It was recommended that the application process be done digitally in the future. Tessa will work with Jason to make this happen. **(Action Item – Jason Klonkowski)** Tessa needs a copy of the camp flyer to make adjustments – Jason will send it to her. **(Action Item – Jason Klonkowski)** If we end up sticking with paper applications, we will need to get them ready by March 1. If we can do it digitally, we need to get them up by March 15.

Encore – Christie Orthner is working with Suzanne Donohue to decide how to move forward with Encore Kids.

Scholarship notices were sent to the Performing Arts Teachers at the High Schools.

Props (Craig Hower) No updates at this time.

Costumes (Ben Simpson) Costume Guild met on February 8. Discussions were about putting a “Facilitator” position in the guild to help coordinate projects, keep the group informed of what’s being done in the loft, keep track of supplies, etc. They talked about purchasing a vacuum for the loft and Melody advised that we had 2 vacuums being donated to the loft. They were delivered to the loft on the 16th. The guild would like to have new flooring installed and additional shelving added. Guild will be meeting again on the 24th to finalize some plans. Because of the limited funds left from the SVOG, Carol C. asked if we could get an estimate for the flooring before moving forward. **(Action Item – Chris Magee)**

Productions (Tara Waters) WATCH – Silver Spring will still be participating in WATCH. Other theater groups have offered their members to serve as judges for Silver Spring. Macbeth did have enough judges to be adjudicated.

Kim Ball spoke about House Managers. She would like to turn the job back over to the shows to find house managers – she will be happy to oversee the people handling the job but cannot be responsible for being available at all shows all season. Sheila Hyman and Debbie Gilley (next 2 producers) and they are ok with the change. We need to put together a list of possible people for both house management and ushers

Chris has sent the required forms to the cast of Little Shop and is waiting on a list from Debbie to get the forms to her cast and crew.

Mike prepared a “de-brief” report for 12 Angry Jurors. There were some concerns over the issues with a couple of the actors. It was discussed that we should also allow the cast and crew to give comments about their experience with the show. Jason will work on putting an online form that will allow actor’s to submit comments about their experience with the show. **(Action Item – Jason Klonkowski)**

CDBAC (Cultural Diversity) – nothing to report

Shemika Renee is still interested in putting a one woman show on our stage.

Budget was submitted for The Importance of Being Earnest. Budget was accepted as presented.

Discussion was held about having a special promotion for Mother’s Day. A motion was made to offer a “buy one, get one ½ off” promotion by Ben and seconded by Craig. Motion passed unanimously. Mike will check on any tickets already sold for that day and any already sold will be contacted to offer the promotion **(Action Item – Mike Gahan)**

Chris Magee stated he would need more funds for the Little Shop set and asked that the line item should be upped to \$2,000. Motion was seconded by Carol C. Motion passed unanimously.

COVID items – it was agreed by the board to open up the theater to 100% seating. We will continue to require proof of vaccination and that masks be worn by patrons.

Macbeth had a great run; Little Shop and Earnest are both in rehearsal.

Public Affairs (Jason Klonkowski) Jason reminded the board to go through the PTP emails to ensure that the files are cleaned up before the election announcement on February 19.

There was a discussion about the Verizon email address. We decided to keep it.

Discussion was held about the current budget amount for publicity for shows. Jason will look at it and revamp it for the next season of shows. We should raise the amount we pay for Facebook advertising. It is getting a lot of eyes looking at us and we've seen many new faces at our performances.

Membership (Carol Charnock) Data base is current. Board was reminded that ballots were only sent to current members. If anyone asks why they didn't receive a ballot, they should contact Carol C. to see if they are current in their membership dues. A reminder to Chris about getting the Zoom link for the meeting to those that requested (**Action Item – Chris Magee**) and request to have Jason send out a notice of the upcoming meeting (**Action Item – Jason Klonkowski**).

Fundraising – Ben said that Outback wants to do another fundraiser for us and Beauty and the Beast is planning a fundraiser as well. More details to follow.

History/Library (Kaitelyn Bauer Dieguez) still working on alphabetizing. Things will wait until after elections.

Facilities (Chris Magee) Roofer came out and looked at the "misting" leak that was occurring on stage. He was able to recreate the problem and then fix the issue. He also found the leak in the lobby and was able to repair that. Insurance gave us \$7500 to replace a portion of the roof, but the roofer said the replacement wasn't needed. (**Action Item – Chris Magee**) Chris will work on the key issue in the next couple of weeks (**Action Item – Chris Magee**).

Little Shop would like to use the window display area in the new lobby to show the artwork that is being created for a Little Shop publicity effort. Chris stated that the museum window was funded for the sole purpose of being a museum and he would prefer that it not be used for other purposes. Board agreed. Chris will let the producers know. (**Action Item – Chris Magee**)

Question was asked about the cleaning service. During Macbeth the House Manager was doing a lot of cleaning she thought should have been done by CINTAS. Mike said the cleaners worked on Mondays and Thursdays but wasn't sure what areas of the theater the cleaners were responsible for. Mike will check the agreement and see what they should be doing. (**Action Item – Mike Gahan**)

There will be no concessions during Little Shop and we will not be selling concessions until we lift our mask requirement. It was stated that the plan, when we start selling, will be to do so during intermission only.

Finishing the work in the lobby will begin shortly.

We have had 2 requests for rentals. One was immediately rejected (they wanted us to pay them to perform and we would keep the gate) and the other will be looked into. Mike will look at our current rental agreement to see if we need to revise it. (**Action Item – Mike Gahan**)

Old Business – Strategic Planning Mission Statement will be worked on by Kaitelyn and will try to get it completed in order for it to be presented at the Meeting on February 19th. (**Action Item – Kaitelyn Bauer Dieguez**)

New Business – La Plata is going to hold the Bed Races again this year. Question about us participating Will be pushed to the next meeting.

Pedestrian Safety – The State Highway Administration (SHA) is working on installing flashing lights at the Charles Street/Oak Avenue crosswalk. They need to work with us regarding an easement. Mike Gahan is handling the discussions. (**Action Item – Mike Gahan**)

Casey Kaleba (the fight choreographer for Macbeth) said he would be happy to come and do some “fight” classes for us. It will be brought up to the Education Chair after the election announcement.

Jason would like to start building up our sound inventory. He would like to purchase some new lavalier mics. We can get 7 for Little Shop now at a cost of approximately \$1,000 and belt packs for another \$150. Jason made a motion to purchase the mics and packs for a cost not to exceed \$1500. Motion seconded by Kaitelyn and passed unanimously. (**Action Item – Jason Klonkowski for purchase of mics**)

It was also requested that we look into buy a thermostat and time for “Bubble, Bubble” (the special effects fog machine). Craig will get an estimate of the cost. (**Action Item – Craig Hower**)

Ben brought up a need for lighting the front part of the stage. It would require a second light bar. We had a quote for this awhile back for \$27,000. He will reach back out to get an updated quote. Would be nice to have it by Hello Dolly. (**Action Item – Ben Simpson**)

We will be scheduling some clean up days in the spring to work on the rehearsal Hall, Set shop, and props loft.

We had some issues with our reservation line (#6819). Our phone system is under Comcast and we were able to get it fixed, but it is an old system. The devices are fine, but the boxes on the wall should be replaced. Mike will call Comcast to see about upgrading the phone system. (**Action Item – Mike Gahan**)

American Rescue Plan Act (ARPA) – La Plata has money from ARPA with \$325,000 earmarked for renovation of Wills Park and trails. The renovations will include an amphitheater and the town would like PTP to assist in the planning. It was suggested that Mike Gahan follow up on the ARPA grant and work with Councilmen Goldsmith and Jenkins to see if PTP can lend a hand in the strategic planning and perhaps get financial help ourselves.

Next Meeting – we will wait until after the Winter Membership Meeting and the new executive board is named. The new board will pick a date.

Meeting adjourned at 9:28.

Respectfully submitted,

Carol Charnock, Secretary
Port Tobacco Players

