



**Minutes**  
**Board of Director Meeting**  
**Port Tobacco Players, Inc.**  
**March 3, 2021**

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Meeting was called to order at 7:02 PM by President Chris Magee. In attendance – Kaitelyn Bauer-Diequez, Carol Charnock, Mike Gahan, Jason Klunkowski, Chris Magee, Ben Simpson, Stacey Swickert and Tara Waters. Absent – Neil Twohig.

Chris Magee welcomed the newly elected members and the representatives from the Cultural Diversity, Belonging and Accountability Committee (CDBAC). He then announced the newly elected officers and chairpersons as appointed:

President/Facilities – Chris Magee  
Vice President/Productions – Tara Waters  
Secretary/Membership – Carol Charnock  
Treasurer – Mike Gahan  
Properties – Kaitelyn Bauer-Diequez  
Costumes – Ben Simpson  
Education – Stacey Swickert  
Public Affairs – Jason Klunkowski  
History/Library – Neil Twohig

Chris then reminded the board to be sure that we keep other chairpersons informed when we want to pursue projects that may fall under another committee chair.

**Minutes** – minutes were prepared by Neil Twohig and presented by Carol Charnock. Mike Gahan had some correction to the minutes. The board agreed to unanimously accept the minutes as amended.

**Action item: Carol will amend the minutes and forward to Jason to be posted to the website.**

Treasurer's Report (Mike Gahan) – We have \$142,452.61 in our capital accounts and \$63,344.08 in the scholarship account. We lost a little money in the accounts over the last month (\$459 from capital and \$321 from scholarship). We received payments/donations from Smile.Amazon (\$137) and Network for Good (\$466). We also received a partial payment from our Maryland State Arts Council (MSAC) Grant of \$3408. We have about 11.8 months of money to keep us going (a little better than last month).

Mike brought up the Outback Fundraiser. We made \$1744 from the fund raiser, approximately \$400 more than the last time. Part of this came from a collaboration with John Flatley who purchased 11 dinners for donation to persons who would otherwise be unable to afford them. Thank you, John!

We had a problem with the Post Office regarding the postage meter. We have gotten an upgraded meter at no cost – leased for 5 years.

In preparing for the fundraiser, Mike tried to use the credit card machine and found that it wasn't working. He contacted the company and they have stopped servicing the older machine that ran on 3G, so we needed to upgrade the machine. Mike was able to get a new machine that was set up and ready for the fundraiser.

Motion made to accept the Treasurer's report as presented by Carol Charnock and seconded by Ben Simpson. Report was accepted unanimously.

**Council for Diversity, Belonging and Accountability (CDBAC) (Shemika Berry)** - Shemika talked about the proposed production of "Picasso at the Lapin Agile". We are still waiting on the rights and looking into whether to do a live or virtual performance. Tara brought up that the contract states that we are doing a virtual performance and would need to apply for different rights if we go live. Shemika advised that she has been involved in a lot of virtual performances and we have a lot of options for making it work virtually.

Regarding moving forward with the committee, Shemika advised that they are working toward more diversity both on stage and in our audiences. They would like to offer some education workshops on improving communication to make the environment more comfortable for all.

Mike made a motion to make the CDBAC a permanent committee. Carol seconded the motion. After discussion, it was decided that they will be a subcommittee that will report under Productions (Tara Waters). Mike amended his motion to reflect the changes discussed. Motion passed unanimously. Chris will be sure to include them on the agenda each month to make a report on their progress. **Action Item – Include the CDBAC in the invite to the zoom meeting each month and add to the agenda - Chris Magee.**

**Education (Stacey Swickert)** – the latest "In the Director's Chair" aired on Friday, February 26, 2021 featuring Keith Linville. The next Friday performance will be with Kathy Mead talking about producing a show.

Stacey asked about Camp Mockabee. Discussion was held about whether it should be virtual or in person. Tessa said last season that virtual camp would be very difficult. It is thought that this year's camp may be more class oriented, rather than performance oriented. Discussion was also held about how to allow and audience in the theater if we do make it a live camp – COVID controls for the audience members. **Action Item – Kaitelyn and Stacey will look into procedures we can use moving forward.**

Mike reported on the scholarship drive. He has sent emails to all theater, choir and instrumental teachers.

Melissa joined the meeting by invitation from Chris to present an idea for an educational class as well as a possible fundraiser. A group called Broadway Plus arranges for professional actors to appear virtually to talk on a variety of topics (depending on the performer). Prices to hire vary depending on the actor. Melissa has looked into Michael James Scott (Genie from "Aladdin") who would talk about the challenges of being a Black performer. He would cost \$825. We can have total of 95 participants in the "meeting". Company supplies a marketing package and PTP would handle the advertising and set ticket prices. Other performers are also considered. We would need 1 month for marketing. It was suggested that we shoot for mid-April so as not to conflict with other planned educational events. A motion was made by Carol Charnock to move forward on the project, seconded by Mike Gahan. Motion passed unanimously. **Action Item – Ben and Melissa will work to finalize details and present to the board.**

**Productions (Tara Waters)** – The Royalties for "Picasso at the Lapin Agile" will be \$125. Cost for "Working" is going to be more expensive than first thought. Rental fee of \$840, security deposit of \$400, orchestra parts rental at \$20 per score. There is no canned music for the show, so we would need to get pit orchestra for performances, need to prepare rehearsal tracts and performance tracts. We would

have to sell a total of 90 tickets to break even. Tara made a motion to accept the proposal for “Working” at a cost of \$1800 plus pit cost, Jason Klonskowski seconded the motion. Motion was passed unanimously.

WATCH – Mike Gahan had nothing new to report.

Play Reading Committee – Discussion about a locker out back of the theater for scripts in order to make them available to the committee. There were concerns about the dampness that might get into anything outside. Chris and Mike both agreed to make themselves available to let people into the theater or get scripts to the individual on the committee. Erica Klonskowski is working on a new form for scoring the plays read by the committee.

Reopening of the theater – this discussion was tabled.

Bill Righter has stepped down as producer of both “Twelve Angry Men” and “Hello, Dolly!”. We need to seek out folks to cover those 2 positions.

**Properties (Kaitelyn Bauer-Diequez)** – Kaitelyn had some questions about access to the theater (yes, she can enter anytime), any props database (referred to Melissa Ball) and getting a key to the theater. **Action Item – Kaitelyn will reach out to Melissa regarding database for props.** Several board members asked about getting additional keys. Mike Gahan will survey and follow up. **Action Item – Mike will check on who has what keys and get keys to those who need them.**

**Public Affairs (Jason Klonskowski)** – nothing to report.

**Costumes (Ben Simpson)** - no updates. Carol said we needed to get an updated list of fix-it projects in the loft to Chris Magee. **Action Item -Carol will get updated “fix it” list to Ben and to Chris.**

**Membership (Carol Charnock)** – no new updates on the database. Carol stated that we need to have central location for communicating as a board and suggested that all communication go through the BOD page on FaceBook so all can keep informed.

**Fundraising (Stacey Swickert/Tara Waters)** – our next fundraiser will be on April 3, 2021 with Sweet Street Donuts. People will order donuts ahead and pick them up at the theater the evening of 4/3/21. Prices will depend on what is ordered. Sweet Street will handle all advertising. Working on a fundraiser for May that will be a couples cooking class. Ben is looking into getting a local chef to lead the class. **Action Item – Ben will check into local talent for the class.**

**History/Library (Neil Twohig)** – Absent - nothing reported.

**Facilities (Chris Magee)** – Stud walls built the extended lobby. Next step is the inspection and then we can continue. Bathroom in the rehearsal hall had more water damage and Chris needs to wait for things to dry out before he can replace and continue.

Grand Reveal will happen in 2 “parties” – first will be an invitation only gala for board members, benefactors, building crew and those that donated specifically to the renovations. Second reveal will be for the general membership. We hope to do this in conjunction with the opening of the season.

Chris is preparing a letter to request donations for specific items in the renovations. There will be recognition for those that donate during the grand reveal. People can purchase complete things like the

office, concession stand, etc. and have their name attached to their purchase. **Action item – Chris to prepare a letter/flyer to request donations for the renovations.**

**Old Business** – Chris is still looking for SOP's for some committees.

MSAC Strategic Planning program – Mike spoke with Neil to see if he would be willing to relinquish the this committee. Craig Hower has agreed to take over and start working on a strategic plan for the theater. Ben suggested that this should be a separate standing committee. Chris stated that it would probably need a by-law change. In the meantime, it will be a subcommittee under the President. **Action item – Chris to follow up with Craig on the progress of the committee.**

Subpoena from the State's Attorney's Office – nothing else has happened. Carol said she wanted to go on the record as saying that she feels any documents requested should be turned over to the State's Attorney's office.

Arts District – nothing new to report.

### **New Business**

MSAC Grant – We need to jump through some extra hoops for our grant from MSAC this year. This is the largest grant that we receive. They are asking for 2 virtual meetings and videos outlining who we are and what we do. Jason is working on the videos – one performance related and the other related to our history. **Action Item – Jason to complete videos for MSAC presentations.** Mike will send us copies of the written grant papers for us to review. **Action Item – Mike to send draft grant for board reference.** We have a zoom meeting scheduled with MSAC representatives later this month.

History project/Memory Lane – In conjunction with the grand reopening and after looking at some memorabilia and pictures from the past, an idea for a “trip down memory lane” is being planned by Chris Magee, Neil Twohig and Craig Hower which may include interviews or casual talks with long time attachments with the theater to talk about memories and stories from their time with PTP.

**Action Item – Chris and Neil to work with Craig to put together plans for project**

Benefactor perks – a discussion was held about reviewing the “perks” received by benefactors. Currently, benefactors receive multiple flex tickets and tickets for the winter membership meeting as a thank you for their generosity. Chris mentioned that one patron indicated that he has a lot of flex tickets he has never used. Carol suggested providing an opt out line on the membership envelope to allow people to NOT get any or all of the benefits. Carol will work with Jason on the envelopes and take a look at re-vamping the current benefits for the next membership/donation year. **Action item – Carol to work with Jason to revise membership envelope and to develop a plan for benefits for the next membership year.**

A member asked a question about the subpoena and whether we had budgeted for the expenses of the attorney. Mike Gahan stated that the legal expenses were not something budgeted for and we had not heard anything additional from either the State's Attorney's office or from our attorney.

Next Meeting is set for April 7, 2021 at 7PM.

Motion to adjourn was made by Carol Charnock and seconded by Ben Simpson. Meeting adjourned at 9:15PM.

Respectfully submitted,

Carol Charnock, Secretary