



Minutes
Board of Director Meeting
Port Tobacco Players, Inc.
April 7, 2021

Meeting was called to order at 7:04 PM by President Chris Magee. Board Members in attendance – Kaitelyn Bauer-Dieguez, Carol Charnock, Mike Gahan, Jason Klunkowski, Chris Magee, Ben Simpson, Stacey Swickert, Neil Twohig and Tara Waters. Invited guests –Shemika Berry, Craig Hower

On March 4, 2021 an email discussion was started by Mike Gahan regarding the purchase of new computers throughout the theater. Mike Gahan made a motion to authorize Jason to research and present to the board a proposal to purchase new computers and towers for the Office, Lobby, Costume Loft and Light Booth that will all be connected. The motion gave Jason a limit of \$1500 for the purchase. Motion was seconded by Stacey Swickert and was passed by a majority vote (all done through email and FaceBook).

Minutes (Carol Charnock) – Minutes from the March 3, 2021 meeting were presented. Motion to accept minutes as presented was made by Jason and seconded by Tara. Minutes were unanimously approved. Jason was advised to post to the website.

Treasurer's Report (Mike Gahan) – Capital Accounts are down \$34,000 due to a payment made to the roofers. We earned approximately \$4,600 in dividends during the month. Scholarship account currently has approximately \$66,000. We have received \$1,100 in donations through the PayPal Giving Fund. Mike has started using AutoPay for most of our ongoing expenses. In transitioning to AutoPay, there was a delay in the switch over and we were charged late fees for one of our credit cards. Mike has gone ahead and sent a check for the charges and fees. **Action Item – Mike will contact the bank to try and get the late charges reversed.**

We were charged twice for payment by TrendMicro. **Action Item – Mike will contact the company to find out what happened and hopefully get the second charged removed.**

Performance fee payments on the report are \$825 for the Broadway interview with Michael James Scott and \$1325 for the rights to “Working”.

Mike is currently working on getting grant applications done for Charles County Charitable Trust and a Shuttered Venue Operators Grant through SBA. He has also been invited to attend the panel review or our MSAC Grant for 2022. The panel will be reviewing multiple grant applications and will explain how things are scored. Motion made by Carol to accept the Treasurer's Report as presented, seconded by Ben. Motion passed unanimously.

Mike received information regarding our current SBA loan indicating that we can defer our payments for the funds already borrowed until August 2022. The Board agreed that we should accept this proposal and defer the payments. Mike also received notice that we can borrow an additional \$150,000 at the same low interest rate if we want. Mike made a motion to go ahead and apply for the additional funds. Chris seconded. Question was asked that if we get the funds and don't need them, can we pay it back. Mike stated that even if we apply, we are under no obligation to accept the funds if the SBA accepts our

application. The Board voted unanimously to approve the motion to apply for the funds. **Action Item – Mike will apply for the additional funding through the SBA.**

Mike is about 80% through the training for AudienceView. He recommended that Jason go through the same full training and that there is a shorter version for our ticketing staff that they can receive.

CDBAC (Shemika Berry) – The proposed show “Picasso at the Lapin Agile” is a no go. We could not get the rights for a virtual performance. They are looking at another show – “Monsters On Maple Street”. Carol asked for guidance from the CDBAC regarding asking members and possibly patrons for information on ethnicity, gender, etc. Shemika did not want to speak for the Council, but the issue can be discussed at the next meeting of the CDBAC. **Action Item – advise the Board when the next meeting of the CDBAC will be held.**

Facilities (Chris Magee) – Renovations are going well. Next step is to get the inspections done by the end of the month. Grand re-opening will be scheduled for the last week of July, 2021. Rehearsal Hall bathroom will hopefully be completed by the end of April.

Education (Stacey Swickert) – Camp options discussion was held about what sessions would be involved and what would be a reasonable number of Participants:

- High School – 35
- Middle School – 35
- Elementary AM – 30-35
- Elementary PM – 30-35

Questions were raised about ensuring whether all counsellors should be over 18 and possible vaccination certified. No decisions were finalized.

Stacey will reach out to Tessa for proposed dates for camp and post them on the BOD Facebook Page. **Action Item – Stacey will get dates and post on BOD Facebook page.**

Upcoming “In the Director’s Chair” with Rachel Wallace will be advertised and posted soon. Trying to set up a costuming/Cosplay class with Shemika Berry.

Mike has sent out a second notice to the high schools and on Facebook regarding the Scholarships for 2021. Please spread the word as you can – share the post, tell friends, etc.

Productions (Tara Waters) – Performances of “Working” scheduled for June 4 & 5, and 11 2021. Ticketing will be handled through ShowTix. Link to the performances will be send to the purchaser. Odeum will be going out soon and will advertise the show and how to get tickets.

WATCH reports that some theaters will be opening soon and will have shows adjudicated. We can let them know about PTP when we get a schedule set.

Producer/Director meeting will be set for the first weekend in May. Tara will let all know when the day and time are set. **Action Item – set time and day for meeting and advise all involved.** Play submissions are due by April 9, 2021. Readings will begin in May.

Discussion was held regarding putting up “You’re A Good Man, Charlie Brown”. It was decided to shoot for the first 2 weekends in August with a possible 3rd weekend. “12 Angry Men” is scheduled to go on stage on September 10. Heather Bauer will be the Producer with Mike Gahan directing. Questions were

raised regarding licensing for upcoming shows. **Action Item – Tara will check with Richard Reckeweg regarding which rights had been obtained for the new season.**

Properties (Kaitelyn Bauer-Dieguez) – nothing to report.

Costumes (Ben Simpson) – Guild met and had nothing new to report. There will not be another meeting until a timeline is set for the reopening.

Public Affairs (Jason Klunkowski) – Charles County Fair Board will be putting up a “video wall” at the fair this year and asked PTP if they wanted to pay for a notice on the board. Motion was made by Ben to go ahead with a 15 second notice on the board. Jason seconded the motion. Motion was passed unanimously. **Action item – Jason will put together a 15 second spot for the Fair Video Board.**

Jason has researched the purchase of new computers for the theater. He determined that the costs of 4 full set ups would be more than the originally approved \$1,500. Carol made a motion to up the “no more than” expenditure to \$2,000. Ben seconded the motion. Motion passed unanimously.

Public Affairs will be publicizing the Broadway interview with Michael James Scott, Lobby renovation fundraiser, Scholarship reminder, and Directors Chair interview.

Membership (Carol Charnock) – no new members or benefactors since last meeting. Carol presented a proposal for changing the benefits for our sponsors. She asked everyone to review the document and make comments. Chris is going to take Carol’s report and combine it with the ideas the fundraising committee had come up with and present the result at the next board meeting. **Action Item – prepare combined report for the sponsor benefits.** We discussed the plaques that recognized our benefactors in the past and a suggestion was made that we look into a digital listing of them instead. This would be easier to update and be more current. We will take this under advisement.

Fundraising (Stacey Swickert/Tara Waters) – Cooking class is still being worked on. Ben will let the board know when details are worked out. **Action item – update board on progress of cooking class.**

There was a discussion about communication regarding events planned by the various committees. Jason has a checklist of info that he needs in order to be current on publicizing upcoming events. He will be sure to get this list to the board (especially the fundraising committee) to ensure that all details are made available to him without him having to reach out to get info before he can follow through. **Action item – get checklist to the board.**

History/Library (Neil Twohig) – Neil will get with Craig Hower and Chris to work on plans for the history project and the walk down memory lane. **Action item – begin working on history/memory lane projects.**

Old Business – Craig Hower has reviewed Mike Gahan’s notes from our meeting regarding the MSAC Strategic Planning project as well as guidelines from the MSAC. He has also reached out to Liz Theobalds and Jeff Clark to work with him on the project. Mike Gahan will be the Board rep for this committee. The goal is to get a plan for going forward by the end of April.

Kaitelyn had questions about the Minor Protection Policy and small revisions were made to the wording. Forms were approved as amended.

Chris put out another request for SOP's for those that still need to be done. Carol will reach out to Neil to see if he started one for the Secretary's position. **Action Item – Carol will contact Neil to get an update on the SOP.**

Next meeting will be held on May 19, 2021 at 7PM.

Meeting was adjourned at 9:25PM

Respectfully submitted,

Carol Charnock, Secretary