



Minutes
Board of Director Meeting
Port Tobacco Players, Inc.
May 19, 2021

Meeting was called to order at 7:08 PM by President Chris Magee. Board Members in attendance – Kaitelyn Bauer-Dieguez, Carol Charnock, Mike Gahan, Jason Klunkowski, Chris Magee, Ben Simpson, Stacey Swickert and Tara Waters. Absent – Neil Twohig. Invited attendees – Melissa Ball

This meeting was the third missed meeting for Neil Twohig. He will receive a warning letter to advise that should he miss one more meeting prior to October of 2021, he will be removed from the board.

Minutes (Carol Charnock) Minutes from the April 7, 2021 and the April 22, 2021 meetings were presented. Motion to accept minutes from both meetings as presented was made by Ben and seconded by Tara. Minutes were unanimously approved. Jason was advised to post to the website.

A Motion was made by Chris to require that the Confidentiality Policy document must be signed by all members of the Board of Directors and Production Staff members. Motion was seconded by Stacey and approved unanimously.

Treasurer's Report (Mike Gahan) Mike presented the treasurer's report with nothing special to report. Scholarship account has over \$68,000, we will be receiving about \$2,100 from PayPal Giving Fund and MSAC grant second payment will be coming shortly. Motion to accept the report was made by Carol and seconded by Ben. Motion passed unanimously.

Mike is waiting to hear from the Small Business Administration to find out how much of a loan we can tentatively apply for. There is also another \$9,000 grant available, but only for low income areas and we don't qualify.

He is working on finishing the training for AudienceView (the new "vendini").

He is still working with TrendMicro to resolve the credit card over billing. **Action Item – Follow up with Trendmicro regarding double billing.**

CDBAC (Tara Waters) – Tara met with Shemika Berry and Chad Mildenstein and they have suggestions for the play reading process. Their ideas will be brought up a later date. **Action Item – bring up CDBAC comments at future meeting**

Debrief on the event with Michael James Scott – The survey response with overall very good. Attendees liked the open conversation and his enthusiasm for the meeting. The "dislikes were the technical glitch at the beginning and day of the week. There were also some concerns with the price for the evening. Having a discount for members might help or a tiered cost and maybe a Wednesday night would work better, although there will always be someone who doesn't like the midweek evening. Next time we definitely need a longer lead time to advertise and pump up interest in the event. The event met our mission statement and it's always good to try new things.

Props (Kaitelyn Bauer-Dieguez) – Nothing to report

Costumes (Ben Simpson) – No meeting held since last Board meeting. Just need to keep the guild in the loop as plans are made to reopen.

History/Library (Neil Twohig) – nothing to report

Facilities (Chris Magee) – Inspection is being scheduled for Friday (5/21). Then we can work on running the wires from upstairs to downstairs and get the walls up. Chris will need help with construction, painting, moving supplies, etc. All skill levels needed.

In conjunction with the reopening, discussion was held regarding air filtration. It was determined that we should replace our current filters with HEPA filters which make the system work harder and will have to be replaced more often but will enhance the air quality in the theater. **Action Item – replace filters in theater with HEPA filters.**

Fundraising (Stacey Swickert/Tara Waters/Ben Simpson) – Outback fundraiser raised about \$500.

Membership (Carol Charnock) – Survey letter to Benefactors was reviewed and approved. Since this falls under Fundraising, Chris agreed to send out the letter to benefactors for their opinions. **Action Item – send out benefactor survey letter.**

Summer membership meeting tentatively scheduled for August 21, 2021 (with August 22nd as a back up date). Gilbert Run Park was the location of choice. Carol will look into renting the pavilion for the day. **Action item – reserve Hilltop Pavilion at Gilbert Run Park.**

Education (Stacey Swickert) – Friday night productions on hold until after Working opens

Bill Righter has stepped down from being Producer of Encore Kids. We need to look for a replacement. Suzanne will still be director but prefers to work with older kids. It would be great to have a younger group as well. **Action Item – look for possible producer for Encore Kids.**

Scholarship recipients have been selected:

Cassie Murphy

McDonough High School

To attend: Nazareth College

Kristen Ging

La Plata High School

To attend: Salisbury University

Claire Voshell

Northern High School

To attend: Liberty University

Each will receive \$1,000.

Camp Mockabee – Discussion was held regarding the camp opening, structure and COVID requirements. It was decided that all 3 camps will be held as follows:

Elementary School – 7/26/21 through 7/31/21, AM and PM sessions with a maximum of 30 participants per session

High School – 8/2/21 through 8/6/21, maximum of 30 participants

Middle School – 8/9/21 through 8/13,21, maximum of 30 participants

Counselors will need to wear masks and recommended that over 18 be vaccinated and 17 and under highly encourage to be vaccinated.

Stacey will reach out to Tessa to let her know our decisions. If Tessa would rather not handle the Elementary kids, Kaitelyn and Ben have offered to take on that session. **Action Item – reach out to Tessa with Camp information.**

Cost will remain the same as our 2019 camps.

Publicity for the camps must be done soon in order to publicize. **Action Item – prepare advertising for Jason to post regarding opening/registration of Camp Mockabee.**

Productions (Tara Waters) – “Working” is in the final stages and will be presented on June 4, 5 and 11, 2021. This will be live streamed only, so if you don’t get tickets in advance, you won’t be able to enjoy this production.

Information regarding the Producers/Directors meeting is tabled for the next meeting.
WATCH – no updates.

Playreading committee has begun. It’s a smaller group that in the past and readings should be finished by the end of July. The final list will include those shows cancelled from our last season – You’re a Good Man Charlie Brown, Dearly Beloved and Legally Blonde along with Hello, Dolly.

Reopening – It was agreed that the Theater will reopen for business with our Fall Show Schedule will be:
12 Angry Men/Jurors – September 24 – October 10, 2021
A Christmas Carol – November 26 – December 19, 2021
Macbeth – January 21 – February 6, 2022
Little Shop of Horrors – March 11 – April 6, 2022
The Importance of Being Earnest – May 6 – May 22, 2022
Beauty and the Beast – July 9 – August 7, 2022

This schedule should be kept secret until the announcement at the opening of Working.

Public Affairs committee has lost Ann Marie Watson and Brooke Howells has stepped down from doing the Odeum. We need to think about looking for assistance for Jason on the PA Committee to cover the loss of personnel. **Action Item – find new help for the PA committee to take over editing the Odeum and other tasks.**

Motion to Adjourn was made by Ben Simpson and seconded by Kaitelyn. Meeting adjourned at 9:26pm

Since we voted to adjourn meeting without setting a date for the next meeting, an email vote was taken and it was agreed that the next meeting will be June 9, 2021 at 7:00

Respectfully submitted,

Carol Charnock, Secretary

