



Minutes
Board of Director Meeting
Port Tobacco Players, Inc.
June 9, 2021

Meeting was called to order at 7:06 PM by President Chris Magee. Board Members in attendance – Kaitelyn Bauer-Diequez, Carol Charnock, Jason Klunkowski, Chris Magee, Ben Simpson, Stacey Swickert, Neil Twohig and Tara Waters. Absent – Mike Gahan.

Minutes (Carol Charnock) Minutes from the May 19, 2021 meeting were presented. Motion to accept minutes from the meeting as presented was made by Ben and seconded by Stacey. Minutes were unanimously approved. Jason was advised to post to the website.

Treasurer's Report (Mike Gahan) Mike was not in attendance, but provided the board with all financial reports. Question was asked about renovation expenses. **Action Item** - Chris said he would go through all his receipts and provide Mike with a tally of all his small receipts. Motion to accept the reports as presented was made by Carol and seconded by Neil.

Education (Stacey Swickert) Virtual Classes are currently on hold. Registration for Camp Mockabee has started. Counselor application form is on-line and counselors will be hired by July 15, 2021.

Christie Orthner is considering taking on the producer's role for Encore Kid's.

Productions (Tara Waters) – “Working – the Musical” went GREAT! Well received. The June 11th showing sold 78 “tickets”. We don't have total income yet, but it appears we at least broke even.

Producers/Directors meeting will be on June 10. Public Affairs will not be in attendance. This meeting will emphasize the importance of diverse casting.

For clarification purposes, the 21-22 Season was a “re-launch” of the 20-21 season. These shows had already been interviewed and had production staffs in place.

Diversity Council will be meeting shortly and invites will be sent out to those interested in attending.

12 Angry Jurors auditions will be held starting June 10, 2021.

Properties (Kaitelyn Bauer-Diequez) nothing to report, but Kaitelyn is concerned that she won't be able to handle the duties as Properties Chair. Members of the costume guild have offered to help with whatever is needed.

Costumes (Ben Simpson) Guild will be meeting on June 23, 2021. One of their tasks will be to assign guild reps to each up-coming shows, Plans to straighten up the loft prior to the grand re-opening. McDonough has returned most of there costumes. Carol will check to see who else has costumes out so they can be contacted to return those loans.

Public Affairs (Jason Klunkowski) Nothing new to report.

Membership (Carol Charnock) Carol will send the names of the “Working” cast members who did not pay their membership dues. Jason and Carol are working on revising the membership envelope. Carol is also working on getting the new membership letter ready.

History/Library (Neil Twohig) Nothing to report

Facilities (Chris Magee) The building passed all inspections. The walls are up and the mudding is on-going. Once that is done, we can begin painting and moving forward on the fire detection and suppression system.

Grand re-opening may be held in mid-August.

Rehearsal Hall Bathroom is working.

Old Business Discussion of opening and the cleaning of the theater beforehand. Since we don’t know what the cost would be to hire a professional company to come in and clean. Mike Gahan was going to check into this (per a previous discussion with an individual board member). Reminder to Mike to check.

MTI is offering the rights (for free) for a show called “All Together Now”. This is a “cabaret” type show that we can put on before the Christmas show. Dates of November 12-15 (weekend before Thanksgiving) were presented. A motion was made to obtain the rights for the show to be performed on the proposed dates. It can be done as many times as we want. Motion made by Tara and seconded by Stacey. Motion passed unanimously. Tara will look into getting the performance rights.

New Business it was announced that Jason Klonkowski will be granted a Lifetime membership for all his work on “Working – the Musical”. He was responsible for all video and editing, well beyond his job description.

Next Meeting will be on July 14, 2021 at 7:00pm in person at the Theater in the rehearsal Hall

Meeting was adjourned at 8:39pm.

Respectfully submitted,
Carol Charnock, Secretary