



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
July 11, 2023

Meeting was called to order at 7:06 by President Tara Waters. Board members present Tara Waters, Carol Russell, Craig Hower, Kaitelyn Bauer-Diequez, Heather Bauer, Michael Beyrle, Janice Sagers and Becky Kuhn. Board member Carol Charnock unable to attend.
Guest/Member Kathy Mead present

Minutes (Carol Russell for Carol Charnock) Minutes were accepted as amended for two names and statement concerning House Managers. Motion made by Jan and seconded by Tara. Unanimously approved.

Treasurer's Report (Craig Hower) Total assets: \$1,832,578

Education (Heather Bauer)

Suggestions/ideas offered for potential classes to be offered. Discussion to plan for cost to participants and possible "bundle" for multiple classes. Suggestions: Casey Kaleba (fighting), Craig Hower (improv), Tiffany (stage managing), Kathy Mead (Producing). Heather will inform Jason of the subject that will be coming for publications.

Camp Mockabee Middle and High School sections are full. Morning Elementary section filled. Few slots left in afternoon Elementary.

Productions (Becky Kuhn)

Producer/Director meeting to be scheduled in August. Suggested Board Members attend.

Ragtime is doing well.

Production request from Tony Puzilla discussed for 2026 – "Where Have the Children Gone?" November 7 & 8 (Saturday & Sunday). Becky will respond to Tony that we are interested. Craig Hower will form committee to guide the effort (Kim Bessler? Paul Morris?). Offer to participate/committee will be presented at Summer Membership Meeting.

Death of a Salesman budget (Kathy Mead) Motion to accept as amended (Carol R). Second (Heather). Unanimously approved.

Play Reading Update: Meeting to produce short list will be a date between August 4 and 14th.

Properties (Tara Waters) Kathy Mead advertised and sold four chairs that had been donated. Efforts continue to NOT accept large donations.

Costumes (Janice Sagers) Discussion concerning the lack of costume directors and the responsibility for providing a costumer falls on the show's producer. Jan will schedule a Costume Committee meeting to review/discuss the current evolution/change and expectations of support for volunteers new to the loft. Also, defining priorities of Costume Committee/Loft. Tara/Becky will reach out on Backstage for people who want to be costumers to attend an outreach meeting.

Public Affairs (Carol Russell) Date has not been set yet for Trunk or Treat. Cassie Morris has volunteered to work it. Will have Plan B.

Fair: September 14-17. Cassie and Rachel have been working on displays. Carol R will have Jason/Mike produce sign-up genius.

History/Library (Kaitelyn Bauer-Diequez)

Kaitelyn will provide pictures to Becky to be used in 75th Anniversary.

Membership Reminder from Tara that all Board members must have renewal by July 30. She will inquire about the timing for the envelopes being mailed. Membership Meeting is Saturday, August 26, 2:00, Gilbert Run. All Board members are expected to attend and assist in set-up/clean-up/engage with members.

Facilities (Mike Beyrle)

Leak in green room has been fixed.

Mike will set a date for volunteers to finish the front lobby as well as seeking a contractor who might get some of the work done quickly.

As well, the original contractor who installed the flooring will be contacted since there are areas that are already pulling up.

(Craig) Keyless entry will be installed at the rehearsal hall door in about two weeks.

Building security discussed. Suggested we research who of our neighboring buildings already have CCTV that includes our property. Motion to purchase with Facilities discretionary funds, a CCTV camera for the patio area. (Becky) Second (Tara) Unanimously approved.

Old Business

Concessions will not be considered until lobby is completed.

New Business –

Motion that Public Affairs “clean up” the Backstage page of those who are no longer active or need deletion. Currently moderated by Rachel & Tara. (Tara) Second (Jan). Unanimously approved.

Bylaw (Craig) and Nominating Committees (Tara) must be formed, seeking participants at the Summer Membership Meeting. Board Member roll-offs in 2024: Becky, Carol C., Tara

Next meeting will be on August 14, 2023, at 7pm
Summer Membership

Meeting adjourned at 9:08 followed by closed meeting.

Respectfully submitted,

Carol Russell for Carol Charnock, Secretary
Port Tobacco Players