



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
August 14, 2023

Meeting was called to order at 7:05 by President Tara Waters. Board members present Tara Waters, Carol Russell, Craig Hower, Carol Charnock, Kaitelyn Bauer-Diequez, Heather Bauer, and Becky Kuhn. Absent were Michael Beyrle and Janice Sagers.

Minutes (Carol Charnock) Minutes were accepted as presented. Motion made by Carol R. and seconded by Craig. Unanimously approved.

Treasurer's Report (Craig Hower) Total current Assets - \$298,620. Expenses for the month include plumbing, AC repair and duct wrap. FedEx truck hit the front marquee panel. They have taken responsibility and their insurance will cover the replacement for all the damage. We are exploring options for repair people. Treasurer's report accepted as presented. Motion made by Becky Kuhn and seconded by Heather Bauer. Unanimously approved.

Education (Heather Bauer) Heather is exploring several options for upcoming classes including stage combat, directing, auditioning and stage management. Would like to do 2 a month, but is looking at other options.

Productions (Becky Kuhn)

Wait Until Dark has been pushed a week to allow time for set building.

Set builders are being encouraged to carry over material as much as possible from show to show. Costs for building material is rising.

Camp Mockabee went well. Would be good to put in more technical classes for the kids. Going to look into revamping the elementary camp to give more focus on more basic aspects of theater. Also need to look at the Camp Director's contract to see exactly what the expectations are for the 3 camps.

Ragtime de-brief – should have started conversations about the language and uncomfortable situations in the show sooner. A survey was sent out to cast and crew about their experiences with the show.

Producers/directors meeting to be held on September 5. Becky suggested that it should be held earlier in the process.

Shemika's one-woman show has been scheduled for April 12-14.

Props (Tara Waters) Nothing to report. Kathy Mead is the primary contact for props.

Costumes (Janice Sagers) Nothing to report.

Public Affairs (Carol Russell)

Cassie will be updating the Producers Manual)

Replacement of Banners is being worked on by committee.

We discussed the Town Scarecrow contest. It was decided to ask at the Summer Membership Meeting if anyone would take on the task of building one since David Standish is not interested.

We will be participating in Trunk or Treat at the Fair Grounds again this year. No dates have been posted yet.

Charles County Fair will be held September 14-17. Sign up Genie will be posted to get folks to man the booth and we will also have a sign-up sheet at the Summer Membership Meeting

Membership (Carol Charnock) Membership letters were late getting out because of printing delays on the membership material. All letters have been sent to current active members and benefactors. Membership meeting is set to go.

History/Library (Kaitelyn Bauer-Diequez) looking for a place to store the old pictures. Currently can't use the light booth/office because there are issues with the windows not being sealed. Area is very humid and may destroy the pictures. Moving forward on the Memory Lane Project.

Facilities (Mike Beyrle) Mike was not in attendance, details were from Craig Hower and Carol Russell. Web site calendar has been updated and color coded with current upcoming needs in the theater. The front door lock code has been updated. Rehearsal Room door can't be used for the new lock, so we will switch the doors in the rehearsal hall and then install the lock.

New Business – we are looking into holding a Breakfast with Santa. CCAS would like to have a corner of the fair booth to put up a banner and table with their upcoming concert information. Carol R. will check with the fair booth planners to be sure it's ok.

Next meeting will be 9/14/23 at 7pm at the theater in the rehearsal hall.

Meeting adjourned at 8:40.

Respectfully submitted,

Carol Charnock, Secretary
Port Tobacco Players.