



Minutes
Board of Director Meeting
Port Tobacco Players, Inc.
September 1, 2021

Meeting was called to order at 7:05 PM by President Chris Magee. Board Members in attendance – Kaitelyn Bauer-Diequez, Carol Charnock, Jason Klunkowski, Chris Magee, Ben Simpson, JaNeene Sanders, Mike Gahan, Tara Waters. Prior to this meeting, Stacey Swickert resigned due to her moving out of state. Carol Russell was asked to fill her position and she agreed. She was voted in and was in attendance at this meeting. Guest – Craig Hower

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

Treasurer's Report (Mike Gahan) Balance Sheet highlights - \$113,000 in Capital Improvements and almost \$82,000 in the Scholarship Fund. This was mainly from the Shuttered Venue Grant. Profit & Loss Statement – Donation received from Merle Turner in memory of past member Norma Neergaard – this was a donation to the scholarship fund. Under Contributions Income the amount of \$1096.50 is primarily monies received from refunds MTI for deposits of shows we had to cancel.

Royalties have been paid for Tiny Tim's Christmas Carol (\$2,700), deposit for Disney's Beauty and the Beast (\$400), and the Camp Mockabee productions (\$1,100)

Profit and Loss by class showed box office income from the camp shows of \$85. Ben questioned the amount and Mike will look into it (**Action Item**)

Motion to accept Treasurer's Report was made by Carol and seconded by Tara. Motion passed unanimously.

Strategic Planning Committee (Craig Hower) Craig submitted the proposed mission statement as written by the committee. The Board will review and discuss at the next board meeting.

Education (Carol Russell) Carol will take over the Education Chair position vacated by Stacey Swickert. She has nothing new to report at this time. Discussion was held briefly about the Camp and Encore groups.

Productions (Tara Waters) WATCH (Mike Gahan) Nothing to report at this time.

12 Angry Jurors – in rehearsal and set building to begin shortly.
Tiny Tim's Christmas Carol – Scripts are in
Shemika would like to do a 1 woman show at PTP
Need Board Reps to sign up for 12 Angry Jurors
Ticket Training went well
Need to post info about submitting to direct shows for the 2022-2023 season.

Props (JaNeene Sanders) – JaNeene will need a team to work on the props loft clean up. She is also concerned about the structure and indicated that we may have mice up in the props loft.

Costumes (Ben Simpson) – Repairs in the loft have been made. Mike Gahan would like a full list of guild members – Ben will send (**Action Item**)

Public Affairs (Jason Klunkowski) Jason asked for final details for Tiny Tim’s Christmas Carol (dates and prices). Mike made a motion to have all tickets at \$10. Dates of shows should be as follows:

Friday – 8PM

Saturday – 5PM and 7PM

Sunday – 1PM and 3PM

Carol seconded the motion – motion passed unanimously

Kaitelyn and Carol R. have agreed to review the trifold and submit their edits to Jason. He will then get it reprinted.

Need to update the website with ticket info for future shows. Mike and Jason will work on this. (**Action Item**)

Jason is still working on the computers. We still need to get the WiFi fixed to cover the entire theater so we can connect all the computers together.

Membership (Carol Charnock) Board forgot to get nominations and vote on members to serve on the nominating committee for next years elections. Ben will send a list of summer membership meeting and Carol will send out an email to get a vote on Kathy Mead and Kim Ball to serve on this committee. (**Action Item**)

Fundraising (Ben Simpson) Still looking for some cast members. In rehearsal

History/Library (Kaitelyn Bauer-Dieiguez) nothing to report

Facilities (Chris Magee) Waiting on inspection for the sprinklers then we can move forward. Reopening day needs to be postponed. We will reset as things move further along. We are trying to get hold of the roofer so they can re-examine the leaks and hopefully come up with a solution. Mike will purchase the Smart Thermostats (**Action Item**). Green Room door will hopefully be replaced within the week. Cleaning should be done soon.

New Business

La Plata will once again be holding the Scarecrow contest. Board reached out to David Standish who will put ours together again.

Covid Policy – We need to set a policy for the opening of 12 Angry Jurors regarding requirements for audience. A motion was made by Chris to require all patrons to wear masks and they must also present a proof of vaccination or a negative COVID test before they will be allowed in the theater. Seconded by Kaitelyn. Motion passed unanimously. Carol asked who would be responsible for enforcing the new policy (house staff or board member) and Mike Gahan said he would be at all shows and would handle any problems that arose.

Jason will update the website with the new policy and the acknowledgements for ticket sales will also state the policy. Mike Gahan will reach out to those that have already purchased tickets to advise them of the policy. Chris will make signs for the doors also stating the requirements.

Shuttered Venue Grant has offered us more money for an extended period of time

Next Meeting will be on October 20, 2021 in person at the theater.

Meeting was adjourned at 9:12pm

Respectfully submitted,

Carol Charnock, Secretary
Port Tobacco Players