



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
January 19, 2022

Prior to this meeting, a request was made by Little Shop to approve the “hair” line item on the Little Shop budget in the amount of \$800. Wigs need to be ordered in order to ensure that they are received in time. Approval for the line item was approved by majority voted on January 8, 2022.

Also, Annabelle was removed from the list of current WATCH Judges (not a member of PTP) and Bill Righter was moved up from an alternate to a regular Judge. WATCH has been notified.

Meeting was called to order at 7:03 by President Chris Magee. Board members present Chris Magee, Mike Gahan, Tara Waters, Ben Simpson, Jason Klonkowski, Carol Charnock, Carol Russell with Craig Hower and Kaitelyn viewing the meeting as Tech Rehearsal allowed. Kaitelyn and Craig were not at the meeting to meet the by-laws requirement for having been in attendance. Guests: JaNeene Sanders, Bill Righter, Kim Ball, Becky Kuhn and Anthony Dieguez.

Minutes (Carol Charnock) Minutes were accepted as presented. Motion made by Chris and seconded by Tara. Unanimously approved. Jason was asked to post the minutes to the website (**Action Item- Jason Klonkowski**) Carol ran through the open action items from the previous meeting. Board members were advised to complete their action items in a timely manner.

Treasurer’s Report (Mike Gahan) – We currently have over \$409,000 in current Assets. Scholarship account has over \$81,000.

Profit and Loss statement – income is primarily from the Shuttered Venue Grant. We need to track the expenditures being tied to this money, it all needs to be accounted for (spent) by the end of June. Our current “wish list” includes about \$3400 in expenditures. More discussion later.

Mike needs to get credit card receipts from all persons who are using the PTP credit card. Otherwise he can only make a “best guess” as to where the money is to be applied. Shows may get charged for expenses that are not theirs if Mike can’t figure out where to put the items.

Mike has submitted a final report for our Charitable Trust Grant and the interim report for the Maryland State Arts Council grant.

Because of the large amount of money in our checking account, Mike would like to move \$100,000 to our capital improvements account that that will earn us more interest. Motion was made by Mike to make the move and seconded by Ben. Motion was approved by 8 members, with 1 abstention. (**Action Item – Mike Gahan**)

Motion made to accept the treasurer’s report as present by Carol C. and seconded by Tara. Motion passed unanimously.

Chris would like to purchase some tools for the theater. Motion was made by Chris and seconded by Carol C. Motion approved unanimously. Carol suggested that the list of tools also be put on the Amazon wish list in case a member might want to purchase for the theater. **(Action Item – Chris Magee)**

Productions (Tara Waters) Budget was submitted for Little Shop of Horrors. After discussion, Tara made a motion to approve the budget. Motion seconded by Carol C. Motion passed unanimously.

Discussion was held about lowering the current standard publicity budget line item. We will discuss at the next meeting. **(Action Item – Board)**

Auditions for The Importance of Being Earnest will be held on January 31, February 1 and February 5, 2022.

WATCH – Tantalum Players will not be a part of WATCH this season. Silver Spring Stage has lost all of their judges, so will also not be participating. Our WATCH judges are Heather Bauer, Bill Righter, Mike Gahan and Kim Bessler.

Costumes (Ben Simpson)– nothing to report

Public Affairs (Jason Klunkowski)– nothing to report

Membership (Carol Charnock) Data base is current. Membership Meeting scheduled for Zoom on February 19, 2022 at 6PM. Members must contact Chris for Zoom link.

History/Library (Kaitelyn Bauer Dieguez) – nothing to report

Facilities (Chris Magee) Fire suppression system will be upgraded on January 27, 2022 – no new State Fire Marshall inspection will be needed after it's checked.

Heating system in the lobby is under repair. SMO is waiting on a part and will install when available. The roof in the lobby by the stairs leaked due to the snow and once we get the roofer back out to look at the roof, the wall will be repaired. **(Action Item – Chris Magee)**

Grant money from the sheltered Venue grant can be used for the purchase of masks. Chris has already purchased the masks.

Old Business –

Strategic planning – nothing to report (waiting on Kaitelyn to review the proposed statement)

SOP's on hold until after the election in February

New Business -

Strike list needs to include checking the first aid kit to see if anything needs to be replaced. (**Action Item – Tara Waters**)

Macbeth needs to have disinfecting wipes for the props.

Open meeting was adjourned at 8:05.

Next Board meeting will be held by Zoom on February 16, 2022 at 7pm.

Respectfully submitted

Carol Charnock, Secretary
Port Tobacco Players