



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
March 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, Heather Bauer, Michael Beyrle, and Janice Sagars.

Minutes (Carol Charnock, Carol Russell) Minutes were accepted as with correction. Motion made by Craig and seconded by Mike B.. Unanimously approved

Treasurer's Report (Craig Hower) We currently have over \$295,000 in current Assets. Scholarship account has over \$66,000.

Nothing else significant to report.

Motion made to accept the treasurer's report as presented made by Carol R. and seconded by Kaitelyn. Motion passed unanimously.

Appointment of member to fill open board position – Three names were presented – Kim Ball, Sheila Hyman-Wrabley and Becky Kuhn. Discussion was held regarding the benefits of each candidate. Decision was tabled until the end of the meeting.

Education (Carol Russell) Suzanne Donohue would like to remain as Director of Encore Kids and will make decisions regarding start dates and shows shortly. Camp Mockabee will have Becky Kuhn as producer and she will handle the administrative side of things to keep everything running smoothly. This will allow Tessa to concentrate on the performance and tech aspects.

Productions (Tara Waters)

Once Upon A Mattress has opened

Jake Jaffe was interested in finding out what PTP's policy was regarding understudies. He has ideas for using/having understudies in future shows.

You Can't Take it With You is in rehearsal.

Ragtime – Becky Kuhn will be "starting" producer for the show. Tara will ask Connie Murphy if she is willing to ultimately be the producer for the show. Dan Romagno will be pit conductor and Kristin Feester (Sp?) will be vocal director. Auditions will be held on April 4, 5 and 8, 2023 with callbacks on April 8. We tried to obtain the rights to use a small pit (9 pieces), but we were denied that option. We will have a full pit.

Producer/Director meeting dates are TBD.

Play Reading Committee needs someone to lead the process.

Properties (no chair yet) Nothing to report

Costumes (Janice Sagars) Loft is in better shape, Costume team for You Can't Take it With You is working on the show now that Mattress is out of the loft.

Public Affairs (Heather Bauer) Nothing to report yet.

Membership (Carol Charnock) Carol C. brought up the Summer Camp Fair sponsored by The Playful Parent on April 2, 2023. Carol agreed to man the table if we wanted to participate. It was approved and Mike G. will be asked to purchase a space. Heather/Carol R. will be sure Carol C. gets material for the table.

Summer membership meeting will be held at Gilbert Run Park. Carol C. will try to reserve either August 19th or 26th for the cookout.

Facilities (Mike Beryle) Back Fence Gate is repaired. Keyless entry locks still being worked on. Need to get a plan to finish the repairs/improvements to the lobby.

New Business – Discussion was had about the previous board members putting together a list of tasks completed during their last year on the board.

Business Manager (Mike Gahan) said inquiries are coming in requiring Camp and vaccination requirements. After discussion, it was determined that we would drop the mandatory proof of vaccination for all PTP activities. Statement will go on the website :

“The Port Tobacco Players will no longer require proof of vaccination for COVID-19 in order to participate in PTP activities which include Camp Mockabee, Kids Encore and main stage productions.”

It was decided that we no longer needed to pay for PandaDox.

Rights have been obtained for all upcoming productions with the exception of Little Women and Joseph. Mike G. is still working on those.

Patron asked if PTP had “Gala Pro” – a system that will allow audience to see captions of the show on their phones. We will look into it, but not sure it’s feasible.

Mike suggested we put the PTP mission statement on each page of the website.

Chris Magee will donate a refrigerator for use in the rehearsal hall. He will deliver, but we need to arrange to get the old one removed.

We discussed putting notice of the death of a member on the marquee. It was determined we would do it with the family’s permission.

Colleen Bremner submitted a request for a by-law addition regarding protocol to be followed if a cast member or crew member is ill. This will be submitted to the by-law committee for review and possible presentation at the winter membership meeting.

Board came back to the appointment to fill the vacant slot on the board. After more discussion, we agreed to appoint Becky Kuhn to the board. She will be notified by Tara Waters.

Next Meeting will be on April 11, 2023 (Tuesday) at PTP at 7pm.

Meeting adjourned at 9:00pm.

Respectfully submitted

Carol Charnock, Secretary
Port Tobacco Players