



**Minutes**  
**Board of Director Meeting**  
**Port Tobacco Players, Inc.**  
**July 14, 2021**

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Meeting was called to order at 7:07 PM by President Chris Magee. Board Members in attendance – Kaitelyn Bauer-Dieguez, Carol Charnock, Jason Klunkowski, Chris Magee, Ben Simpson, Stacey Swickert, Tara Waters and JaNeene Sanders. Guests – Richard Gilpin, Melissa Gilpin-Ball, Kim Ball, Craig Hower, Chad Mildenstein and Sheila Hyman.

Prior to this meeting, a vote was held by online voting through Facebook in order to fill the position left by Neil Twohig. JaNeene Sanders was asked to fill the open position on the board and she agreed. She was appointed to fill the vacant position by a majority of the current Board Members.

**Minutes** (Carol Charnock) Minutes from the June 9, 2021 meeting were presented. Motion to accept minutes from the meeting as presented was made by Ben and seconded by Stacey. Minutes were unanimously approved. Jason was advised to post to the website.

**Treasurer's Report** (Mike Gahan) Mike presented financials which showed total current assets at \$208,339. Funds in the scholarship account are at \$71,337. PTP received over \$49,000 in dividends over the last year from our investments. There is a line item for "Misc. contributions income". This amount (\$16,499) is apparently the refunds from the fees paid for "You're a Good Man, Charlie Brown" and "Legally Blonde-the Musical". "Working – the Musical" sold about 99 tickets. Carol made a motion to accept the financials as presented – motion seconded by Tara. Passed unanimously.

Mike is working on the final grant reports for the Charles County Arts Alliance and the Charles County Charitable Trust. He is also working on a new grant from the National Endowment for the Arts and has had a request for clarification on information presented for the Shuttered Venue Grant.

AudienceView is ready to go live.

Mike would like to purchase Smart System Thermostats for the theater to save on heat/AC costs. Total cost should be about \$2,100. **A motion was made to have him look into and purchase these by Mike and Chris seconded. The motion passed unanimously. (Action Item)**

Mike has had inquiries about Season Tickets from the 20-21 season. It was agreed that those patrons would be given flex tickets for those shows that they were unable to attend.

**Guests (Richard Gilpin and Melissa Gilpin-Ball)** Rich and Mel brought their concerns to the board about how they handled a report of the use of a suite at the opening day of the Blue Crabs. Their statements can be found with the hard copy of these minutes in the PTP office. Rich and Mel were concerned that their reputations had been (or could be) damaged because of the rumors going around about the incident. Several board members expressed their apologies for anything that Rich and Mel might have seen as being mishandled by the board members. **At the next meeting, the board will discuss how to handle these issues in the future. (Action Item)**

JaNeene was welcomed back to the board. Kaitelyn has asked to be switched to History/Library (from Props) since it will be easier to handle with “Sebastian” coming! It was agreed and JaNeene will be appointed as Props Chair.

**Productions** (Tara Waters) WATCH – nothing to report. Next WATCH meeting to be held on July 11, 2021.

“12 Angry Jurors” is in rehearsals and participants need to sign document per PTP Policies. Producer needs to be sure that all forms are sent to the actors and crew. Budget was presented for “12 Angry Jurors”. It was stated that each actor should buy their own make-up for safety reasons and only specialty make-up will be purchased by the theater. Motion was made to accept the budget as presented by Tara and seconded by Jason. Motion passed unanimously.

Producer/Director meeting was held and a timeline sent out to those persons regarding info for publicity (postcards, trifold etc.). **Action Item – Follow up with producers on info needed by Public Affairs in order to prepare the Trifold, update website, etc.** JaNeene has agreed to be producer for “Disney’s Beauty and the Beast”.

Play Reading Committee – participants need to turn in their scores on the plays they have read! There is quite a variety of shows with diverse authors, acting opportunities, etc.

Waiting to apply for the rights for “All Together Now” – the “free” variety show we plan to put on stage in November. We can apply for them on July 26, 2021. We will need to get a producer, director and music director in place for the performance.

We need to start approaching people for House Managers. Kim Ball is willing to take on coordinator for the positions.

Diversity Council (Chad Mildenstein) Shemika Berry and Chad will operate as co-chairs of this committee. They will report through Tara as Production Chair and cc: Chris on any issues. The Council would like the board to consider allowing a slot in the season for a culturally diverse show every year which would be presented by a culturally diverse production crew. They would also like the board to consider more chances for directors to get a show by limiting directors to shows every other year.

They also presented the idea of an “open mic night” to be held at the theater on a dark weekend. This would introduce new audiences and new performers to the theater and they might then attend regular performances. They asked for help in looking into the legality of what would be performed (ASCAP? Other licensing restrictions?). **I did not note anyone in particular to assist in this endeavor.**

**Education** (Stacey Swickert) Stacey discussed the budget for Camp Mockabee. Counselors will be paid more than last session (\$100 for Elementary and \$400 for Middle and High School). Profit is estimated at about \$11,000.

Encore Kids will resume with Suzanne Donahue as Director and Christy Orthner as Producer. Auditions will be held in late September.

**Props** (JaNeene Sanders) Nothing to report

**Costumes** (Ben Simpson) Several loans have been returned (McDonough, Hard Bargain) as well as the missing vintage coat from St. Mary’s Summer Stock (Thank you Ben!). Guild met and purged a LOT of fabric from the loft. All fabric has been sorted and replaced in the appropriate areas.

**Public Affairs** (Jason Klunkowski) **Jason has been approached about advertising for all the local theaters (Action Item) in the area.** Jason will pursue this. Computers have been installed in the Office and the light booth. Still need to do the lobby one and the costume loft.

**Facilities** (Chris Magee) Next steps are painting and ceiling. And hopefully the floor will be in by the end of the month. Looking to do the grand open house in conjunction with the opening of "12 Angry Jurors". A reception and tour will be held on September 22 (IDR for the show) and the attendees can stay for the show. Open house for members will be held on the afternoon of September 25.

The toilet in the green room has been running and we had a large water bills (\$300 more than usual). The toilet has been fixed. Light booth air conditioning has also been repaired.

There are leaks in the rehearsal hall bathroom under the floor. The Green Room door needs to be replaced. We don't have a price yet. There is also still a leak (mist) on the stage. Facilities will address these issues.

**Strategic Planning** (Craig Hower) The full report can be found with the hard copy of the minutes. Highlights – Committee has met twice and has begun establishing goals as outlined by the Board. They will be looking into not only stage productions, but all the outside performances we have done over the years (Emergency drills, historical presentations, etc.) They will be working on exploring and expanding our connections with neighboring performance groups. Their first goal will be to rework the PTP Mission Statement.

New Business -Need to send out a blast (Facebook?) to request house managers. We need to assign someone to follow up on this.

Board of Directors will continue to attend the performances. Need to set up a schedule for who will attend what evenings. **We need to assign someone to set up a schedule – is this the responsibility of each producer to reach out to board members to schedule? (Action Item)**

Camp performances – all tickets must be purchased in advance. Each camper will receive 4 tickets (Comps) and any additional tickets can be purchased at \$5 each. Entrance to the theater will be through the Oak Ave. side door. Motion to approve this plan was made by Tara and seconded by Stacey. Motion passed Unanimously.

Mike announced that a PTP submission to an International Film Festival, *Hide and Seek*, (written by Kim Bessler) has made it to the final six, and only one from the United States, (out of 24) worldwide entries. The final decision as to winner will be by on-line voting.

Our 1 Act, *True Colors*, (also written by Kim Bessler) will be performed in Nova Scotia in May of 2022.

Next Meeting will be on August 11, 2021 at 7pm in person in the rehearsal hall.

Motion to adjourn made by Carola and seconded by Ben.

Respectfully submitted,

Carol Charnock, Secretary