



**Minutes**  
**Interim Board of Director Meeting**  
**Port Tobacco Players, Inc.**  
**April 22, 2021**

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Meeting was called to order at 7:34 PM by President Chris Magee. Board Members in attendance – Kaitelyn Bauer-Diequez, Carol Charnock, Mike Gahan, Jason Klunkowski, Chris Magee, Ben Simpson, Stacey Swickert, Neil Twohig and Tara Waters. Invited attendees – Suzanne Donohue, Tessa Sylvestro

Prior to this meeting, a discussion was held through the Facebook BOD page regarding the purchase of software (PandaDoc) in order to send documents electronically and to allow for electronic signatures. Options were discussed and it was determined that this would be a good match for our purposes. Cost will be \$529. Motion to purchase the software was made by Chris and seconded by Ben. Motion passed (by Facebook vote) unanimously.

**Treasurer's Report/WATCH** (Mike Gahan) – Mike did not have a treasurer's report for this meeting. WATCH has reported that they will not start adjudicating plays until January, 2022.

The evening with Michael James Scott was discussed. We had 14 tickets sold, earning us \$420. Total costs for the evening was \$825. Comments received from those that attended were very positive. The small participation may have been due the night (mid-week) that was chosen, the uncertainty of the content of the program, not enough prior notice and the cost. If we do this in the future, we may want to survey the membership about who they would like to see and the topics that might be discussed. A lesser known person might cost less, but would enough people be interested? We also may want to look at another night or time.

**Fundraising** (Stacey Swickert/Tara Waters/Ben Simpson) – the fundraiser for the couples cooking class has to be postponed due to a conflict with timing for the chef. Instead, we will be doing another Outback fundraiser on the evening of May 13, 2021.

**Re-opening of theater** – Chris presented several slides regarding opening protocols and procedures.

Bathrooms – cleaning, ingress & egress

Capacity in Theater

Masks required? PPE? Vaccinations? Temperatures taken?

Comfort levels of Actors, Crew and Audience

Ben will put together a survey to send out to our membership, patrons and those audience members we have contact information for. The survey will ask their preferences for when they would be comfortable coming back, as what capacity and wearing masks or not. **(Action item – Ben Simpson)**

We also talked about ticketing (on-line or call in); putting up posters with our policies once decided (masks, Vaccinations, hand washing stands, etc.); website notices of policies.

Seating arrangements were discussed, but no decisions were made.

Ben made a motion that all ticket sales should be prepaid Seconded by ??? - Voting was 7 for and 1 against. Motion passed.

Air Filtration systems were brought up and it was determined that the best idea was to ensure we were using HEPA filters in our air units. Mike Gahan will contact SMO about information regarding installation of HEPA filters in our air handling system. (**Action Item – Mike Gahan**)

**Encore Kids** (Suzanne Donohue) – The Board asked Suzanne about her thoughts on re-starting Encore Kids. She said it would, as in recent years, be no more than 10-15 kids. As far as starting up – she would want to wait until PTP made a decision about opening the theater in general.

**Camp Mockabee** (Tessa Sylvestro) – Similar discussion was had regarding Camp. Possible 2 Elementary sessions (AM and PM) with a limited number of participants. Same with High School with limited number of participants, maybe 2 1 week sessions and possible performances. Tessa will need to think about it and will depend on when PTP determines they can open.

**Other Business** – Charles County may have grants to help us with purchasing the required cleaning supplies needed to open and continue to keep us a safe environment.

There were a lot of concerns and comments regarding our upcoming season. Charlie Brown is not going to perform in August. We talked about the pros and cons of opening in September with “12 Angry Men” or waiting until December and doing a version of “A Christmas Carol”. We also talked about waiting until January. Chris suggested a motion be made to set a tentative schedule, but this will be tabled until we can get results from our survey and have a better idea of what actors and patrons would prefer or be comfortable with.

Motions was made by Ben to adjourn and several seconded! Meeting was adjourned at 10:08PM.

Respectfully submitted,

Carol Charnock, Secretary.