



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
December 7, 2023

Meeting was called to order at 7:00pm by President Tara Waters. Board members present - Tara Waters, Carol Russell, Craig Hower, Carol Charnock, Kaitelyn Bauer-Diequez, Heather Bauer, Jan Sagers, Mike Beyrle and Becky Kuhn. Chris Zabriskie was also in attendance.

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

Treasurer's Report (Craig Hower) Total current Assets - \$266,166.44. We have 11.4 months of emergency funds.

Painting and Stucco repair is in progress.

Toilet in the dressing rooms was clogged – Cost to repair was \$300.

More roof leaks in the lobby – repair work done.

Tri-County has been out multiple times to repair the boiler. We think the correct repairs have finally been done.

During a clean up, a check for \$65 to Project Linus was found. Will be taken care of.

Treasurer's report was accepted as presented. Motion made by Carol R. and seconded by Heather. Motion passed unanimously.

Education (Heather Bauer) Set up of upcoming classes is moving forward. Costs will vary, depending on supplies needed.

Productions (Becky Kuhn) 9-5 has been cast. 75th Anniversary is going well. Wait Until Dark is moving forward. Budget for 9-5 is being worked on and will be sent to the board before next meeting for review.

Director interviews will be held next week. Mamma Mia rights are NOT available – it's off the list.

Production meeting for Raisin in the Sun will be held next week.

Shemika will meet with productions after Christmas to finalize everything.

Discussion was held about small attendance at the 75th Anniversary shows and over costs of productions.

Talked about limiting the season to 2 musicals, shortening the season to 5 shows, and other cost saving ideas. Nothing finalized.

Props (Tara Waters) Jalopy from Ragtime has found a new home. Bobby Adkinson has taken it and may take the old washer as well. He has a lot of things that may be useful for upcoming shows – good resource. Props loaned to St. Charles High School.

Costumes (Janice Sagers) Esperanza Middle School has borrowed costumes for their production of James and the Giant Peach.

Public Affairs (Carol Russell) Suggestion that there should be a Producer/Director section on the website. Reminder made by Craig to get policies updated and up on the website. Pushed until after the Holidays. Committees should be listed on the website.

Membership (Carol Charnock) Winter Membership Meeting is scheduled for February 17, 2024. Carol C. and Heather B met with the staff at JayCees Hall to pick menu and check on what would be provided. Dinner will include:

- Cheese Tray
- Roast Top Round of Beef
- Grilled Chicken Teriyaki
- Salad with Ranch or Balsamic dressing
- Parsley New Potatoes
- Fresh Vegetable Medley
- Rolls & Butter
- Coffee/tea/water
- Cash Bar

Jan will take care of a cake for the evening.

History/Library (Kaitelyn Bauer-Diequez) Lobby was decorated for the season.

Facilities (Mike Beyrle) Mike B. is working on getting lines painted on the back parking lot.

Old Business Letters need to go out by last week of December. They will include ballots, bios, by-law change, invitation to dinner/meeting and updated sponsor information. Tara is still waiting on Bios for those running for the board.

Next meeting will be January 4, 2024 at 7:00.

Meeting was adjourned at 8:28pm.

Respectfully submitted,

Carol Charnock, Secretary
Port Tobacco Players.