



Minutes
Board of Directors Meeting
Port Tobacco Players, Inc.
April 11, 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-Diequez, Heather Bauer, Michael Beyrle, Janice Sagers and Becky Kuhn.

Minutes (Carol Charnock, Carol Russell) Minutes were accepted as with 2 minor amendments. Motion made by Carol R and seconded by Craig. Unanimously approved.

Treasurer's Report (Craig Hower) We currently have almost \$294,000 in current Assets. Scholarship account has over \$70,000.

We made \$405 from the Green Turtle opening night fund raiser. We received \$250 from the St. Joseph's Catholic Church group for the use of the rehearsal hall for a reception. We also received a \$1,000 donation from the Rotary Club. The budgetary analysis shows that we have 14 months of finances to cover expenses should we have any reason to shut down.

Our bank account was hacked again. Someone tried to cash a check, fortunately the bank denied it. We will be instituting measures to ensure that all checks are verified by the bank before allowing payment.

Motion made to accept the treasurer's report as presented. Motion passed unanimously.

Education (Carol Russell) Caroline House will be the producer for Encore Kids. Camp Mockabee registration has opened.

Craig would like to start an improv class. He suggested 2 hours per week, with a fee of \$50 per month. Craig will present more firm details at the next meeting.

Productions (Becky Kuhn)

Once Upon A Mattress has closed. Run went well.

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

Ragtime – has been cast. We will have to include a disclaimer in advertising that the show contains language and racial slurs.

Producer/Director meeting dates are TBD.

Post mortem survey will be put together and sent to cast and crew of Mattress.

We did not get the rights to Little Women. Director will try to come up with some possibilities of show he might want to direct. Will work with Becky to fill the slot.

Properties (Tara Waters) Kathy Mead will continue to manage the prop loft.

Costumes (Janice Sagers) Several members of the Costume committee have offered to help in various aspects of costuming Ragtime. Janice asked if Ashley Goodell could be added to the costume committee. Board verified that Costume Chairperson can add members to the committee without board approval.

Public Affairs (Heather Bauer) Cassie Morris has offered to help with public affairs. We have had inquiries from a couple of places about having events at their locations. Heather will look into them and get back with details.

History/Library (Kaitelyn Bauer) She is working on straightening out the library.

Membership (Carol Charnock) Nothing to report

Facilities (Mike Beryle) Working on Keyless entry system.

Old Business All past minutes are now on a separate hard drive. Suggested by Jason K. that we purchase a terabyte of Cloud space and back up our digital storage there. Carol C. will follow up with this. We will maintain 5 years in paper (for now) and recycle the rest.

New Business – ArtsFest – we will get a table. Need to find people to man the table from 11-4:30 pm.

Next meeting will be on May 11, 2023 at 7pm

Meeting adjourned at 8:45

Respectfully submitted,

Carol Charnock, Secretary
Port Tobacco Players