

# Approved

## POSSUM POINT PLAYERS

### ARTISTIC COMMITTEE MINUTES

December 10, 2020

- I. **CALL TO ORDER** – Zoom meeting. Chairwoman Marsha Shull called the meeting to order at 6:03 PM Members present were: Marsha Shull, Jill Lewandowski, Chase Schirmer, John Hulse, Diane Counts, Nina Galerstein, Rosanne Pack, Donna Flomp, Richard Huffman, Fred Dean, Dawn Conaway, Donna Dekuyper, Kenney Workman, Lorraine Leavel, Bernie Noeller, Les Ferguson and Anthony Policastro. Absent were Claudius Bowden and Olivia Farro. Quorum was confirmed.

## II. APPROVAL OF MINUTES AND ELECTIONS

A. **Approval of agenda** - agenda had been reviewed by committee members. There were two additions. One was discussion of Murder is Announced (Items III B 3 Show Directors and VI A Reading Committee report) and Minutes distribution process (Item V C New Business) It was approved (Motion Nina Galerstein, Second Donna deKuyper) with the additions. **CLOSED**

B. **Approval of minutes** - Minutes of November 5, 2020 were reviewed. After properly moving (Rosanne Pack) and seconding (Donna Flomp) the minutes were approved. **CLOSED**

## III. REPORTS

### A EXECUTIVE ADMINISTRATOR

1. For Sounds of the Seasons there were 170 tickets sold on opening weekend with 110 attendees. Some season ticket holders did not attend. So there have been 161 tickets sold for the second weekend performances. Maximum capacity for the four shows each weekend is at 200 with 50 seats per show. **INFO**

2. Information is still needed to complete the annual report. Committee members are encouraged to provide that to Dawn Conaway. **INFO**

3. There will be a mailing addressing membership opportunities for next year. **INFO**

4. There will not be doing formal season tickets next year. Some people have elected to use the funds for this year's season tickets to be rolled over into next season. **INFO**

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## B SHOW DIRECTORS

### MAIN STAGE

1. Sweet Sounds of the Season - Kenney Workman reported the following:
  - a. Audiences have been small but they appear to enjoy the show. **INFO**
  - b. The social distancing of the seating arrangement was well done. **INFO**
  - c. Refreshments from the bar were sold into the theater. There was \$400 plus credit cards collected for the refreshments. **INFO**
  - d. The last four shows will be this coming weekend (Dec 11th to 13th). **INFO**
  - e. There is still a need for additional individuals to help with refreshments at the two matinee performances. Michael Murnin is the host on Saturday and should be able to help on that day. Marsha Shull volunteered to assist for the Sunday matinee. **CLOSED**
  - f. Set strike for the small set will take place after the show. It is not clear if the fireplace will be taken down or left in place for a subsequent show (See Item A under New Business). **INFO**
2. Cobb - Les Ferguson reported the following:
  - a. Rehearsals will begin in two weeks with the four cast members. **INFO**
  - b. COVID precautions will be taken during rehearsals with all involved wearing masks. **INFO**
  - c. Stage crew is set with stage manager, props, costumes light/sound all addressed. Set will be relatively sparse using mostly projections and flats. **INFO**
  - d. Discussion took place about the budget for the show. It was difficult to project since the standard director's worksheet based the budget on a full house worth of seats. With only 50 seats available that would not work as well. The biggest expense would be the \$600 licensing fee. Other expenses should amount to a few hundred dollars. There was also a need for wooden baseball bats and a pair of vintage spikes. Costumes does not have the spikes. Unless someone comes forward, Les plans to purchase them. Kenney Workman indicated that at Executive Committee meeting next week there would be a discussion of ticket prices. Once the info is available, a budget can be constructed. **OPEN**

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## AFFILIATES & FUNDRAISERS

1. All The Fixins fund raiser will take place on Saturday June 26th. We are still working on the assumption that the date will work. **INFO**

**C. EXECUTIVE COMMITTEE REPRESENTATIVE** - Rosanne Pack had no report this month. **CLOSED**

## IV. OLD BUSINESS

**A.** Addition of fundraisers, cabaret shows, etc to archives on the website. Nina reported that work on this continues. **OPEN**

**B.** Virtual Performances - Diane Counts had no report this month. **OPEN**

**C.** New Building use forms - forms were changed in line with comments from last meeting. There were two sets of forms presented for approval. The first was Building Facilities and Resources document (Attachment 1); the second was the Performance Approval and Building Usage Agreement (Attachment 2); the third was Rental Agreement (Attachment 3). There was some discussion about the order of approval for Artistic and Executive Committee. However, it was not felt to be enough to make further changes. After properly motioning (Nina Galerstein) and seconding (Chase Schirmer), the new forms were approved. **CLOSED**

**D.** Advertising with Public Broadcasting stations - Rosanne Pack reported that one of the PBS stations had changed its format to a jazz format. The other one still used a classical music format. We have not used either of them since January 2020. As our current status does not foresee using them in the near future, the plan is to wait until there is a future need. At that time we can reopen the item and discuss specifics of what is needed. **CLOSED**

**E.** Nominating Committee - membership is Nina Galerstein, Marsha Shull, Rosanne Pack and Gwyneth Sharp. There are multiple positions open both on Executive Committee and Artistic Committee. Anyone interested in running for open positions should let someone on the Nominating Committee know. Artistic Committee positions include Makeup, Costumes and Light/Sound. **OPEN**

## V. NEW BUSINESS

**A.** The Diamond Dance Company will be performing The Nutcracker at Possum Hall. Dress rehearsal will be on December 17th. There will be 4 performances between December 18th and 20th. The production is usually done in schools but due to COVID that is not possible this year. Aimee Voshell-String and Misty Yancer are the directors/choreographers of the production. Attendees will be family only and restricted to 50 people per performance. Those not on stage will be socially distanced in a tent outside Possum Hall. Chase Schirmer and Ed Guinan will help with sound and lights. They are paying \$1500 for the use of the facility. **INFO**

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**B.** 2021 Season and COVID restrictions - the effect of COVID on productions will be an ongoing issue for next year's productions. **INFO**

**C.** Minutes distribution - In March the Artistic Committee agreed that draft minutes should be sent to Artistic Committee members only and the President. Draft minutes from Executive Committee would go only to Executive Committee members and the Artistic Committee Chair. Once they were approved, they would go to the Executive Administrator, Webmaster and Archivist. The changes to be included in policies on minutes distribution are included in Attachment 4. John Hulse also suggested that draft copies of the minutes be labeled as such and that the final copy of the minutes should have the date of approval included. That amendment was added to the motion. After properly moving (Rosanne Pack) and seconding (Chase Schirmer) the motion the changes were approved. Members had also been sent the proposed changes from Jim Hartzell (Archivist). The members opted to not consider these as they did not reflect prior proposal approved in March 2020. **CLOSED**

## VI. ARTISTIC COMMITTEE MEMBERS

**A.** Nina Galerstein provided a report on the Reading Committee:

1. Because of concerns of the director with the large cast of A Murder is Announced during COVID precautions, the committee decided to select the play Vanya and Sonia and Masha and Spike in its place. After properly motioning (Nina Galerstein) and seconding (Richard Huffman) the change was approved. **CLOSED**

2. The committee also concurred with the proposal that Peter Cuesta should be the director of Vanya and Sonia and Masha and Spike. Donna deKuper pointed out that after Executive Committee approval, Peter Cuesta would need contact Dawna and schedule auditions. After properly motioning (Nina Galerstein) and seconding (Jill Lewandowski) the proposal was approved. **CLOSED**

3. Since many of the 2021 shows have been moved to 2022, there was only a need to select one new show for that season. The committee decided on the drama Silent Sky. It has a small cast and could be considered for a move to the 2021 season if necessary. After properly moving (Nina Galerstein) and seconding (Lorraine Leavel) the play was approved. **CLOSED**

4. Given the possibility of unexpected future changes to the schedule, the committee decided to also select a backup play if it was needed. They chose a play called Calendar Girls. After properly moving (Nina Galerstein) and seconding (Richard Huffman) the play was approved. **CLOSED**

**B.** Marsha Shull reported that costume cleanup continues. Work is done weekly. There is slow but steady progress. As part of the work, they have found a storage item with multiple cubbyholes. It can be used for things like shoes or handbags. However, it needs to be

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painted. Lorraine Leavel agreed to present the painting project to the Possum Juniors as a potential project. **INFO**

**C.** Lorraine Leavel reported that the Possum Juniors would be having their Christmas meeting on Dec 21st. They would do COVID modified Christmas caroling through Cinderberry. They are also starting to consider their summer show. They are going to take into account the size of the case, indoor vs outdoor and other COVID related items. They usually make their decision at the January meeting. Dr Policastro pointed out that by early March we should have a better feel for the direction we are heading. If they make their decision at their February meeting then by the March meeting we should know how valid what they want to do will be. **OPEN**

## **VII. ITEMS FOR EXECUTIVE COMMITTEE APPROVAL, NOTIFICATION OR INFORMATION**

- A.** Building use forms (Atch 1) and rental agreement (Atch 2) were approved
- B.** Minutes distribution process (Atch 3) was approved
- C.** Vanya and Sonia and Masha and Spike was approved as a replacement for A Murder is Announced
- D.** Peter Cuesta was approved to be the director for the March 2021 production
- E.** Silent Sky was approved for the 2022 season
- F.** Calendar Girls was approved as a Backup to the 2022 season if it was needed

**VIII. NEXT MEETING DATE - dependent upon whether there is an Annual Meeting in January or not. It will either be January 6, 2021 (if no annual meeting) or February 4, 2021 (if an annual meeting in January. In either case it will be Thursday at 6:00 PM INFO**

**IX. Announcements and Adjournment** -There being no further business a motion was made (Fred Dean) and seconded (Chase Schirmer) to close the meeting at 7:13 PM

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## Attachment 1

### **BUILDING FACILITIES AND RESOURCES (OUTSIDE & INTERNAL)**

(Proposed changes from Artistic 12/7/20 / existing document June 8, 2017-AC, Sept. 15, 2020-EC)

#### **Procedures**

The following Forms, and Timelines / Steps will be used for all performances done in Possum Hall or elsewhere (when done by or in the name of Possum Point Players). Depending on usage, approval of the Executive Committee or both the Executive and Artistic Committees are required.

#### **Forms**

1. Performance Approval and Building Usage Agreement
2. Rental Agreement For Facilities

#### **Timelines / Steps (AT LEAST 10 WEEKS BEFORE EVENT)**

Building Rental (Outside Groups and Individuals)

1. Outside Representative sets up appointment to meet PPP Executive Administrator to discuss date availability and rental requirements. Executive Administrator emails a Rental Agreement For Facilities form to be completed before the meeting.
2. Outside Representative meets with PPP Executive Administrator for date clearance. Executive Administrator reviews Rental Agreement For Facilities form.
3. Executive Administrator submits Rental Agreement For Facilities form to PPP Executive and Artistic Committee for a vote / approval. Executive and Artistic committees with giving approval agree to providing coverage for all identified departments requested. In accordance with Tech Policy, a department head is identified to handle the event and contact information is provided agreeing to providing coverage for all identified departments requested. Contact information (Name, telephone numbers, and email) is noted along with signoff. Executive and Artistic Committee submits completed request to the Executive Administrator.
4. Executive Administrator presents the approved. Rental Agreement For Facilities to the outside representative. The Rental Agreement For Facilities is signed by the outside representative, and a deposit is paid (If applicable).
5. A before and after walkthrough of the building is conducted the day before/after the event, conducted by the Executive Administrator and /or Department heads/ or designee for the event. Balance of rental is paid.

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## **Building Use (Affiliates and Internal Groups/Individuals)**

1. Affiliate / Internal Group representative sets up appointment to meet PPP Executive Administrator to discuss date availability. Executive Administrator emails a Performance Approval and Building Usage Agreement form to be completed before the meeting.
2. Affiliate / Internal Group representative meets with PPP Executive Administrator for date clearance. Executive Administrator reviews completed Performance Approval and Building Usage Agreement form.
3. Executive Administrator submits Performance Approval and Building Usage Agreement form to PPP Executive and Artistic Committee for a vote / approval. Executive and Artistic committees with giving approval agree to providing coverage for all identified departments requested. In accordance with Tech Policy, a department head is identified to handle the event and contact information is provided agreeing to providing coverage for all identified departments requested. Contact information (Name, telephone numbers, and email) is noted along with signoff. Executive and Artistic Committee submits completed request to the Executive Administrator.
4. Executive Administrator presents the approved and signed building use form to the Affiliate / Internal Group representative, with department contacts for the event.
5. A before and after walk through of the building is conducted the day before/after the event, conducted by the Executive Administrator and /or Department heads/designee for the event.

## **Building Use (Fund Raising events by Internal Groups/Individuals)**

1. Affiliate / Internal Group representative sets up appointment to meet PPP Executive Administrator to discuss date availability. Executive Administrator emails a Performance Approval and Building Usage Agreement form to be completed before the meeting.
2. Affiliate / Internal Group representative meets with PPP Executive Administrator for date clearance. Executive Administrator reviews completed Performance Approval and Building Usage Agreement form.
3. Affiliate / Internal Group representative meets with the PPP Fund Raising Chair for notification and approval of the event.
4. Executive Administrator submits Performance Approval and Building Usage Agreement form with Fund Raising Chair sign off to the PPP Executive and Artistic Committee for a vote / approval. Executive and Artistic committees with giving approval agree to providing coverage for all identified departments requested. In accordance with Tech Policy, a department head is identified to handle the event and contact information is provided agreeing to providing coverage for all identified departments requested. Contact information (Name, telephone numbers, and email) is noted along with sign off. Executive and Artistic Committee submits completed request to the Executive Administrator.
5. Executive Administrator presents the approved and signed Performance Approval and Building Usage Agreement form to the Affiliate / Internal Group representative, with department contacts for the event.

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6. A before and after walkthrough of the building is conducted the day before/after the event, conducted by the Executive Administrator and /or Department heads/designee for the event. Select Artistic chairs may be added to the walk through if needed with technical equipment.

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Attachment 2  
**POSSUM POINT PLAYERS**

**PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT**

**PAGE 1 OF 3**

**(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.) (Proposed changes 12/01/20-AC, 09/15/20-EC)**

AFFILIATE OR SPECIAL EVENTS COORDINATOR NAME

\_\_\_\_\_

NAME AND DATE(S) OF EVENT

\_\_\_\_\_

LOCATION OF EVENT: POSSUM HALL\_\_\_\_\_ OTHER (LIST) \_\_\_\_\_

PRIMARY CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

ALT. CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**USAGE** - Please enter dates and times of areas needed AND personnel that you are requesting

**1. AREAS** (Date(s) and time(s))

Kitchen \_\_\_\_\_ Green Room \_\_\_\_\_ Lobby \_\_\_\_\_

Shop \_\_\_\_\_ Theater \_\_\_\_\_ Lights/sound/EFX \_\_\_\_\_

**2. PERSONNEL** (Dates and times)

Set Construction \_\_\_\_\_ Lights / Sound / EFX \_\_\_\_\_

Makeup \_\_\_\_\_ Costumes \_\_\_\_\_ Props \_\_\_\_\_

Bar & Refreshments \_\_\_\_\_

**3. OTHER**

Please list any Lighting / Sound / EFX equipment and resource needs not listed above:

\_\_\_\_\_

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## PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT

### PAGE 2 OF 3

#### CONDITIONS:

1. The Group will leave all areas used as clean and orderly as they found them upon arrival.
2. The Group will not make alterations or attachments or holes in the existing structures.
3. At no time will all fire exit doors be blocked with equipment or materials.
4. The Group will not use or store hazardous materials or permit the use of an open flame WITHOUT PRIOR EXPLANATION TO, AND APPROVAL FROM THE PPP EXECUTIVE ADMINISTRATOR IN CONSULTATION WITH THE APPROPRIATE TRUSTEES.
5. The Group is responsible for damages to the facility during the Group's use.
6. If the Group is not using PPP personnel for areas they are using, the Group will obtain clearance from the Artistic Committee chair responsible for that area, prior to the use of the equipment. If a Group requires more than a general stage lighting wash, with stage left, right, and center control and/or spot lights, detailed lighting requirements will be attached under OTHER SPECIAL INSTRUCTIONS. The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair person. **No equipment shall be moved without prior approval of the Sound/Light/EFX Artistic chair. This includes lights, microphones, speakers, consoles, wires or any other operating equipment.**

#### Agreement to the foregoing is indicated by the signatures below:

Executive Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
Fundraising Chair: \_\_\_\_\_ Date: \_\_\_\_\_

REQUESTING GROUP NAME: \_\_\_\_\_  
REQUESTING GROUP CONTACT: \_\_\_\_\_ Date: \_\_\_\_\_

ARTISTIC COMMITTEE CHAIR: \_\_\_\_\_ Date: \_\_\_\_\_  
EXECUTIVE COMMITTEE CHAIR: \_\_\_\_\_ Date: \_\_\_\_\_  
AC APPROVAL DATE: \_\_\_\_\_  
ECAPPROVAL DATE: \_\_\_\_\_

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**PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT-**  
**PAGE 3 OF 3**

**CONTACT INFORMATION FOR ASSIGNED PERSONNEL:**

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
TELEPHONE NUMBER(S) \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
TELEPHONE NUMBER(S) \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

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NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
TELEPHONE NUMBER(S) \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

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## Attachment 3

**POSSUM POINT PLAYERS**  
**RENTAL AGREEMENT - PAGE 1 OF 3**  
**(For RENTAL of PPP Building and/or Personnel Resources by Non-affiliated**  
**entities) (Approved [insert date]-AC, 09/15/20-EC)**

NAME AND DATE(S) OF EVENT: \_\_\_\_\_

NAME OF RENTING GROUP: \_\_\_\_\_

MAILING ADDRESS OF GROUP OR PRIMARY  
CONTACT \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ALT. CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**USAGE** – Please enter date(s) and time(s) of areas AND personnel that you are requesting)

**USAGE** - Please enter dates and times of areas needed AND personnel that you are requesting

**1. AREAS** (Date(s) and time(s))

Kitchen \_\_\_\_\_ Green Room \_\_\_\_\_  
Lobby \_\_\_\_\_  
Shop \_\_\_\_\_ Theater \_\_\_\_\_ Lights/sound/  
EFX \_\_\_\_\_

**2. PERSONNEL** (Dates and times)

Set Construction \_\_\_\_\_ Lights / Sound / EFX \_\_\_\_\_  
Makeup \_\_\_\_\_ Costumes \_\_\_\_\_ Props \_\_\_\_\_  
Bar & Refreshments \_\_\_\_\_

**3. OTHER**

Please list any Lighting / Sound / EFX equipment and resource needs not listed above:

\_\_\_\_\_

RENTAL FEES: (Amounts include possible additional charges for Light and/or Sound/EFX tech or equipment.)

Non-refundable Deposit (50%) Amount: \_\_\_\_\_ Due: \_\_\_\_\_ Paid: \_\_\_\_\_

\_\_\_\_\_

Balance Amount: \_\_\_\_\_ Due: \_\_\_\_\_ Paid: \_\_\_\_\_ Total fees:  
\$ \_\_\_\_\_

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**RENTAL AGREEMENT - PAGE 2 OF 3**

**CONDITIONS:**

1. The Group will leave all areas used as clean and orderly as they found them upon arrival.
2. The Group will not make alterations or attachments or holes in the existing structures.
3. At no time will all fire exit doors be blocked with equipment or materials.
4. The Group will not use or store hazardous materials or permit the use of an open flame WITHOUT PRIOR EXPLANATION TO, AND APPROVAL FROM THE PPP EXECUTIVE ADMINISTRATOR IN CONSULTATION WITH THE APPROPRIATE TRUSTEES.
5. The Group is responsible for damages to the facility during the Group's use.
6. If the Group is not using PPP personnel for areas they are using, the Group will obtain clearance from the Artistic Committee chair responsible for that area, prior to the use of the equipment. If a Group requires more than a general stage lighting wash, with stage left, right, and center control and/or spot lights, detailed lighting requirements will be attached under OTHER SPECIAL INSTRUCTIONS. The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair person.

**Agreement to the foregoing is indicated by the signatures below:**

Executive Administrator \_\_\_\_\_ Date:

Fundraising Chair \_\_\_\_\_ Date:

REQUESTING GROUP NAME: \_\_\_\_\_

REQUESTING GROUP CONTACT \_\_\_\_\_ Date:

ARTISTIC COMMITTEE CHAIR \_\_\_\_\_ Date

EXECUTIVE COMMITTEE CHAIR \_\_\_\_\_ Date

AC APPROVAL DATE \_\_\_\_\_

ECAPPROVAL DATE \_\_\_\_\_

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**RENTAL AGREEMENT- PAGE 3 OF 3**

**CONTACT INFORMATION FOR ASSIGNED PERSONNEL:**

NAME\_\_\_\_\_DEPARTMENT\_\_\_\_\_  
TELEPHONE NUMBER(S)\_\_\_\_\_

EMAILADDRESS\_\_\_\_\_

NAME\_\_\_\_\_DEPARTMENT\_\_\_\_\_  
TELEPHONE NUMBER(S)\_\_\_\_\_

EMAILADDRESS\_\_\_\_\_

NAME\_\_\_\_\_DEPARTMENT\_\_\_\_\_  
TELEPHONE NUMBER(S)\_\_\_\_\_

EMAILADDRESS\_\_\_\_\_

NAME\_\_\_\_\_DEPARTMENT\_\_\_\_\_  
TELEPHONE NUMBER(S)\_\_\_\_\_

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NAME\_\_\_\_\_DEPARTMENT\_\_\_\_\_  
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NAME\_\_\_\_\_DEPARTMENT\_\_\_\_\_  
TELEPHONE NUMBER(S)\_\_\_\_\_

EMAILADDRESS\_\_\_\_\_

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## Attachment 4

### **SUGGESTED CHANGES TO MINUTES DISTRIBUTION** **(Proposed changes by Artistic/Executive)**

#### DOCUMENT FLOW PROCEDURES – PAGE 9 OF POLICIES AND PROCEDURES MANUAL

I. Official documents of PPP are in the care of the Archivist who works under the direction of the Executive Administrator. They will be stored in a documents library in cloud (Archive) storage with access by only the Executive Administrator, his/her designee and the Archivist.

II. Official documents include, but are not limited to:

1. Minutes of Membership, Board of Trustees, Artistic Committee and Executive Committee meetings.

2. PPP By-Laws, Mission Statement, Goals and Objectives, 5-year plan, Trustees Job Descriptions, Production Job Descriptions, forms for building use and rental, show budget and budget templates, Policies and Procedures Manual, and rosters of the Executive and Artistic Committees.

III. The distribution, upon request, or to all appropriate parties, including the PPP Webmaster, of all current official PPP documents shall be the Archivist's responsibility, with the exception of Budget Templates and Building Use and Rental Forms. These three forms will be distributed by, and can only be obtained from, the Executive Administrator. Requests for all other documents are to be made to the Archivist.

IV. MINUTES - Official copies of all approved minutes shall be kept in Archive.

Secretaries, or those who keep minutes of the annual Membership meeting, which do not need approval, should send an electronic or printed copy to all Trustees, **the web master** and the Archivist.

Minutes of ad hoc groups whose deliberations are subject to consideration, approval and/or acceptance by a parent group will be included in the minutes of the parent group.

Minutes of Trustee meetings will have drafts sent to all Trustees, Executive administrator , & archivist. Once approved by both committees, the approved minutes shall be posted on Artistic & Executive web sites. Draft minutes of Artistic shall be sent to all Artistic members, President, Administrative Executive, & Archivist. Approved minutes will be sent to the Archivist , Executive Administrator & Webmaster for posting on the Web site. Draft minutes of Executive meetings shall be sent to all members of the Executive committee, Artistic chair, Executive Administrator, & Archivist. **Approved minutes of** Executive Committee, shall be sent to the Executive Administrator, Archivist & webmaster to be posted on the web site. Draft minutes

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should be sent prior to the other Committee's meeting to maintain communication between the Artistic & Executive committees. The minutes include copies of all supplementary documents either approved or rejected. (This would include, but not be limited to: correspondence on which action is taken, show budgets, Building Use and Rental forms and reports from show director's or other trustees.) Draft minutes to be identified as draft on all Draft minutes to be identified as draft on all pages. Approved minutes to include date approved by the appropriate body.

If minutes are not corrected during the affected meeting, the Secretary shall make the corrections in the original minutes and send them, again, to all their respective committees members, the Executive Administrator, the Webmaster and the Archivist.

### SECTION III SECRETARY ITEM D PAGE 2 OF 8 IN TRUSTEES JOB DESCRIPTION

D. Shall ensure that recorded and approved minutes of meetings of the Membership, Board of Trustees (including draft minutes) or Executive Committee (including draft minutes) shall be distributed to the Membership, Trustees or Executive Committee respectively. In lieu of distribution of Membership meeting minutes, the Secretary may ensure that notice has been given to all members that such minutes are available for inspection at the offices of the Corporation.

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