

Call to Order at 4:51 by President Kenney Workman. Also present were Cat Baker (At Large), Michael Barlow (B&G), Cheryl Graves (Fund Raising), Louise Hartzell (Treasurer), Michael Murnin (VP), Rosanne Pack (Artistic), Gwyneth Sharp (At Large), Dawn Conaway (Exec. Admin.), Leslie Snowdon-Jones (Sec'y) and Jerry Geitka.

Topic	Discussion	Action Plan Who? What? When?
Minutes previous Executive Committee Meeting, January 4, 2019 (Annual Meeting).	Some discussion about emailed update by Jon Sharp re: budget for "How to Succeed" (see Artistic Board action plan).	Minutes approved by unanimous consent. (Sec'y failed to note who moved and seconded)
Treasurer's Report Louise Hartzell	Louise shared YTD Profit & Loss Previous Year Comparison, Balance Sheet Prev. Year Comparison, and income reports from <i>It's a Wonderful Life</i> and <i>Sleuth</i> . Some discussion of bills that carry over from Dec/Jan impacting numbers, also that <i>Sleuth</i> lost a performance due to weather. Also noted reduced utilities, perhaps due to new water heater. Mike spoke of eventually converting to natural gas as a savings measure.	Minutes approved by unanimous consent. (Sec'y failed to note who moved and seconded)
Executive Administrator's Report Dawn Conaway	<ul style="list-style-type: none"> •Dawn shared ticket sales: 684 to <i>Sleuth</i>, 69 to date to <i>A Night at the Oscars</i>, 389 to date to <i>How to Succeed in Business...</i> •Discussion around a group's interest in using the Green Room for a Friday night catered reception before <i>How to Succeed...</i> from 5:30-6:15, for 12-15 guests, 40 maximum. •Also some discussion of Distinguished Young Women's Group's use of theatre in summer, either 1st or 2nd weekend of August. 	<ul style="list-style-type: none"> •PPP Will charge \$50 for a cleaning fee for groups using the Green Room for such a pre-show reception. Louise moved; Mike seconded; unanimous approval. •Dawn will let group know. •Dawn will contact John Hulse as to which August weekend for Distinguished Young Women
Artistic Board Representatives' Report Rosanne Pack	<ul style="list-style-type: none"> •On the Edge would like to do <i>Rimers of Eldritch</i>, with Ed Guinan directing October 11-13. 17 people in show, a dark <i>Our Town</i>. Much discussion of staff and volunteer resources being overtaxed, especially by our affiliate groups, versus what they bring to the whole. •Possum Juniors want to do <i>Annie</i> July 19, 20, 21 and have staff in place. Some discussion re: roles/job descriptions of PJs advisors, need for all committee members to strike sets, royalties, etc. Looked at net income from previous shows and discussion of PJs being an investment in PPP's future. 	<ul style="list-style-type: none"> •Limit the On the Edge show to 2 performances, one evening and one matinee. Mike moved; Leslie seconded; unanimous approval. •Rosanne to go back to Artistic Committee and share our concerns re: overtaxing. *EC tentatively approves PJs plans for <i>Annie</i>, pending budget. Roseann moved; Mike seconded; unanimous consent. Rosanne will let them know.

	<ul style="list-style-type: none"> • Marsha Shull chairs Artistic Committee; discussion of EC needing paperwork for budget approvals. 	<ul style="list-style-type: none"> • Kenney will follow up re: budget approval of <i>How to Succeed...</i> apropos of Jon Sharp's email; and also re: Sleuth budget.
Fund Raising Report Cheryl Graves, Dawn Conaway	69 tickets sold to <i>A Night at the Oscars</i> , PJs offered to coat check, but haven't responded, Step & Repeat is set up. Discussion of event set-up, timeline, show (<i>Let It Go!</i>) and auction, putting photos on Facebook. Some discussion of offering tickets, gift cards, to supporting businesses, beyond the standard advertising.	
Building and Grounds Report Mike Barlow	<ul style="list-style-type: none"> • Mike shared painting estimates for interior lobby and exterior from 2 contractors. Strongly suggest we do exterior as well, as it's aging and badly needs it. Repairs are included in estimates. Reviewed estimates. • Mike suggested we rebuild the bar area, some discussion. Louise noted \$1500 in bar tips that are available for a renovation. 	<ul style="list-style-type: none"> • EC chose CertaPro as painting contractors: Mike will contact them and has authority to negotiate a lower rate if possible. Louise moved; Cat seconded; unanimous approval. • Mike will take care of the bar, with a \$1500 max budget. Louise moved; Gwyneth seconded; unanimous approval.
Old Business Kenney Workman	Kenney still interested in Committees retreat.	<ul style="list-style-type: none"> • Kenney will follow-up with Jim and Jon re: retreat dates.
New Business	<ul style="list-style-type: none"> • VOCE is a quartet, with Chris Berg, who perform at Clear Space at Christmas and are interested in a summer show at PPP. It would be a straight split of sales, with tickets at \$30-35. Positive response by EC. • Staff Evaluations and Wage Increases – discussion of needing to look at both for Dawn and Gail. • Discussion of whether we pay dues to the Delaware Theatre Assoc. in order to submit a one-act play. Dues are small. • Jerry Geitka would like to offer a \$1000 college theatre scholarship for 5 years (total \$5k) as a memorial in honor of his sister, Bernadette Geitka, to a Possum Junior. Positive and grateful board response. 	<ul style="list-style-type: none"> • Kenney will follow up regarding number of performances and when. • Leslie, Louise, and Kenney will look at staff evaluations and wages and report back. • Dawn will ensure we join Delaware Theater Association. Mike moved; Michael seconded; unanimous consent. • Jerry Geitka will let us know more as he determines the process for the Bernadette Geitka Scholarship.
Items for Artistic Board	Some discussion of the benefit of radio exposure for our upcoming fundraiser. Donna De Kuyper was on with Michael Sprouse.	<ul style="list-style-type: none"> • Let On the Edge know re: only 2 performances and need to help. • Need <i>Annie</i> budget info from PJs
Announcements and Adjournment	Meeting adjourned at 6:13 pm. Mike moved; Louise seconded; unanimous approval.	Respectfully submitted by Leslie Snowdon-Jones. 3-3-2019