

Call to Order at 4:54 by President Kenney Workman. Also present: 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 Snowden-Jones (Sec'y). Absent: Lorraine Steinhoff (Artistic)

Topic	Discussion	Action Plan Who? What? When?
Minutes Executive Committee Meeting, March 19, 2019	Minutes perused.	Cat moved; Michael B seconded to approve; minutes approved by unanimous consent.
Treasurer's Report Louise Hartzell	Louise shared YTD Profit & Loss Previous Year Comparison, Balance Sheet Prev. Year Comparison, noting last year's utilities were higher because of the hot water heater purchase. Also pointed out that Money Market fund is higher than mortgage ☺. Interior painting is paid for, exterior will come from MM, as Motown funds went there. Also noted that new bar cooler was paid for with tips monies.	Michael M moved; Cat seconded to approve Treasurer's report; approved by unanimous consent.
Executive Administrator's Report Dawn Conaway	<ul style="list-style-type: none"> •Total ticket sales for <i>How to Succeed in Business...</i> were 977 (out of possible 1,104) •Edward Jones' group pre-party went very well. Catering by Blue Water Grill was great and they cleaned up so well, Dawn waived the \$50 cleaning fee. \$130 earned at bar, 22 tickets sold. Big success! Kenney suggested we should advertise this possibility with Chamber, Michael Sprouse, et al. •Dawn shared that we have weekly requests for donations and do, in fact, donate often to the community. • Delaware Theater Association dues were paid twice, so now we are paid through 2020. •Summer Camp – 10 signed up for Theatre Academy, 3 in Drama Camp. •Discussion of poor communication, procedure following, organization, and timely follow through with paperwork as to camps and affiliates. Without budgets and building use forms, Dawn cannot secure licenses, schedule calendar, begin publicity, etc. 	<ul style="list-style-type: none"> •Note Delaware Theatre Association dues are paid through 2020. •Note that Dawn is in charge of the calendar and must be consulted, as use is assigned on a first come/first served basis. •Procedures to be revisited at Retreat April 27, 28.
Artistic Board Representatives' Report Rosanne Pack	•Rosanne shared <i>Merry Wives of Windsor</i> budget. Discussion ensued as to projected income, large budget, small contribution to overhead (\$800 for 3 shows).	

	<ul style="list-style-type: none"> •Suggestion to combine postcard advertising for <i>Merry Wives...</i> and <i>Annie</i> •Discussed Anthony Policastro's proposal for <i>Hold the Phone</i>, a Staged Reading to be performed free, with donations encouraged, on Sun., Sept. 29 at 3:00, with 1 rehearsal in theatre. No need for volunteers. EC would like bar open to supplement possible donations. •Discussion of <i>Rimers of Eldritch</i>. Performances will be Sat/Sun October 12 and 13. •Ed Guinan (<i>Rimers...</i>) and John Hulse (<i>Arsenic and Old Lace</i>) are looking at simultaneous auditions. •General discussion that, generally, most sets cannot be kept together for subsequent shows. •Revisited PJs and <i>Annie</i> and student director's need for information and guidance. 	<ul style="list-style-type: none"> • Rosanne to take concern back to AC about expenses being too high with <i>Merry Wives...</i> before EC approval. •Approved <i>Hold the Phone</i>; Cat moved; Michael Murnin seconded; unanimous consent with caveat to have bar open. Cat and Dawn will handle bar. •Still need budget, royalty payment information, building use form for <i>Rimers of Eldritch</i> from On the Edge. • PJs Student Director needs guidance as to procedures for advancing with <i>Annie</i>; Rosanne will ask Marsha to contact Lorraine and Ashley.
Fund Raising Report Cheryl Graves	<ul style="list-style-type: none"> •Nothing to report. 	Carried over from March: <ul style="list-style-type: none"> •Think on who you know for access to publicity. •Think on viability of annual black-tie optional event. •Think on <i>Dixie Swim</i> pre show event.
Building and Grounds Report Mike Barlow	<ul style="list-style-type: none"> •Mike shared that interior painting is done, with touchups ongoing, exterior is beginning. Cat has secured us a free granite bar counter. Some discussion about bartending, etc. •New cooler is in bar and worked very well last weekend, leading to faster service. Great storage. •We don't yet have architect/builder for storage space. Some suggestions floated. Also, Mike would like feedback as to storage needs from individual AC members. •Mike attended Magee tax ditch meeting and approved increase from annual \$7 to \$9 fee to maintain our ditch. 	<ul style="list-style-type: none"> •Mike suggests keeping your cars far way from exterior painting, as they're spraying. •Mike will get estimates for painting rest of building, broken out by theatre and work spaces. •Mike looking for cabinets for back of bar. Let him know if you have info. •Thank you, Cat, for securing granite for new bar. •Mike wants to meet individually with AC people to hear their specific storage needs. •As to architect/engineer for updated storage plans, Mike will follow through with suggestions.

Old Business Kenney Workman	<ul style="list-style-type: none"> •Retreat – set for Fri., Apr. 27, 6-9 pm and Sat., Apr. 28 9-3 at Georgetown Presbyterian Church. Kenney has emailed outdated 5-Year plan to all; By-Laws, Board Job Descriptions, Production Staff Job Descriptions are all on Trustees page. Groups will be formed to discuss specific areas. Be familiar with all documents. •VOCE – Interested now in having their Christmas concert here on Dec. 14 or 15. This would be after our Christmas show, so great timing. Décor could stay. 50/50 split on door and we keep bar proceeds. •Staff Evaluations and Wage Increases – Leslie, Kenney, Louise will meet after Retreat. 	<ul style="list-style-type: none"> •Please read all documents (see left) in advance of Retreat- ALL •See Kenney's email for 4/10 for more information - ALL •Leslie, Kenney, Louise yet to meet re: Staff Evaluation, Wages, after Retreat.
New Business	<ul style="list-style-type: none"> •Tara resigned from bar, Dawn stepped into role. Leslie wondered whether we should we look for someone new to relieve Dawn of the responsibility •Leslie shared that Virginia dance studio friend, Donna Rathe, is going to rent 5 <i>Beauty and the Beast</i> costumes for \$500. Leslie will coordinate with Louise and Cheryl for pickup. 	<ul style="list-style-type: none"> •Thank you, Tara, for your work on the bar. •Thank you, Dawn, for stepping up to handle bar. •Leslie will coordinate with Louise and Cheryl for pickup of <i>Beauty and the Beast</i> costumes.
Items for Artistic Board	<ul style="list-style-type: none"> •Michael Murnin offered his assistance to PJs Student Director, Morgan W., if needed. 	<ul style="list-style-type: none"> •Rosanne to share EC concern about expenses being too high with <i>Merry Wives</i>... •EC approved <i>Hold the Phone</i>; would like to have bar open. •Still need budget, royalty payment information, building use form for <i>Rimers of Eldritch</i> •Kenney will contact AC about PJs getting guidance they need. •Have Directors encourage cast to volunteer for other shows.
Announcements and Adjournment	Meeting adjourned at 6:23 pm. Cat moved; Michael Barlow seconded; unanimous approval. <p style="text-align: center;">NEXT EC MEETING TUESDAY, MAY 21 at 4:45</p>	Respectfully submitted by Leslie Snowdon-Jones. 4-17-2019