

Call to Order at 4:56 by President Kenney Workman. Present were: Cat Baker (At Large), Dawn Conaway (Exec. Admin.), Gwyneth Sharp (At Large), Leslie Snowden-Jones (Sec'y), Louise Hartzell (Treasurer), Rosanne Pack (Artistic), guest Jim Hartzell. Absent: Cheryl Graves (Fund Raising), Lorraine Steinhoff (Artistic), Michael Barlow (B&G), Michael Murnin (VP)

Topic	Discussion	Action Plan Who? What? When?
Secretary's Minutes June 18, 2019	<ul style="list-style-type: none"> Minutes shared. Correction to spelling of Ashlie Workman as co-producer of <i>The Producers</i>. 	<ul style="list-style-type: none"> Minutes approved, with spelling correction as noted, by unanimous consent upon motion by Cat and second by Louise. Leslie to email Minutes to Board as well as having John Zinzi post to Trustees site.
Treasurer's Report Louise Hartzell	<ul style="list-style-type: none"> Louise shared Treasurer's Report. Noted mortgage under \$50k, so hope for possible pay-off by year end Profit & Loss yearly comparison differs due to building repairs. FYI, Amazon Smile donations go under corporate contributions, along with grocery store programs, etc. 	Treasurer's report approved by unanimous consent upon motion by Rosanne and second by Gwyneth.
Executive Administrator's Report Dawn Conaway	<ul style="list-style-type: none"> <i>Arsenic & Old Lace</i> opens 9/13 – 589 tickets already sold. Theatre Academy had 42 attendees. Drama Camp had 16. Two scholarships were given, but recipients didn't show. We are hiring Kings Cleaning Service, out of Seaford for an initial big clean at \$175 (including chandelier), and bi-weekly cleaning thereafter, including windows, at \$125/visit. Report on recent visit by Steve Martinenza, CFO of the Longwood Foundation (from whom we received a 2017 grant for the roof), who was impressed with the building in a tour with Dawn, Jim, and Louise. Martinenza shared further grant opportunities with the Crestlea Foundation, though there's a tight timeline. Dawn will work on a grant request for storage space. 	<ul style="list-style-type: none"> Dawn will work on Crestlea Foundation Grant due early September.
Artistic Committee Representatives' Report Rosanne Pack	<ul style="list-style-type: none"> AC is concerned about Props space. Nina has volunteered to donate money towards a Props building. Discussion of incorporating props storage in new storage space behind building. 	

	<ul style="list-style-type: none"> • Donna Flomp approved as Props Chairman, with Gina Voges and Diane Counts as assistants. • Shared AC concerns about pole with lights above stage. • Shared <i>Arsenic & Old Lace</i> budget, with subsequent discussion, esp. of \$1000 for costumes, which Rosanne explained are needed to cover Teddy Roosevelt costumes. Suggestion that Directors need to add explanatory notes upon presentation of budget. • Discussion of Instagram pages; there seem to be at least two, but only one is our official page. 	<ul style="list-style-type: none"> • Ed Guinan should check situation with lights above stage. • Motion to approve <i>Arsenic & Old Lace</i> budget. Leslie moved; Rosanne seconded; unanimous approval. • Inform future Directors that, if their budget requests deviate from template guidelines, to include explanatory notes with requests. • Need to look into removing unauthorized Instagram pages.
Fund Raising Report	<ul style="list-style-type: none"> • Cheryl away. Kenney shared that May 2, 2020 penciled in calendar for fundraiser. Theme will be a Broadway/country/blues/barbeque, less dressy. Doug Yetter and Donna DeKuyper have been contacted about putting together show. 	<ul style="list-style-type: none"> • Fundraiser penciled in for May 2, 2020
Building and Grounds Report	<ul style="list-style-type: none"> • Mike away. Cat shared that her carpet connection could do the floor of the theater with commercial grade carpet tiles (for easy replacing if needed) for around \$4k. Not including the steps. • Discussion with Jim about particulars for a storage space behind stage and shop. He has met with Fire Marshall, County; will meet with Town on 8/29 re: requirements for set-backs, etc. After much discussion, we're roughly looking at: a dock height, attached to back of theater, single pitched roof, insulated, climate controlled 60' x 24' pole building with separate breaker box, and divided, shelved portion for props. • Ice machine is repaired and working efficiently, but impacted by room temperature as kitchen does not have AC. Discussion of selling larger machine and replacing with smaller one in bar area. • Discussion again of access to Prop, Sound and Costume closets/areas. Mike has looked at programmable keypads. Discussion of pros and cons. 	<ul style="list-style-type: none"> • No decision on carpet in theater. • Motion to accept building parameters (at left<<) for Jim to move ahead with grant application for storage unit behind theatre. Rosanne moved; Leslie seconded; unanimous approval. • Let Kenney know if anyone knows anyone (Little League?) who may be interested in purchasing the kitchen ice machine. • Keypad access to Prop, Sound and Costume closets/areas tabled until Mike returns.

Old Business Kenney Workman	<ul style="list-style-type: none">• Reminder that Jill Lewandowski's ex husband offered help to theatre	<ul style="list-style-type: none">• << Kenney will look into this.
New Business	<ul style="list-style-type: none">• Need to get Annual Membership Meeting on the calendar.• Kenney and Rosanne need more people for the Christmas show, especially children (8-12) and teens.	<ul style="list-style-type: none">• Get General Membership Meeting on calendar.• Let people know about audition opportunities for <i>Christmas from the Heart</i>.
Announcements and Adjournment	<p>There being no further business the meeting was adjourned at 6:06 pm on a motion by Cat, second by Gwyneth, and by unanimous consent.</p> <p>NEXT Executive Committee Meeting TUESDAY, SEPTEMBER 17 at 4:45</p>	<p>Respectfully Submitted, Leslie Snowdon-Jones Secretary</p>