

**Call to Order at 4:50 by President Kenney Workman.** Present were: Gwyneth Sharp (At Large), Leslie Snowdon-Jones (Sec'y), Louise Hartzell (Treasurer), Michael Barlow (B&G), Michael Murnin (VP), Rosanne Pack (Artistic), Dawn Conaway (Exec. Admin.). Absent: Andrew Hertzberg (At Large), Cheryl Graves (Fund Raising), Lorraine Steinhoff (Artistic),

Topic	Discussion	Action Plan Who? What? When?
<b>Secretary's Minutes</b>	<ul style="list-style-type: none"> <li>Nov. 17, 2019 Minutes shared. No December meeting. Some clarification about approval of reports before handing off to Archivist.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes approved by unanimous consent upon motion by Michael and second by Louise.</li> <li>Treasurer's Reports to be sent to Webmaster (John Zinzi) for posting.</li> </ul>
<b>Treasurer's Report</b> Louise Hartzell	<ul style="list-style-type: none"> <li>Louise shared Balance Sheet, noting that we're paying \$2k more each month to mortgage, leaving a balance of \$46,799.83. Committee expressed thanks to Louise for paying down mortgage.</li> <li>No indication yet as to amount of DDOA matching funds. Note that most membership dues came in before year's end, so will be matched.</li> <li>No indication yet as to Crestlea grant monies.</li> <li><i>Christmas from the Heart</i> made \$20,941.62</li> </ul>	<ul style="list-style-type: none"> <li>Motion to acknowledge receipt of Treasurer's report, approved by unanimous consent upon motion by Leslie and second by Mike.</li> </ul>
<b>Executive Administrator's Report</b> Dawn Conaway	<ul style="list-style-type: none"> <li><i>Guess Who is Coming to Dinner?</i> is already doing well with 66% of tickets sold, and fewer than 19 seats on Sundays.</li> <li>Season Ticket subscriptions are up from 242 last year to 278 for 2020.</li> <li>Discussion of membership numbers, which are also up.</li> <li>Distinguished Young Women request August 8 for the date of their show; this will impact <i>The Producers</i> pre production.</li> <li>Discussion of AC request to sell tickets for future shows in advance. The entire season is in Brown Paper Tickets, so this is possible, but there is concern about purchasers' confusion. This is already date confusion within single shows. Theatres who open the entire season emphasize <b>no refunds, no exchanges</b>. Discussion of pros and cons. Milton is showing <i>Godspell</i> at the same time as Possums so opening ticket</li> </ul>	<ul style="list-style-type: none"> <li>Need to reconcile Dawn and Louise's different membership numbers.</li> <li>Need AC feedback, including directors, as to August 8 date for Distinguished Young Women event.</li> <li>Michael Murnin will work on Rental Protocol.</li> <li>Motion to open up online ticket sales for <i>Godspell</i> now due to the competition. Passed unanimously upon motion by Leslie, second by Rosanne.</li> </ul>

	<p>access would be helpful. Lots more discussion.</p> <ul style="list-style-type: none"> <li>• We need to have some sort of railings in the theatre.</li> <li>• Season ticket discussion re: streamlining system to ease exchanges, date mistakes by ticket holders. Michael shared a suggestion which might help and would save postage as well, acknowledging that, going forward, we will not be mailing physical tickets.</li> </ul>	<ul style="list-style-type: none"> <li>• Need to follow up on railings.</li> <li>• Motion to use a postcard to let Season Ticket Holders know their seats/dates versus sending physical tickets for each show. Michael moved, Leslie seconded, motion passed unanimously.</li> </ul>
<b>Artistic Committee Representatives' Report</b> Rosanne Pack	<ul style="list-style-type: none"> <li>• Note new positions – Marsh Shull is Chair, Anthony Policastro is Secretary. Rosanne as Publicity Chair needs approval.</li> <li>• Discussion of <i>Godspell</i> budget, esp. promotion (\$2500) and musician (\$3000) costs. Policy clarification indicates that Music costs are \$50 per musician, with a maximum of 6 musicians, 6 shows, equalling \$1800.</li> <li>• Interest in participating in Eastern State Theatre Association adjudicated 1 Act Play event - cost \$40. Motion at right.</li> <li>• AC approved having 8 shows of <i>The Producers</i>; much discussion around adding shows, tapping out volunteers, paying extra royalties in advance, etc. Motion at right.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Godspell</i> budget unanimously approved upon motion by Michael, second by Rosanne.</li> <li>• Need to clarify Director's Template.</li> <li>• Approved participation in Eastern State Theatre Association 1 Act Play on motion by Leslie, second by Michael; unanimous.</li> <li>• Motion: We do not approve any additional shows for <i>The Producers</i> this far in advance, but keep the possibility open as needed. Mike moved, Louise seconded; unanimous approval. Advise that Directors let cast know to keep dates open.</li> </ul>
<b>Fund Raising Report</b> Leslie Snowdon-Jones for Cheryl Graves	<ul style="list-style-type: none"> <li>• Updates – Auditions on February 21/22 (update as of 2/5 – auditions will be Feb. 28/29)</li> <li>• Committee members were given assignments.</li> <li>• Cat and Cheryl met with SCI person who will get barbecue chicken and pork. Discussion of other foods, Louise will help with this also.</li> </ul>	<ul style="list-style-type: none"> <li>• Auditions Feb. 28, 7 pm, Feb. 29 10 am</li> <li>• Fundraiser on May 2, 2020.  <i>All the Fixin's</i>  <i>Barbecue, Broadway, Country, and Blues</i></li> <li>• Committee will meet after auditions.</li> </ul>
<b>Building and Grounds Report</b> Mike Barlow	<ul style="list-style-type: none"> <li>• Mike had to leave; Louise shared updated designs that will mesh nicely with current building and roof. There will be no driving access behind building. Jim will</li> </ul>	<ul style="list-style-type: none"> <li>• Will get new bids based on new design.</li> </ul>

	check with Fire Marshall re: new plans. Will get 4 new bids.	
<b>Old Business</b> Kenney Workman	<ul style="list-style-type: none"> <li>• Need to approve Rosanne as AC Publicity Chair.</li> <li>• Lighting – new lighting board on the way, need to schedule installation and training.</li> </ul>	<ul style="list-style-type: none"> <li>• Rosanne Pack unanimously approved as Publicity Chair, upon motion by Michael, second by Louise.</li> <li>• Schedule installation of and training on new lighting board.</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Patty Grimes with Freeman Stage has requested our collaboration for a March 8<sup>th</sup> event celebrating International Women's Day and the 19<sup>th</sup> Amendment on the Circle in Georgetown. Looking for help with period costumes, sash making, sign making.</li> <li>• Discussion of At-Large members and voting. Initially they were intended to be community members, so didn't have vote. Now are all PPP people, so voting power would make sense. Would require a majority vote from EC and AC to propose change.</li> </ul>	<ul style="list-style-type: none"> <li>• Kenney will follow through with Patty Grimes re: International Women's Day event.</li> </ul>
<b>Items for Artistic Committee</b>	<ul style="list-style-type: none"> <li>• AC share new design and storage building bids.</li> <li>• Share light board information.</li> <li>• Distinguished Young Women event August 8</li> <li>• <i>Godspell</i> ticket sales will open early</li> </ul>	<ul style="list-style-type: none"> <li>• See AC notes above.</li> </ul>
<b>Announcements and Adjournment</b>	<p>There being no further business the meeting was adjourned at 6:39 upon a motion by Gwyenth, second by Louise, and by unanimous consent.</p> <p><b>NEXT Executive Committee Meeting TUESDAY, FEBRUARY 18 at 4:45</b></p>	<p>Respectfully Submitted, Leslie Snowdon-Jones Secretary</p>