

**Call to Order at 4:55 by President Kenney Workman.** Present were: Cat Baker (At Large), Cheryl Graves (Fund Raising), Dawn Conaway (Exec. Admin.), Gwyneth Sharp (At Large), Leslie Snowdon-Jones (Sec'y), Louise Hartzell (Treasurer), Rosanne Pack (Artistic) Absent: Lorraine Steinhoff (Artistic), Michael Barlow (B&G), Michael Murnin (VP)

Topic	Discussion	Action Plan Who? What? When?
<b>Minutes Executive Committee Meeting,</b> June 18, 2019	Minutes shared. Correction to Ex. Admin. section, item 3: <i>Distinguished Gentlemen</i> should read <i>Distinguished Young Women</i>	Minutes approved, with correction as noted, by unanimous consent upon motion by Cat and second by Louise.
<b>Treasurer's Report</b> Louise Hartzell	Louise shared Treasurer's Report. Noted mortgage down to \$62k, so will later discuss possible pay-off by year end; royalties are higher as 4 shows are included; set expenses higher due to new blue curtain. Discussion of paying fees for off-site rental space: should be included in Directors' budgets for EC approval.	Treasurer's report approved by unanimous consent upon motion by Cat and second by Rosanne.
<b>Executive Administrator's Report</b> Dawn Conaway	<ul style="list-style-type: none"> <li>•114 tickets sold to <i>Annie</i>, noted that seats are unreserved, so many will buy at door, Georgetown ES bringing 80 kids to dress rehearsal on Thursday, 7/18</li> <li>•Theatre Academy enrollment at 36, 15 in Drama Camp. Theme is Greeks and Gods.</li> <li>•Square purchased and set-up for bar. We are eating the fee, so bar prices will remain the same with credit cards. Dawn suggests a training session for a core group of bar volunteers, who can then train others. Square does not work well with Fire tablet.</li> <li>•Cleaning – has one bid at \$200, awaiting 2 more responses.</li> <li>•Bakers Electronics installed new keyboard, still issues, awaiting response.</li> <li>•We secured rights from MTI to <i>ELF</i>, so revised 2020 calendar with <i>ELF</i> as Christmas show.</li> <li>•Dawn shared AC's proposed 2020 calendar. Discussion. If <i>The Producers</i> directors are amenable, propose moving their show one week later for more rehearsal time.</li> </ul>	<ul style="list-style-type: none"> <li>•Moved to adjust 2020 calendar to offer <i>The Producers</i> an extra week of rehearsal. Gwen moved, Leslie seconded. Unanimous approval.</li> </ul>
<b>Artistic Board Representatives' Report</b> Rosanne Pack	<ul style="list-style-type: none"> <li>•Ed Guinan has agreed to be new Lighting Director.</li> <li>• 2020 Directors: <i>Guess Who's...</i> - Les Ferguson <i>Godspell</i> – John Hulse <i>Hay Fever</i> – Meg Kelly</li> </ul>	

	<p><i>The Producers</i> – Ashley Workman &amp; Steven Dow</p> <p><i>ELF</i> – still open</p> <ul style="list-style-type: none"> <li>•AC concerned and unhappy about future display of plaques. Much discussion. Leslie offered to assess situation with plaques, make some proposals for display, and present to AC before any decisions are made.</li> <li>•AC did not yet vote on <i>Arsenic &amp; Old Lace</i> budget, awaiting further info.</li> </ul>	<ul style="list-style-type: none"> <li>•Kenney appointed Leslie as Plaque Point Person to assess numbers and possible display options to present to EC and AC.</li> <li>• <i>Arsenic &amp; Old Lace</i> budget needs approval.</li> </ul>
<b>Fund Raising Report</b>	<ul style="list-style-type: none"> <li>•Cheryl looking at late April/early May 2020 for fundraiser. Shared her committee's thoughts on themes: Songs of the 60s, Heyday of Musical Theatre, Country and Blues on Broadway. Discussion of ideas, Bling and Blue jeans, etc.</li> </ul>	
<b>Building and Grounds Report</b> Mike Barlow	<ul style="list-style-type: none"> <li>• Mike away. Kenney shared that ice machine is working, but still looking at smaller machine for bar area and then selling larger machine.</li> <li>•Dawn asked set crew to help her by putting trash in dumpster for her.</li> <li>•Discussion of access to prop and costume closets. Segued into discussion of cleaning and organizing those spaces, as conditions are cramped, impeding access. Perhaps have a pre-Halloween giveaway.</li> </ul>	<ul style="list-style-type: none"> <li>•Still awaiting painting quote for just theatre.</li> <li>•If you see trash by dumpster, please put it in. Dumpster is not locked.</li> <li>•Will look at keypads for prop and costume closet doors for easier access.</li> </ul>
<b>Old Business</b> Kenney Workman	<ul style="list-style-type: none"> <li>•Staff Evaluations and Wage Increases – Dawn will update her job description and develop one for Gail's position. Proposed salary and wage increases of for both – 3.4% salary increase for Dawn and hourly wage increase of 4.5% for Gail. Also discussion of Gail covering box office when Dawn has comp time, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Leslie moved, Cat seconded to increase administrative salaries as recommended. Unanimous approval.</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>•Leslie raised CPR training for EC and AC given our demographic.</li> </ul>	<ul style="list-style-type: none"> <li>•Note AED in Lobby hallway across from bathrooms.</li> <li>•Kenney will check with Glenn re: CPR training.</li> </ul>
<b>Announcements and Adjournment</b>	<p>There being no further business the meeting was adjourned at 6:23 pm on a motion by Cat, second by Cheryl, and by unanimous consent.</p> <p><b>NEXT Executive Committee Meeting TUESDAY, AUGUST 20 at 4:45</b></p>	<p>Respectfully Submitted, Leslie Snowdon-Jones Secretary</p>