

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

Topic	Discussion	Action Plan Who? What? When?
<b>Minutes Executive Committee Meeting, May 21, 2019</b>	Minutes shared.	Minutes approved by unanimous consent upon motion by Mike B and second by Michael M.
<b>Treasurer's Report</b> Louise Hartzell	Louise shared Treasurer's Report.	Treasurer's report approved by unanimous consent upon motion by Cat and second by Cheryl.
<b>Executive Administrator's Report</b> Dawn Conaway	No report.	
<b>Fund Raising Report</b>	No report	
<b>Artistic Board Representatives' Report</b> Rosanne Pack	<ul style="list-style-type: none"> <li>• Building use forms submitted and approved by AC for PJ summer show, OTE, and Possum Point Shakespeare Players (PPSP).</li> <li>• <i>Annie</i> budget approved by AC, presented.</li> <li>• PPSP <i>Merry Wives...</i> budget approved by AC, presented.</li> <li>• OTE <i>Rimers of Eldritch</i> budget approved by AC and presented.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved <i>Annie</i> budget by unanimous consent upon motion by Cat, second by Michael M</li> <li>• <i>Merry Wives...</i> budget approved by majority upon motion by Michael M, second by Rosanne. Mike B voted no, Cat abstained.</li> <li>• <i>Rimers of Eldritch</i> budget approved by unanimous consent upon motion by Cat, second by Rosanne.</li> </ul>
<b>Building and Grounds Report</b> Mike Barlow	<ul style="list-style-type: none"> <li>• Painting complete. Has received a quote for balance of theatre (\$9600). Cat asked that quote be broken down to reflect theatre-separate from the balance of the building.</li> <li>• Tile floors have been cleaned and sealed by Stanley Steemer (and yes the grout is maroon!)</li> <li>• Mike to arrange with Dick Pack for a load of mulch, and coordinate with Cat to get a DOC crew for weeding and mulching.</li> <li>• Brief discussion on future of the kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>• Mike to contact painting vendor to get quote breakdown.</li> <li>• Mike will get up with Dick Pack re mulch.</li> <li>• Cat to contact Tri-State carpet to request quote for theatre Patron walking areas inside the theatre.</li> </ul>
<b>Old Business</b> Kenney Workman	<ul style="list-style-type: none"> <li>• Staff Evaluations and Wage Increases – Leslie, Kenney, Louise will meet after Retreat.</li> </ul>	<ul style="list-style-type: none"> <li>• Leslie, Kenney, Louise to meet re: Staff Evaluation, Wages, after Retreat.</li> </ul>

<b>New Business</b>	<ul style="list-style-type: none"><li>• Follow-up to the retreat. Membership meeting needed for changes to bylaws. Kenney will work with Dawn to coordinate.</li><li>• Mention of Jill Lew's ex-husband to assist with matrix on progress.</li><li>• Plaques and stars – much discussion on if and how to re-display.</li><li>• Create Archivist position under the Executive Administrator discussed.</li></ul>	<ul style="list-style-type: none"><li>• Cat - motion to use the current plaques and make up framed of entire (recent &amp; current) seasons for those we do not have. Bathroom to theatre hallway to be used. Meet our cast – to be moved to the lobby. Stars to be re-hung ceiling of the bar area. Majority approval. Mike B. no.</li><li>• Jim H. to volunteer re Create Archivist and will write the job description.</li></ul>
<b>Announcements and Adjournment</b>	<p>There being no further business the meeting was adjourned at 5:55 pm by unanimous consent.</p> <p><b>NEXT EC MEETING</b> <b>TUESDAY, JUNE 18 at 4:45</b></p>	<p>Respectfully Submitted, Cat Baker, Substitute Secretary</p>