

Call to Order at 4:54 by President Kenney Workman. Present were: Cheryl Graves (Fund Raising), Gwyneth Sharp (At Large), Leslie Snowdon-Jones (Sec'y), Louise Hartzell (Treasurer), Michael Murnin (VP), Rosanne Pack (Artistic), Dawn Conaway (Exec. Admin.). Absent: Cat Baker (At Large), Lorraine Steinhoff (Artistic), Michael Barlow (B&G),

Topic	Discussion	Action Plan Who? What? When?
Secretary's Minutes October 15, 2019	<ul style="list-style-type: none"> Minutes shared. 	<ul style="list-style-type: none"> Minutes approved by unanimous consent upon motion by Louise and second by Cheryl.
Treasurer's Report Louise Hartzell	<ul style="list-style-type: none"> Louise shared Quick Report of donations to be matched by DDOA, totaling \$1140, plus \$1525 Dawn noted. Need to promote donations before years' end. Nina donating \$5000, which can be matched. Treasurer's Report. Note big expense with painting, and slow camp months due to prepayment. Also, note mortgage is down to \$52k and \$61k in Money Market fund. Trash removal is more expensive when items are outside dumpster. 	<ul style="list-style-type: none"> Everyone, note to not leave anything outside the dumpster. Treasurer's report approved by unanimous consent upon motion by Michael and second by Rosanne.
Executive Administrator's Report Dawn Conaway	<ul style="list-style-type: none"> <i>Christmas from the Heart</i> is already doing well, 900 tickets sold, 82%. Sundays basically full (3 seats remain). Brochures are out for 2020 season, including information about matching funds. Will have basket for donations at <i>Christmas from the Heart</i>. Dawn shared info on having stars engraved. No decisions made. Annual Meeting is January 3 -get reports in. 	<ul style="list-style-type: none"> Have basket out at <i>Christmas from the Heart</i> for donations. Get reports in for Annual Meeting January 3, 2020.
Artistic Committee Representatives' Report Rosanne Pack	<ul style="list-style-type: none"> AC accepted Ed Guinan's resignation as Lighting Chair. All retreat documents approved. 	
Fund Raising Report Cheryl Graves	<ul style="list-style-type: none"> Updates - Junior Wilson and Chatty will play for 2 hours during dinner Michael Sprouse will MC for show Cat looking into food; catering bids have been high. 	<ul style="list-style-type: none"> Fundraiser May 2, 2020.
Building and Grounds Report	<ul style="list-style-type: none"> In Mike's absence, Jim updated on addition. Got 3 bids: \$59k, \$49k, and \$52k. Latter has different design – pole building vs. lean-to, and would require some alteration to current 	<ul style="list-style-type: none"> Jim to request further quotes re: roof design (see left) with unanimous approval, upon motion by Louise, second by Michael.

	plan. Jim wants to ask for further quotes with different roof designs (gabled vs. lean-to).	
Old Business Kenney Workman	<ul style="list-style-type: none"> Updated retreat documents needing approval: <ul style="list-style-type: none"> Five Year Plan Table of Organization Job Descriptions Policies and Procedures Manual Mission, Goals and Objectives Documents for Rental & Performance Approval Separate discussion of Document Flow, noting Archivist gets only approved copy of the Minutes. Secretaries will send Minutes to EC, Archivist, and webmaster. Lighting – Jim met with several people re lighting board problems. Kevin from Mid-South says a new board will work with existing dimmer packs, and with a future LED conversion. Discussion of ETC board. Note dimmer pack problem was repaired. Interest in wireless headsets, at \$1700, replacing windows in booth, storage cabinet, converting lights to LEDs (about 9k and requiring updated wiring). 	<ul style="list-style-type: none"> PPP Written Guidelines (as stated at left) approved unanimously, upon motion by Louise, second by Gwyneth. PPP Document Flow Guidelines approved unanimously, upon motion by Rosanne, second by Michael. Jim will look into installation, training, set-up of new lighting board.
New Business	<ul style="list-style-type: none"> Need volunteers for Nominating Committee, and slate before annual meeting. Gwyneth shared that the Improv workshop with Bryan Palermo was successful, with ~50 attendees, 14-18 on stage, and fun to watch. Discussion of need for more advance notice. Discussion of PPP Instagram accounts and need to set up one official one, vs. several informal ones. 	<ul style="list-style-type: none"> Rosanne and Gwyneth volunteer to be on Nominating Committee. AC needs 2 non committee volunteers for same.
Items for Artistic Board	<ul style="list-style-type: none"> AC share new design and storage building bids. Share light board information. 	
Announcements and Adjournment	<p>There being no further business the meeting was adjourned at 5:58 on a motion by Michael, second by Leslie, and by unanimous consent.</p> <p>NEXT Executive Committee Meeting TUESDAY, DECEMBER 17 at 4:45</p>	<p>Respectfully Submitted, Leslie Snowdon-Jones Secretary</p>

