

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

Topic	Discussion	Action Plan Who? What? When?
Secretary's Minutes September 17, 2019	<ul style="list-style-type: none"> Minutes shared. Amend to reflect following: correct spelling of Sue Kuhling's name under Exec. Admin's report; re: Crestlea grant, it is a maximum of \$25k; under B&G, should read "determining where matching balance of funds would come from." 	<ul style="list-style-type: none"> Minutes approved, as amended, by unanimous consent upon motion by Louise and second by Cheryl.
Treasurer's Report Louise Hartzell	<ul style="list-style-type: none"> Louise shared Treasurer's Report. Noted income from <i>Arsenic & Old Lace</i> was \$19,119, but some bills (costumes) haven't come in yet. Discussion of payment of royalties and performance agreements. Also, discussed DDOA matching funds for operating expenses, and being attentive to upcoming bills. 	<ul style="list-style-type: none"> Kenney and Dawn will put out request to membership for year-end deductible contributions. Treasurer's report approved by unanimous consent upon motion by Cat and second by Mike.
Executive Administrator's Report Dawn Conaway	<ul style="list-style-type: none"> <i>Arsenic & Old Lace</i> sold 92% of tickets, at 1,099. So far in 2019, we increased ticket sales 488 over last year. Shared online survey results after <i>Arsenic & Old Lace</i> Miss Delaware Outstanding Teen Pageant will not work with our 2020 calendar, but Dawn has invited them to visit our space. Discussion of prepping needs for outside groups to use theatre: costume area, makeup, general cleanliness of shop, etc. <i>Christmas from the Heart</i> is already doing well, anticipate adding a Saturday matinee. 	<ul style="list-style-type: none"> PJ's Yard Sale on Oct. 19, 10-12 Kitchen Inspection on Oct. 21 Mid-South coming on Oct. 22 Dawn, Kenney and Rosanne will attend DDOA Arts Summit Oct. 28 as reps of PPP.
Artistic Committee Representatives' Report Rosanne Pack	<ul style="list-style-type: none"> Suggests SOP for rentals, such as Miss Delaware. Discussion of asking volunteers to follow through with their responsibilities. Suggested that it might be good to have a point person to look at outside rentals and liaise with AC as outside activities often bring new people to PPP, just as affiliates offer good promo when they perform outside of theatre. 	

	<ul style="list-style-type: none"> • Nina will follow through with 2020 staged reading by League of Women Voters (on 100th anniversary of passage of 19th Amendment). • Request for a visit to theatre. Shakespeare Players rep will follow up. • Have had one audition of <i>Guess Who's Coming to Dinner?</i> and another coming up. Discussion of publicity surrounding auditions. • Have received all preliminary art designs for next year's shows, except <i>Godspell</i>. • AC has approved extra show of <i>Godspell</i>, unsure if director wants to do so. • If <i>Christmas from the Heart</i> requires additional show, it will be a matinee on second Saturday. 	<ul style="list-style-type: none"> • Nina follow up with League of Women Voters • Shakespeare Players rep (Richard) will follow up on school visit.
Fund Raising Report Cheryl Graves	<ul style="list-style-type: none"> • No updates, meeting later after EC. 	<ul style="list-style-type: none"> • Fundraiser May 2, 2020. Committee will meet again.
Building and Grounds Report	<ul style="list-style-type: none"> • Mike getting up to date. • Believes that roll-up door cannot be moved to be re-used in new storage plans. 	
Old Business Kenney Workman	<ul style="list-style-type: none"> • Guy Hudson is trying to getting lighting fix time on his calendar. Ed Guinan has resigned so Kenney will be point person for now re lights. Let Kenney and Roseann know of anyone who might be willing to take over as on AC as Lights Chair. Discussion of moving to LED lights. • Mid-South is going to look at dimmer pack and will have someone out on 22; John Moller to attend to help explain situation. 	
New Business	<ul style="list-style-type: none"> • Lighting, see above. 	
Items for Artistic Board	<ul style="list-style-type: none"> • AC looking at someone for earlier discussed rental liaison. • Note both AC representatives to EC have a vote. 	<ul style="list-style-type: none"> • AC to look for someone to be a point person to look at outside rentals and liaise with AC as outside activities, also develop a SOP for outside rentals.
Announcements and Adjournment	<p>There being no further business the meeting was adjourned at 6:00 on a motion by Louise, second by Cat, and by unanimous consent.</p> <p>NEXT Executive Committee Meeting TUESDAY, NOVEMBER 19 at 4:45</p>	<p>Respectfully Submitted, Leslie Snowdon-Jones Secretary</p>