

Call to Order at 4:58 by President Kenney Workman. Present were: Cheryl Graves (Fund Raising), Gwyneth Sharp (At Large), Leslie Snowdon-Jones (Sec'y), Louise Hartzell (Treasurer), Rosanne Pack (Artistic), Dawn Conaway (Exec. Admin.), and guest Jim Hartzell. Absent: Cat Baker (At Large), Lorraine Steinhoff (Artistic), Michael Barlow (B&G), Michael Murnin (VP)

Topic	Discussion	Action Plan Who? What? When?
Secretary's Minutes August 20, 2019	<ul style="list-style-type: none"> Minutes shared. Correction to Ashlie Workman as co-director (not co-producer) of <i>The Producers</i>. 	<ul style="list-style-type: none"> Minutes approved, by unanimous consent upon motion by Cheryl and second by Louise.
Treasurer's Report Louise Hartzell	<ul style="list-style-type: none"> Louise shared Treasurer's Report. Noted royalties were paid for both <i>Elf</i> and <i>Guess Who's Coming to Dinner?</i> 	<ul style="list-style-type: none"> Treasurer's report approved by unanimous consent upon motion by Rosanne and second by Gwyneth.
Executive Administrator's Report Dawn Conaway	<ul style="list-style-type: none"> <i>Arsenic & Old Lace</i> has sold 92% of tickets, with both Sundays sold out. Feature about PPP in Delaware Today. Discussion of interest in April or May 2020 theatre use by Sue Cooling re: Miss Delaware Outstanding Teen Pageant. Concern expressed about impact on ongoing shows, and need for set up and clean up by PPP. Discussion of fee being same as Dist. Young Women - \$700. <i>Rimers of Eldritch</i> is canceled with inability to complete cast. The Counting House restaurant is offering 10% off meal with PPP ticket stub. Interest in a staged reading to be held at PPP in 2020. Re: Crestlea Foundation grant, will need to present again indicating it will ne a matching grant. Discussion of May 2020 fundraiser going towards matching funds. 	<ul style="list-style-type: none"> Need to ensure that legs are always rehung after set strikes. Let John Zinzi know to pull publicity for <i>Rimers</i>. Note Counting House discount with ticket stub. Pass on staged reading request to Marsha Dawn is reworking Crestlea Foundation grant and will reduce request to \$25k.
Artistic Committee Representatives' Report Rosanne Pack	<ul style="list-style-type: none"> AC approved <i>Christmas from the Heart</i> budget with projected \$16k contribution to overhead. Shared Tech Policy, approved by AC, clarifying that Dept. Chairs have backups and chain of command. PP Shakespeare Players have two upcoming library performances, requiring costumes only. PJs are working with Marsha to clear out costumes and will have mid October indoor yard sale. 	<ul style="list-style-type: none"> Motion to approve <i>Christmas from the Heart</i> budget. Rosanne moved; Leslie seconded; unanimous approval. When will October costume sale be? Get on calendar.

	<ul style="list-style-type: none"> • Staged reading of <i>Hold the Phone</i> by Anthony PolICASTRO will be Sept. 29. Tickets are free; Kenney, Rosanne, Dawn will handle bar. Contributions accepted. 	<ul style="list-style-type: none"> • <i>Hold the Phone</i> on Sept. 29, free.
Fund Raising Report	<ul style="list-style-type: none"> • Cheryl has met with Doug Yetter about putting together show (for a fee), and Donna DeKuyper will assist. Won't need a director, only a stage manager. 	<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 away, Jim updated re: additional storage space building at back of theatre. There are architects willing to do CAD drawings. Much discussion of specific ideas for interior division, doors, etc. Further discussion of Crestlea grant and determining where matching funds would come from. 	<ul style="list-style-type: none"> • Motion to approve new plan with props area at east end of building with an interior double door on its west end; a single exterior door on the east end of building; investigate using existing rolling door as an exterior door to 6 x 12 dock, if not, use double doors. Louise moved; Gwyn seconded; unanimous approval.
Old Business Kenney Workman	<ul style="list-style-type: none"> • none 	
New Business	<ul style="list-style-type: none"> • Discussion of opening night lighting issues with <i>Arsenic and Old Lace</i>. Kenney updated EC as to situation, clarified that there are two separate issues, with dimmer pack and lighting board. Will get Mid South Audio to look at dimmer pack. Discussion of replacing lighting board versus piecemeal fix. 	<ul style="list-style-type: none"> • Thank you to John Moller for stepping up and working on the lighting problem to ensure lighting worked for subsequent showings of <i>Arsenic and Old Lace</i>. • Need to address electric/lighting issues.
Announcements and Adjournment	<p>There being no further business the meeting was adjourned at 6:29 pm on a motion by Rosanne, second by Leslie, and by unanimous consent.</p> <p>NEXT Executive Committee Meeting TUESDAY, OCTOBER 15 at 4:45 To be followed by General Membership Meeting at 7:00</p>	<p>Respectfully Submitted, Leslie Snowdon-Jones Secretary</p>