



**Board of Directors
Minutes
August 17, 2022**

In attendance

Board members: Tara Waters, Jason Klonkowski, Mike Gahan, Carol Russell, Carol Charnock, Craig Hower

President Tara Waters called to order 7:08

Minutes from July 20, 2022, were presented by Carol Russell. Motion to accept (Carol C) Second (Mike). Approved unanimously. Carol will send to Jason to post

Treasurer's report presented by Mike Gahan

- Total current available \$242,000
- Final day for Cintas contract is September 8, 2022
- Motion to accept report (Carol R.) Second (Craig) Approved unanimously

Education Report presented by Carol Russell

- Suzanne Donohue will continue as Encore Kids and Teens Director. Seeking producer. Registration information in September
- Debrief meeting for Camp Mockabee to be scheduled by Carol R.

Productions report presented by Tara Waters

- In discussion with Heather Bauer about TBD show canceled due to rights not available. Suggestions made for possible shows that meet criteria.
- Tara will send email with short list to see if there are other additions.

Properties

Costumes report presented by Carol R, representing Janice Sagers

- Almost all receipts for Beauty and the Beast costuming have been submitted.
- Still seeking estimate for flooring and shelving in costume loft. Jan will schedule meeting of committee to discuss (again) specifics and will inform Craig.

Public Affairs report presented by Jason Klonkowski

- So MD News Best of the Best Contest. Fee to be paid by discretionary budget
- Fair Booth has been paid and Jason will do promo materials. Volunteers for booth promo at Aug 28 Gen Mbrshp
- Purchased four acrylic holders to post cards in lobby

Membership report presented by Carol Charnock

- New envelopes are ordered
- Request for push promoting Membership Meeting on August 28
- Will set up date for Winter Membership at American Legion Post 82, La Plata

History/Library report presented by Kaitlyn Bauer Dieguez

Facilities report presented by Craig Hower

- Craig will purchase first aid kit for lobby
- Light bar – committee has two bids. Will meet with Barbizon for contract clarity. Projecting install by November 7, after *Curious* strike. Motion to approve up to \$75,000 if contract acceptable (Carol R) Second (Jason) Approved unanimously.
- Phone system has been fixed (Mike G)
- House lights. Electrician evaluated. No estimate received yet.

Old Business

- Covid protocol will remain in place. Patrons continue wearing of masks.

New Business

- House Manager needed for *Curious*. Mike will send dates.
- Nomination of Stacey Swickert to serve on Board due to Chris Magee resignation. Motion (Tara) Second (Carol C) approved unanimously
- Chairs asked to send SOP to Carol R.
- Still seeking ushers for Reggie Rice
- Motion to approve up to \$2500 to begin process of replacement of microphone wire stock to reflect diversity of skin tones. (Carol R.) Second (Mike) Unanimously approved
- Discussion of current protocol when covid/situations affect the possible cancelation of a production. Carol R. will create document/proposed SOP per input from Board.
- Nominating Committee to include Kaitelyn and Tara (one will chair) and another member to be included. Request committee volunteers at summer membership meeting.

NEXT MEETING: THURSDAY, September 8, 2022 7:00p.m.

Meeting adjourned 9:55p.m.

Carol Russell, Secretary

Minutes approved September 8, 2022