



**Board of Directors  
Minutes  
October 12, 2022**

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In attendance

Board members: Tara Waters, Jason Klonkowski, Mike Gahan, Carol Russell, Carol Charnock, Craig Hower, Janice Sagers, Kaitlyn Bauer-Diequez, Stacey Swickert

President Tara Waters called to order 7:02.

Secretary: Minutes from September 8, 2022, were presented by Carol Russell. Motion to accept (Mike) Second (Craig). Approved unanimously. Jason will post to website. Carol will send minutes for Jason to post.

Treasurer's report presented by Mike Gahan

- Total current assets - \$195,000
- Motion to accept report (Tara) Second (Craig) Approved unanimously
- Bricks to be purchased for Bob White and Keith Mervine

Education Report presented by Carol Russell

- Encore Kids/Teens. Program to begin in January with auditions soon after first week of month. Production date on calendar reserved for June 3 or 4 (Sat/Sun). Suzanne Donahue (director) to confirm date for auditions to coordinate on facilities calendar.

Productions report presented by Tara Waters

- Twelfth Night budget request (Jan Sagers) \$10,085 Motion to accept (Mike) Second (Tara) Approved/one abstention.
- *Once Upon a Mattress* (Heather Bauer) seeking music director.
- One Act Festival. Jason K. directing.
- Director applications due by October 31. Interview committee in progress.
- Suggestion of future "cabaret" offer for prospective directors
- WATCH (Mike) judges down to three. Seeking volunteers for training.
- Discussion of improving production process and recent negative production environments for cast & crew.

Properties report presented by Stacey Swickert

- Property loft in progress, but better efficiency – Curious Incident props all stored.

Costumes report presented by Janice Sagers

- Welcomed new costume director, Ashley Goodell for *Hello Dolly*.

Public Affairs report presented by Jason Klonkowski

- PTP won Best Non-commercial Booth from Charles County Fair. Plaque displayed in lobby.

Membership report presented by Carol Charnock

- Junior membership now updated.
- Has not heard back from Southern Bobby-Q concerning Winter Membership. Carol R. will reach out.

History/Library report presented by Kaitlyn Bauer Diequez

- Plans to disassemble then organize library.

Facilities report presented by Craig Hower

- First Aid kits now in all areas of theater
- House lights have been replaced.
- LED lighting via Barbizon in future phases.
- Keys/access. Craig will change key pad access and inquire about lock changes cost
- Bubble bubble will be repaired since needed for *Dolly*.

Old Business

- (Mike) AME Church has not yet responded to rental offer and removal of items
- Mike will respond to Girl Scouts per request to sell cookies Feb through March 2023. TBD if inside can be used at all.

New Business

- Covid Protocol. Motion that masks be encouraged, but optional for audience (Tara). Second (Jan). Approved with 3 Nay, 1 Abstention.
- Mike will order one drop as replacement in time for *Twelfth Night*. Replacement for more TBD when storage issues resolved.

- Santa photo op during *Hello Dolly*. Tara will problem solve details of the where and when.
- Discussion about ensuring “strong language” be an item included for shows, when appropriate.
- Board meetings set for following Wednesdays: 2022 -November 9, December 14 2023- January 11, February 8
- Tara will set a separate meeting to discuss and decide business manager position.

## NEXT MEETING: WEDNESDAY, NOVEMBER 9

Meeting adjourned 9:16

Carol Russell, Secretary

Minutes approved: November 9, 2022

### SAFETY GUIDELINES

In the event of positive tests:

Patrons	Current policy reviewed by Board of Directors monthly.
Cast & Crew	<ul style="list-style-type: none"> <li>• Mask not required onstage.</li> <li>• Masking required backstage.</li> </ul>
Meet & Greet inside or outside	<ul style="list-style-type: none"> <li>• Mask Required</li> </ul>

On any occasion that the facility or infectious disease might affect a show, following is the protocol for decision making and notification:

#### Safety concern with facility:

1. Cast/crew noting the issue immediately notifies the Stage Manager.
2. Stage Manager immediately notifies Producer and Director.
3. Notification to Board of Directors Production Chair immediately.
4. Production Chair will notify Facility Chair and other Board Members as soon as possible.

#### Testing positive:

##### Reporting

1. Affected cast/crew member notifies stage manager immediately.
2. Stage manager notifies producer and director immediately.
3. Notification to Board of Directors Production Chair immediately.
4. Decision(s) made how the show may be affected.
5. Production chair will notify Board Members as soon as possible.

### Participation Guide

Testing Positive	<ul style="list-style-type: none"> <li>• Do not report to the theater for at least 5 days from start of symptoms. If no symptoms, 5 days from date of test.</li> <li>• IF symptoms have improved and no fever for at least 24 hours without medication, may return on Day 6.</li> <li>• Wear a mask through Day 10.</li> <li>• If unable to mask, test on Day 5 or later and return when negative test or do not return through Day 10.</li> </ul>
Close contact and no symptoms	<ul style="list-style-type: none"> <li>• Wear a mask for 10 days</li> <li>• Test 2 to 5 days after exposure</li> </ul>
Symptoms	<ul style="list-style-type: none"> <li>• Do not report to theater. Get tested.</li> <li>• Negative test – return when symptoms have improved and no fever for at least 24 hours without medication</li> </ul>