



**Board of Directors
Minutes
September 8, 2022**

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 7:05.

Secretary: Minutes from August 17, 2022, were presented by Carol Russell. Motion to accept (Craig) Second (Jan). Approved unanimously. Jason will post to website. Carol will send minutes for Jason to post. Carol R. will purchase external hard drive on which to save the hard copies of all PTP minutes currently upstairs.

Treasurer's report presented by Mike Gahan

- Total current assets - \$220,000
- Report on bank account hack. All has been straightened out. New account established.
- Motion to accept report (Tara) Second (Jason) Approved unanimously

Education Report presented by Carol Russell

- Discussion about Adult Encore. Carol R. will work with group to work closer with them and offer more support.

Productions report presented by Tara Waters

- Hello Dolly. Connie (Producer) via phone. Motion to approve budget with condition Costume Director is obtained and feedback within two weeks. (Mike) Second (Craig). Approved by majority.
- TBD production with Heather Bauer via phone. Motion to add "Once Upon a Mattress" March 10-April 2 (Mike) Second (Carol C). Mike will obtain rights.
- February One Act Festival that PTP hosts. Have one submission. Will do push for directors and submissions by end of September
- Productions safety protocol reviewed. Titled: Safety Guidelines. Motion to accept (Tara) second (Carol C) approved by majority, one abstention.
- Producers & directors for next season has been advertised. Applications until October 31
- Curious Incident of the Dog in the Nighttime needs slots filled for Bd Reps, Front

Properties report presented by Stacey Swickert

Costumes report presented by Janice Sagers

- Need for more Costume Directors
- Costume loft items continue to "disappear". Vacuum, shears mentioned. (Carol C., Jan)

Public Affairs report presented by Jason Klonkowski

Membership report presented by Carol Charnock

- Winter Membership Meeting. American Legion February 18, 2023
- Caterer suggested *Southern Bobby-Q*. Carol will contact and evaluate prices.

History/Library report presented by Kaitlyn Bauer Diequez

- Kaitlyn is sending SOP to Carol R.

Facilities report presented by Craig Hower

- Light Bar to be revisited. Estimate quote resubmitted (\$120,000) and cannot be completed in time for Dolly.

Old Business

- Reminder Outback fundraiser again Friday, November 4
- One-Act Festival – Mike will contact to see if they are already providing promotion or is PTP/Jason?
- Business Manager. Reports to Treasurer. Mike G. submitted current responsibilities. He volunteered to fill position and not draw pay. Suggested a payroll company (Payroll Vault) be hired to handle W-2s, tax collections & payments, etc. Less than \$1,000 per year.

New Business

- Covid current protocol will continue for casts/crews and patrons.

- La Plata AME Church requesting use of PTP facility one Sunday per month. Discussion for offer (Mike will inform them) includes \$300 per month/per use. PTP will not serve as storage. PTP address being used on their advertising will cease. Motion (Craig) Second (Tara) Unanimously approved
- Trunk or Treat is Saturday, October 30 Stacey Swickert will chair
- Scarecrow Festival – Dave Standish
- Outback fundraiser tomorrow 4:00-7:00 Jason, Ben, Daniel, Jan, and Stacey.

NEXT MEETING: WEDNESDAY, OCTOBER 12, 2022 7:00p.m.

Meeting adjourned 9:19

Carol Russell, Secretary

Minutes approved October 12, 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"> • Mask not required onstage. • Masking required backstage.
Meet & Greet inside or outside	<ul style="list-style-type: none"> • Mask Required

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