

The Colonial Players, Inc.



GENERAL MEMBERSHIP MEETING

**Wednesday, March 18, 2015
108 East Street, Annapolis MD 21401**



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

MEETING AGENDA

1. Convene
2. Approval of Previous Meeting Minutes
 - a. General Membership Meeting, Tuesday, October 7, 2014
3. Approval of Agenda
4. Officers' & Directors' Reports
 - a. President: Darice Clewell
 - b. Vice President: Herb Elkin
 - c. Treasurer: Kaelynn Miller
 - i. Treasurer Report
 - ii. Dr. Riley Bequest Update from Finance Committee
 - d. Secretary: Theresa Riffle
 - e. Artistic: Carol Youmans
 - f. Education: Scott Nichols
 - g. Human Resources: Shirley Panek
 - h. Marketing: Marguerite Jahns
 - i. Operations: Wes Bedsworth
 - j. Production: Jennifer Dustin
5. Election Statements
 - a. Vice President
 - b. Secretary
 - c. Artistic Director
 - d. Education Director
 - e. Marketing Director
6. New Business
 - a. Bylaw Amendment Discussion: The Appointment and Retention of the Operations Director - Proposed Addition Under Bylaw V.A.3: Jim Robinson
7. *A Christmas Carol* Donation: Creating Communities
8. Presentation: "Half-Boy, Half-Bat: Bat Boy Revealed Under Intelligent Lighting," Frank Florentine
9. Election Results
10. Open Forum
11. Adjourn



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

General Membership Meeting Minutes

Tuesday, October 7, 2014

Attending: Darice Clewell (President), Herb Elkin (Vice President), Kaelynn Miller (Treasurer), Theresa Riffle (Secretary), Carol Youmans (Artistic), Scott Nichols (Education), Shirley Panek (Human Resources), Marguerite Jahns (Marketing), Wes Bedsworth (Operations) and Jennifer Dustin (Production).

Absent: None

1. Meeting Commencement: The meeting was brought to order at 7:35 pm by Darice Clewell.

2. Approval of previous meeting minutes (Monday, March 31, 2014)

a. A motion was made and seconded to approve the minutes as presented. **The motion passed unanimously.**

3. Approval of the meeting agenda

a. Darice Clewell asked that the agenda item "In Memorium" be moved to "a" under "New Business". A motion was made and seconded to approve the agenda as amended. **The motion passed unanimously.**

4. Officers' & Directors' Reports- Discussion and Decisions

a. President

(1) Refer to written report.

(2) Concerning the members of the Nominations Committee, an additional name will be announced later this week.

b. Vice President

(1) Refer to written report.

c. Treasurer

(1) Refer to written report.

d. Secretary

(1) Refer to written report.

Board of Directors

President: Darice Clewell
Vice President: Herb Elkin
Secretary: Theresa Riffle
Treasurer: Kaelynn Miller

Artistic: Carol Youmans
Education: Scott Nichols
Human Resources: Shirley Panek

Marketing: Marguerite Jahns
Operations: Wes Bedsworth
Production: Jennifer Dustin

The Colonial Players, Inc. is a 501 (c)(3), non-profit organization and donations are tax-deductible to the fullest extent of the law. For your records, our tax ID number is 23-7074203.

- e. Artistic
 - (1) Refer to written report.
 - (2) If any members are interested in becoming a reader for preliminary play selection, contact Gwen Morton.
 - (3) Carol encouraged members who are involved in productions to utilize Reflections to give feedback to the Artistic team and the Board to improve our theater productions. Feedback is confidential.
- f. Education
 - (1) Refer to written report.
 - (2) Scott discussed an article that recently appeared in *The Capital* which stated that the CP workshops are being offered to generate income. This statement was not accurate, and Scott plans to contact editor about the paper printing a correction.
- g. Human Resources
 - (1) Refer to written report.
 - (2) Human Resources is looking for people to help with opening night parties.
 - (3) We have lots of new volunteers, and Shirley is looking for someone to take the lead in coordinating new volunteers.
- h. Marketing
 - (1) Refer to written report.
- i. Operations
 - (1) Refer to written report.
 - (2) Bob Marchand is looking into having a company come in to clean the surface dust out of the theater and then eventually the ducts
- j. Production
 - (1) Refer to written report.
 - (2) Production is still looking for producer for *Watch on the Rhine*. If anyone is interested, talk to Terry Averill.

5. New Business

- a. In Memorium
 - (1) The members present acknowledged the passing of many members of the Colonial Players family. With the lighting of a candle and a moment of silence, Katie Bradley, Brian Blanchard, Brigitte Marchand, Roz Morrow, Jack Youmans, Rebecca Flint and Bob Smith were remembered and honored.
- b. Proposed Bylaw Changes- Beth Terranova

(1) Bylaw V.A.3

(a) A motion was made and seconded to approve the recommended change to the Bylaw. **The motion passed unanimously.**

(2) Bylaw V.B.1.(c)

(a) A motion was made and seconded to approve the recommended change to the Bylaw. **The motion passed unanimously.**

c. CP Scholarship

(1) Kaelynn gave an update on this year's scholarship recipient, Bronwyn van Joolen, who is attending Berklee School of Music. Bronwyn is enjoying college and is grateful for the financial support the scholarship has given her. She and her mother Beverly thanked CP for their support.

6. Open Forum

a. Jim Robinson asked about the possibility of making the Operations Director to become an appointed position, since it is now such a demanding position and the theater is dependent upon the job being handled in a reliable and professional manner. Many members agreed that it was a point worthy of consideration.

b. Beth Terranova asked if there was any follow-up on possibly purchasing the property next to the theater. CP is open to talking about it if there is sufficient interest. Herb is preparing to form Real Estate Committee, as requested by the President of CP. He said that this committee could certainly look into the issue.

7. Meeting Adjournment: A motion was made to adjourn the meeting at 8:54 pm. The motion passed unanimously.

Respectfully submitted,
Theresa Riffle
Secretary



Report to the Membership

March 2015

President

It's the high season at CP. We have many irons in the fire, shows on the boards, and volunteers working diligently...

Committees: Special thanks to the chairs of the Nominating and Elections Committees, Rick Wade and Dirk Geratz. There are other people involved, so be sure to thank those you see here this evening serving on these committees. Shannon Benil is heading the ad hoc committee to consider Membership at The Colonial Players. They expect to have their second meeting in early March.

I have attended Long Range Planning Committees, and am excited about the creative approach that's being taken toward thinking about our future. They are building from the ground up, and their final product will serve as a guiding light to the theater, and especially to the board, as we can leverage the long range plans to align decisions and actions to fulfilling the mission and achieving the goals set out by the committee.

I also attended the Finance Committee Meeting, and feel sure you will all be intrigued by their report at the meeting.

Documentation: The board is about halfway to the goal of having a handbook for every director position on the board, which is mandated by our Resolutions. Over the past few months, it has become evident that a handbook and timeline for the President is necessary, most especially for the committees that the President has to appoint. Currently, there are no established guidelines for any of these appointed committees, and we need documentation so that those CP Members who agree to chair a committee will have at least a barebones process to guide them. I will be working on this in April and May with the help of the people who have been helming the various committees.

Board Procedures: Together, we have been working toward some consistency in our reporting and meeting processes. One of the big initiatives is electronic reporting amongst the board members, making it possible for us to save a lot of paper and a lot of time at meetings, as we all have the reports to review in advance. Thanks to Hannah Sturm for providing us with some workshops to help us learn how to use Google Drive, and to all the board members for being willing to learn new processes and come to agreement on templates and labeling protocols. Kudos to Theresa Riffle for exploring some different Google scheduling options to keep board members apprised of changes in schedules. In the next few months, we will be working to get ahead of the curve in scheduling regular Board Meetings and General Membership Meetings, and annual events such as our season celebration, Sneak Peek, etc.

We have met only partial success at getting assistants appointed in all of the Director positions (to represent the function at board meetings in the Director's absence); I will continue to encourage this in the coming months. We are experimenting with different orders of business at our meetings, and we continue to welcome different Directors' teams to our meetings. It's exciting to have Members attend the meetings of the Board of Directors, and we appreciate their input and comments during the meetings.

Board as Executive Producers: In an effort to get the new slate top-of-mind for the Board, and to engage the membership in planning for the season, I revitalized the long dormant Executive Production Meeting in January. Thank you to all of the board members for engaging their teams in reading the plays

for next year, and to members for contributing to the discussion. Most of all, thanks to Marti Pogonowski for facilitating the discussion. Data was gathered and sent to the attendees and the Artistic Team for discussion with directors, play consultants, and producers for next year. The Artistic Team is keeping the momentum going through the Director Orientation, as they plan to involve contributors in the whole season of shows, not just a single play.

The Board's discussion of shows-in-production has been shifted to the top of our Old Business list each month, trying to shine a spotlight on our most visible products, and that which earns our keep. We will continue to try to engage in discussion as Executive Producers, not just hear from designated Directors about the progress of productions. Our season productions are a major component of our Mission Statement, and deserve close attention from the Executive Producers.

A Christmas Carol Community Contribution: Our guests this evening represent *Creating Communities*, an AA County based 501(c)(3) corporation dedicated to creating innovative arts programs for those most deserving in Anne Arundel County – particularly adults with severe mental illness, hospital patients, children with emotional issues, low-income and at-risk youth, and the elderly. *Creating Communities* is an exemplar of commitment to community. Their involvement with the young people in our community and their use of creative & lively arts for teaching life management skills sets a high standard for all community organizations that strive to engage and to serve the citizenry of Anne Arundel County. Like the Members of The Colonial Players, the volunteers of *Creating Communities* know how involvement in the arts can enrich lives and sooth souls. They are an inspiration to all arts organizations, as they show us every day how to share music, poetry, painting, drama, and writing with those who don't have it in their reach. I selected them as the recipients of the donation we are able to make from the proceeds of our production of *A Christmas Carol*. I am proud we can offer \$3500 to assist them in their noble calling. Welcome, *Creating Communities*, and thank you, *A Christmas Carol*!

A special salute and expressions of gratitude are extended to those Board members who are concluding their current term on the Board this coming May: Marguerite Jahns, Scott Nichols, and Herb Elkin all agreed to take on the challenge assuming board roles mid-term, and they have each done a superb job of grabbing the reins quickly and keeping their various teams headed in the right direction. Marguerite is working diligently to get the Marketing Handbook in shape as she looks to turn over the reins. Scott started with no team, no curriculum, and no plan, and has created a dazzling array of informative and educational programs for our Members and our audiences. Herb guides the work of several critical committees, including Long Range Planning, Memorials, and Real Estate, with steady hands, razor-sharp thinking, calm demeanor, and open heart. I am grateful for his wise counsel. Theresa Riffle has risen to the many requests to utilize available technologies and invent new procedures, even as we strive to reinvigorate the feeling of closeness at CP that we oldtimers have cherished for decades. And Carol Youmans, with her genuine love of this theater and Pollyanna-like belief we can *do it*--whatever it is! will surely continue to mentor, make plays, and give bounteously from her seeming endless supply of wisdom.

It has been my honor to serve with this board. We will start work immediately on creating an equally strong team for next year.

Respectfully,
Darice Clewell



Report to the Membership

March 2015

Vice-President

I am grateful for and impressed by the participation of our members serving on various committees throughout the organization. Their insight and input has been and continues to be critical in furthering our collective success. A brief summary of selected committee activities since the last Membership meeting follows.

Bequest Committee: Herb Elkin, Dianne Hood, Kaelynn Miller, Tom Stuckey, Mary Beth Yablonski, and Ted Yablonski met October 27th and March 3rd to review current CP investment status, and recommend expenditures to the Board. Initial investment earnings receipt and Board consideration of recommended expenditures are both anticipated by the end of April.

Long Range Planning Committee: Terry Averill, Darice Clewell, Herb Elkin, Judi Hilton-Hyde, Scott Nichols, Heather Quinn, and Rick Wade met November 25th and February 23rd. The Committee discussed previous long-range planning efforts and began work towards an eventual update of CP's long-range plan. The Committee welcomes Membership participation in this important process, and looks forward to soliciting stakeholder input during the coming months.

Memorial Plaque Committee: Herb Elkin, Mike Gidos, Judi Hilton-Hyde, Edd Miller, and Tom Stuckey met March 2nd. The Committee discussed drafting guidelines for memorializing individuals, administering the Memorial Plaque Program, and augmenting opportunities for recognition of CP contributors. A recommendation to the Board is anticipated soon.

Real Estate Committee: Members Terry Averill, Darice Clewell, Jen Dustin, Herb Elkin, David Thompson, Ted Yablonski, and Carol Youmans met March 9th in the Committee's first meeting since being chartered by the Board. The Committee discussed how to proceed in fulfilling its purpose of assessing and addressing CP's current and future real property needs. The Committee intends to be responsive to CP's evolving needs and develop recommendations for consideration by the Board in due course.

Respectfully submitted,

Herb Elkin



Report to the Membership

March 18, 2015

Treasurer

1. Dr. Bob Riley Estate
 - a. The Finance Committee completed their final recommendation for investments on the remaining funds in the Riley estate, and presented the recommendation to the Board on February 18, 2015. This recommendation was approved by the Board.
 - b. A complete breakdown of the investment accounts and distributions is included as an addendum to this report.
 - c. Contact has been made with the final 2 firms to start the process of opening new investment accounts: First Financial Group, LLC and Tower Federal Credit Union.
 - i. Mr. Edward Adams of First Financial Group and his associate, Mr. Lee Derrick, are currently preparing an investment portfolio proposal to be reviewed by the Finance Committee.
 - ii. Ms. Angela Kuzmeskus of Tower Federal is currently preparing the application for our account.
 - d. Community Foundation of Anne Arundel County
 - i. Our first distribution from The Colonial Players Roland E. Riley Endowment fund for the Arts will be received around April 30, 2015. The approximate amount will be \$7,600.
2. Paperless Filing System
 - a. Fiscal Year 2015 is our first fully paperless fiscal year. All invoices and receipts are being filed electronically with only the necessary paperwork for insurance, tax, and other purposes being kept in hard copy. This paperwork is also being filed electronically for the time when we are permitted to destroy the hard copies (typically 7 seven years).
 - b. While I have not been able to make any progress in my effort to sort through the years of Treasurer paperwork at the Annex, I am going to try to get that project started this summer. Danny Brooks has volunteered to assist me so far. If anyone else is interested, please let me know.
3. I am also looking for someone who knows/understands commercial insurance to review our current policies, as they come up for renewal in August. Please let me know if you are interested.

4. Other Activities completed since October 2014 General Membership meeting
 - a. Facilitated compilation of Statements of Financial Position for fiscal year ending August 31, 2014 in cooperation with our accountant, Angevine & Associates.
 - b. Reviewed and filed Federal Tax Form 990 for the fiscal year ending August 31, 2014 as prepared by our accountant, Angevine & Associates. Also separately completed and filed Federal Form 1096 and 1099-MISC with the tax authorities and affected recipients.
5. Attached Documents
 - a. Current budget execution status for 2014-2015 (Fiscal Year 2015)
 - b. Current Status of Investment Funds of Dr. Riley Bequest
 - c. Overview of Full Distribution for the Riley Estate

Respectfully submitted,
Kaelynn Miller



Report to the Membership

March 2015

Secretary

As Secretary, my regular duties for the past 6 months included the preparation of 6 Executive Committee Meeting Agendas and Minutes, 6 Board Meeting Packets (agenda, minutes, reports and attachments) and the General Membership Meeting Packets (agenda, minutes, reports and attachments) for tonight's March 18th meeting. I would like to thank Wes and Kaelynn for helping me put together tonight's meeting packets.

"Less Paper" Board Meetings:

We commenced our "Less-Paper" Board meetings last summer. I wanted to share how much paper (as well as other resources) we have saved. I did not include August in the count, since that was a transitional month, where the Board did a combination of paper and electronic reports. Including the September Board meeting, Colonial Players has saved over 1700 pieces of paper as well as the toner that would have been used on them. The actual count is 1,712 pages. All that paper saved in only six months! Nice work, Board!!

Bylaws Committee:

As Secretary, I chair the Bylaws Committee. The committee members (Richard Atha-Nicholls, Beth Terranova and I) met in January to craft wording for several Bylaw amendments, as part of our yearly Bylaw review. These Bylaw change recommendations were presented to the Board in February. After some discussion, the Board has asked us to meet again to revise some of the wording and resubmit these recommendations to the Board at a later date. If approved for presentation to the Membership, these Bylaw change recommendations will be presented at the October General Membership Meeting. The proposed change to Bylaw V.A.3 will be discussed at tonight's meeting and voted on at the October General Membership Meeting.

Administrative Documents:

The board approved a number of changes during an annual review of the Resolutions. These changes are reflected in the current document available on the Colonial Players' website.

At the October 2014 General Membership Meeting, the Membership adopted changes to Bylaws VI-A.4., VI-A. and VI-B. Also, the word "chairperson" was changed to "chair" throughout the Bylaws.

All Board Meeting Minutes are on file in binders in the Board Room at the Annex. These Minutes are available for review by any current member of Colonial Players.

The Governance Documents, General Membership Meeting Minutes, and other administrative documents which may be of interest to the General Membership are available on the Colonial Players website on the "Colonial Players Downloads" page which can be accessed from the Colonial Players' Home Page, or the page can be reached directly at this address: <http://thecolonialplayers.org/index.php/downloads>

Respectfully submitted,
Theresa Riffle



Report to the Membership

March 2015
Artistic Director

The Promising Playwright Contest judging process is in full swing. Of about 130 submissions, the first reading committee has reduced the field to 13 semi-finalists, the scripts of which will be read by the second reading committee to find the final selection. Gwen Morton is the director of the Promising Playwright Contest for 2014 and will direct the weekend workshop for the winner, which will take place in July of 2015. The committee of first readers was headed by Jason Vaughn with members Josette DuBois, Lois Evans, Mary Beth Yablonski, Laura Gayvert, Steve Migdal, Mike Gidos, Rosalie Daelemans, Eloise Ullman, and Mark Hildebrand.

Thanks to Carol Cohen, and second readers, Terry Averill, Rick Wade, Mary Watko, Jim Reiter, Dona Weingarten, Jane Elkin and Joan Townshend, chair, who have assisted Gwen in moving the contest to its exciting conclusion. The winner will be announced by May 1.

The 2014-15 Season Slate was introduced to the theater via the Sneak Peek on February 7. The schedule looks like this:

Sherlock's Last Case by Charles Marowitz September 4,5,6 M,10,11,12,13 M/E,17,18,19,20 M,24,25,26, 2015

Side Man by Warren Leight October 16,17,18M, 22,23,24,25 M/E, 29,30,31, 2015

Mornings at Seven by Paul Osborn November 20,21,22 M, Friday, Nov.27,28,29 M/E, Dec. 3,4,5,6 M,10,11,12, closes Sun.,Dec.13 M (NO SHOW NOV. 26 – THANKSGIVING)

Venus In Fur by David Ives January 8,9,10 M, 14,15,16,17 M/E, 21,22, 23, 2016

Boeing Boeing translated by Beverley Cross and Francis Evans from the French farce by Marc Camoletti- 2008 Tony Award winner for Best Revival.
Feb. 19,20,21 M,25,26,27,28 M/E, March 3,4,5,6 M, 10,11,12, 2016

The Secret Garden by Marsha Norman and Lucy Simon April 8,9,10 M,14,15,16,17 Matinee
Only,21,22,23,24 M,28,29,30, May 1 M,5,6,7, Sunday, May 8, 2016 - Closing Matinee
-NO DOUBLE RUN.

Good People by David Lindsay-Abaire June 3,4,5 M, 9 10 11 12 M/E, 16, 17,18,19 M, 23,24, 25, 2016

The Artistic Team Director Selection Committee will be holding interviews for directors for the new season the second two weeks in March. The team has not received as many director applications as it hoped and would welcome inquiries by qualified directors who are interested in directing next season. Contact me at artistic@thecolonialplayers.org or over wine and cheese after the meeting!

The Artistic Team is considering recommending that Colonial Players present *Nickolas Nickleby* as a special presentation the summer of 2016. Summer programs like the One Act Play Festival and other workshops are being evaluated to be sure that they fulfill the educational and artistic missions they were designed for. Any ideas you have about these activities are most welcome.

Respectfully submitted,
Carol Youmans



Report to the Membership

March 2015

Education

Child Protection Policy: After many revisions and input from the board, legal council and the focus group, the Child Protection Policy has been finalized and ready to be added as an addendum to the Production Manual. The question has been raised as to whether it should also be posted on the website with the audition forms.

Internship Program: John Bell is our new intern from AACC for the spring semester. Marti Pogonowski is working with the production staff of both *Watch on the Rhine* and *Ernest in Love* to schedule John's tasks and responsibilities during this period. On March 3rd we met with John to review the required internship goals to determine which have been met and how the remaining will be met. We are also reviewing AACPS' Performance and Visual Arts (PVA) guidelines to determine if and when we should offer an internship opportunity for the PVA high school program.

Lobby Displays and Talk-backs: The *Watch on the Rhine* (WOTR) talk-back will be on March 14th. I am currently looking for a subject matter expert as a special guest for the event and we are coordinating a high school student pre-show question and answer session also on that date in an effort to reach out to local schools and younger audiences. The lobby display for WOTR is up but we would like to add more materials. Our intern is helping Jeannie Beall Christie with this and with dramaturgy for *Ernest in Love*.

Scholarship Program: Despite our announcements and publicizing the program, we did not receive any applications for this year's scholarship. This is the first year we have received no applicants. We will be holding a reflections meeting to determine effective strategies for the next cycle.

Workshops and Roundtables: Our last workshop of the season, Stage Management and Stage Crew will be held on March 7th. We also currently have 17 people signed up for the Directors' Roundtable series and we have just launched the registration for the Playwrights' Laboratory series. Both of these will be held on alternate Tuesday evenings from March 24th to May 26th.

Archives: The Archiving Team has established the archiving process and formed groups to meet each monthly to process the boxes in our possession. We have processed our first batch of boxes from the Maryland State Archives and have started on our second. We also still need to create an "intake" process for new materials donated to the theatre as we already have members who would like to donate materials.

Community Outreach: I am pleased to say that Rob Glass has joined the Education Team and I met with him on Thursday, February 19th to discuss possible community outreach activities. We have discussed reaching out to local schools to get more students involved in theatre and have discussed the possibility of having a theatre camp this summer. To differentiate it from other local theatre camps, I recommend we target disadvantaged children and/or youth at risk.

Respectfully submitted,

Scott Nichols



Report to the Membership

March 2015

Human Resources

1. **2014-2015 Season Celebration** - Planning for the 66th Season Celebration has begun. I have gathered several committee members, and our first meeting will be held at the end of March. We will need numerous hands to help in a variety of roles, so I welcome volunteers – especially those who enjoy planning great parties – to become a part of the Season Celebration committee. The date is still being finalized, but the plan is a Saturday evening event - either 8/1 or 8/8, at the Blue Heron Room at Quiet Waters. Be My Guest Catering (who catered the event in 2013) will again deliver scrumptious fare for our evening.
2. **Ushers** - Jeanie Mincher continues to do an outstanding job of coordinating and scheduling our stellar usher team. We are always happy to have new people join the ranks, so if you can spare a night (or Sunday afternoon) to volunteer and usher, please let us know. It's a great way to meet people, support a great theater, and see a show for free. You may contact hr@thecolonialplayers.org if you are interested in joining our list of ushers.
3. **Volunteers** - Colonial Players volunteer pool is growing! Over the past year we have had a number of new people join us as part of our various teams – production, HR, etc. – this year. We are fortunate to have such dedicated and giving volunteers, but we are always looking for more. We would love to use your talents to continue to make Colonial Players the wonderful theater experience it already is. Our volunteers are a family, and we'd love to have you (and your friends) join us. We have many opportunities to use your special skills – from technical operations, to artistic, to production, to social events – you name it, and we can find a way to use your unique gifts. Please email me to find out how to become involved!

Respectfully submitted,

Shirley Panek
Human Resources Director



Report to the Membership

March 2015

Marketing

I have been honored to serve as “Interim Marketing Director” during the 66 Season of The Colonial Players. I would like to thank the following individuals for all their support and guidance during my term. Laurel Kenney, Beth Terranova, Tom Stuckey, Carol Youmans, Kaelynn Miller, Wes Bedsworth, Jim Reiter and our wonderful President, Darice Clewell.

Below is a brief summary of some of this past year Marketing activities that were a success.

Press Packets - Press Packets were updated - reviewers have been providing positive feedback to the new “look”. Thank you Jim Reiter for your suggestions and guidance on the new material.

Auction - The auction “fund raiser” during “Rocket Man” was a huge success and local vendors were very generous in their donations to CP. Thank you Kaelynn Miller for your tireless work and effort to make this the success it was.

New Advertising - New venues are being pursued on where CP is spending it’s marketing budget. Some of the new venues are as following: Larger ads in The Capital, started to advertising with DC Metro, provided Comp Tickets to the workers in the Visitor Center, donated, worked and supported the annual Tug of War in Annapolis and CP even received a plug on Fox DC for “Rocket Man”.

Social Media - A big thank you to Jeff Sprague for his dedication this past few years for the Off Book Blog. Jeff has retired his post and we are thrilled and excited to have Sarah Wade accept the position as our current “blogger” for CP.

I also at this time would like to thank the entire current Board for all the support I received during my brief term. I am very honored to have been a part of such a talented, dedicated group of people.

Respectfully submitted,

Marguerite Jahns



Report to the Membership

March, 2015

Operations Director

It's been a very busy few months for the Operations Team at Colonial Players! I apologize in advance for the length of this report, but I would not be doing my team justice if I didn't highlight all of their outstanding work. These accomplishments are the result of true teamwork and dedication to The Players. Below, I'll attempt to summarize the many great things we've been able to accomplish in the past 6 months. My sincere thanks to everyone involved on the Theater Operations Team!

Note: Items summarized in each section below have been worked by the respective Operations Team Member or one of their committee members. Sections are organized alphabetically according to position title.

- **Hannah Sturm, Deputy Operations Director**

- **Operations Handbook:** Hannah is currently working to assemble an initial draft of an Operations Team Handbook based on input from various team members.
- **Google Training:** Hannah provided Google Apps for Business training to the Board and other interested team members. The training helped attendees better understand how to effectively use Google Apps to simplify and streamline their work for CP and more easily collaborate with others electronically using Google Apps.
- **Building Access:** Hannah has taken over managing building access for me, and she now handles issuing all new fobs and access changes, consulting with me for assistance as needed.
- **Access Control Procedure:** Hannah is working to write an initial draft of a much needed access control procedure to make it clear how, to whom, and for what reasons fobs are distributed to members.
- **Action Item Register:** Hannah worked with me to develop an Operations Team Action Item Register, and continues to provide regular updates to the team from it. This has been a huge help in tracking ongoing work so that we don't lose track of what is currently being worked.
- **Google Drive Maintenance:** Hannah continues to perform ongoing maintenance of Operations files on Google Drive, including filing Operations invoices, organizing historical files, and compiling documentation.
- **Keeping Me Organized:** Hannah also goes out of her way to simply keep me organized, which has been an enormous help!



- **Stuart Johnson, Asset Manager**

- **Team:** *Eric Hufford*
- **Asset Tags:** Stuart is working to finalize an initial inventory of the Annex and Theater, hopefully to be completed this month. Tech equipment used in the lighting grid will be added to the inventory next summer when the instruments can be pulled from the grid, inspected, and tagged more easily.



- **Lynda Cunningham, Box Office Manager**

- **Team:** *Box Office Staff*
- **Ticketing System Upgrade:** Lynda has been working tirelessly with Showare (our ticketing system vendor) to migrate us to a new version of our ticketing system. We were one of the first organizations to switch to this new version and as expected, there were plenty of bugs that went with the upgrade. Lynda has handled them all in stride, as she always does.
- **New Volunteers:** Lynda has been training several new Box Office volunteers over the past few months, bringing new members to the team.
- **Box Office Manual:** An updated Box Office manual was submitted for review by Lynda and June Fordham. I am hoping to complete my review of the manual in the next few weeks, allowing Hannah to incorporate it into what will be the overall Operations Team handbook.
- **Credit Card Reader:** Lynda worked with Showare to resolve a software issue that prevented our credit card reader from reading patron's cards. The reader is now functional again, bringing life back to normal in the Box Office.



- **Nick Beschen, Facilities Manager**

- **Team:** *Dave Carter, Bob Marchand, Jim Robinson, Dick Whaley, Ted Yablonski*

- **Booth Attic Shelving:** Nick worked with me to design and install new custom shelving in the Tech Booth attic to improve lighting instrument storage and declutter the attic.



- **Annex Workshop Power Tools:** Nick researched and worked with the set construction team to pick a commercial table saw, a dust collection system, and an air filter for use during set construction at the Annex. The replacement table saw will replace the existing 20+ year old model we have now. The Board approved the purchase of the above-mentioned tools at the March meeting. This was a big research and collaboration effort, so many thanks to Nick for making this happen!

- **Theater Workshop Update**

- **Sliding Miter Saw:** Nick purchased a new sliding miter saw for the Theater workshop to replace the existing and well worn miter and chop saws. These were replaced largely for safety reasons.
- **Workshop Makeover:** We have acquired a complete set of quality hand tools for the Theater workshop. Steve Tobin, Nick, Dick, Jim, Ted, Heather, Chuck Bedsworth (my dad), and I spent an entire Saturday clearing out the shop of “junk,” installing a new closet organization system for the parts closet, sorting and organizing all tools, labeling, and cleaning. Steve and I also spent a second Saturday reframing the opening under E4 to allow the spare E4 ramp to be stored under the stage when not in use. All tools will be kept locked and will only be accessible after proper training to ensure that they are kept organized and that people are knowledgeable before using power tools. A basic set of tools will always be available to the Stage Manager, as well as the Booth. Thanks to all who participated in cleaning up the shop!



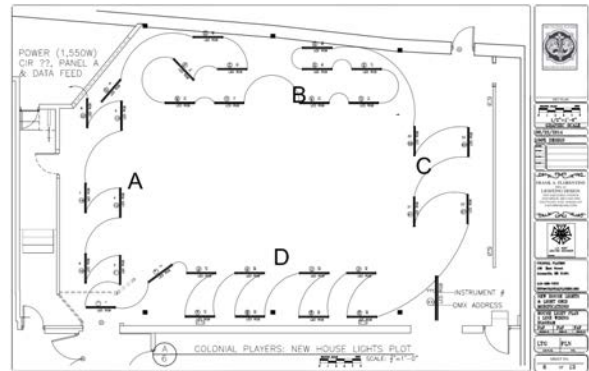
- **Theater Downstairs Plumbing:** We have had ongoing issues with the sewer plumbing on the first level of the Theater. In particular, the rear dressing room toilet has become clogged several times. Our custodian, Floyd, has been working to use an electric auger to clear the line, but unfortunately during opening night of *Watch on the Rhine*, all of the downstairs toilets were clogged. We believe we've resolved the issue but are still looking at having a plumber with a camera come out to verify that the lines are completely clear. Unfortunately for all, though, we will be switching back to thinner toilet paper as a result of these clogs as thicker toilet paper has been largely to blame.
- **Seat Repair:** Nick is currently researching a way to repair a few well worn Theater seats before they become safety issues. We have been unable to locate a vendor to date, but are still looking at our options.
- **Leaf Vacuum:** Nick purchased an electric leaf vacuum/grinder for use on the roof. Previously we only had a blower which was good at making piles of leaves, but not good at actually removing the leaf accumulation from the roof that causes the drains to clog.

- **Theater Duct Cleaning and High Cleaning:** Bob has worked to schedule HVAC duct cleaning and high cleaning for the Theater to take place this coming summer. Both are very much needed!
- **Lobby HVAC:** Nick has met with several HVAC contractors to get bids and recommendations on a replacement for the Theater lobby HVAC system. We've asked each bidder to provide options for replacing only the rooftop condenser units (which are in the worst shape), as well as a separate option to replace the entire system including the indoor components (which are in better shape and may or may not need replaced) to see what makes more sense in the long run. Once we have all the bids, Nick and I will review and make a recommendation to the Board for how to proceed. For reference, the outdoor units are at the end of their life at approximately 20 years of age since they were installed. We want to replace them before they fail, unlike what happened at the Annex where we had no AC for several weeks when two of four rooftop units failed during the summer of 2012. *(Photo above of Theater HVAC replacement in 2008)*
- **HVAC Maintenance:** Bob completed (via Griffith Oil) scheduling and execution of HVAC furnace maintenance at the Theater. HVAC furnace repairs were required at the Theater, which will hopefully prevent a failure.
- **Annex Lock Repair:** Bob met with Bay Area Locksmith to have several of the Annex locks repaired. He also coordinated replacement of the hinges on one door which previously didn't allow the door to open or close very easily.



- **Frank Florentine, Facilities Documentation Manager**

- **Grid Documentation:** Frank is continuing work to document the final layout of the new light grid, which will include the location of all circuit boxes, LED lights, House Lights, and LED circuits. He is still awaiting input from me on some of the wiring. As we still have a few House Light adjustments to make yet, we have not been able to finalize this setup but should be able to do that shortly.



- **Dave Carter, IT Manager**

- **Team: Wes Bedsworth, Eric Hufford, Matt Shogren**
- **Website Framework Upgrade:** We are working on upgrading our website to Joomla 3 to bring our website framework up to date with the most current version of Joomla (the content management system which "makes it go"). This effort is near completion after months of preparation and planning.

- **Assistant Webmaster:** Anne Sharpe stepped forward and is now our Assistant Webmaster. I've been working to bring her up to speed and she has been doing a fantastic job learning and taking initiative on her own. Anne will ultimately be part of the Marketing Team once she is fully up on website content maintenance, as website *content* is a Marketing function.
- **Wireless Access Points:** We replaced the wireless access points at both buildings due to flaky hardware and connectivity issues. All reports on the new equipment so far have been good. The cast of *A Few Good Men* said the replacement equipment worked much better than what had been in place at the beginning of their run.
- **Server:** We are considering options for a server on site. Eric and I are considering addressing the immediate need using one of the spare machines we have in storage as a no-cost (or minimal cost) solution and upgrading later as demand exceeds the capabilities of the initial machine.
- **Computer Procurement:** We are looking into options for upgrading the Board Room and Box Office computers, and the addition of one or two other computers for convenience at the Annex (rehearsal hall and costume cage).
- **Membership Database:** Eric is looking into ways to make membership login available online for membership renewal, donations, and other helpful features.



- **Ernie Morton, Safety Manager**

- **Team:** Heather Quinn, Charlotte Robinson, Jim Robinson
- **Safety Checks:** Ernie continued execution of monthly safety checks at the Theater and the Annex with Heather Quinn and documented all findings in reports provided to Hannah and me.
- **Dimmer Pack Connectors:** Ernie worked with Heather to open each stage pin connector on the dimmer packs (all 48 of them) to check that the three screws inside were tight. One of the connectors almost caught fire during tech for *A Christmas Carol* because a screw had come loose in a connector and it was arcing inside, causing it to melt. I requested that all connectors be immediately checked, and I replaced the damaged connector the same day it was found. This reinforces the importance of proper and safe electrical work, as well as the annual check of our lighting instruments and cables that we complete during the summer.
- **Safety Check Procedures:** Heather is working to compile safety check procedures for incorporation into the Operations Handbook.



- **Emergency Light Recall:** Ernie replaced circuit boards in all emergency lights at the Theater that were under the manufacturer's recall for overheating and potential fire hazard.
- **Green Room Emergency Light:** The Green Room emergency light was replaced at the fire marshall's request. The old light was the only remaining original emergency light in the building and had failed.
- **Annex Smoke Detectors:** We ordered and obtained smoke detectors for the Annex. We will install them as time allows.
- **Light Hang / Set Construction Safety Review:** I have requested that Ernie conduct a review partway through tech-in for each show to find and correct light hang and set construction safety concerns. He will be looking for things like hanging flammable material near lighting instruments, set construction which blocks or impedes egress routes, improperly hung lighting instruments, etc. This allows an independent set of eyes to come in and look for safety problems that those involved with a particular show may not see due to their close involvement with it. Concerns will be communicated to show staff as early as possible to facilitate correction while minimizing any effect on the show's put-in.



- **Jim Robinson, Supplies Manager**

- **Team: Charlotte Robinson**
- **Stage Manager Cabinet:** Jim and Charlotte procured a Stage Manager cabinet to replace the badly worn wooden drawer cabinet. A steel Craftsman 4-drawer toolbox was selected, purchased on sale (\$80 off), and delivered following the close of *The Liar*. Heather and I worked to restock the new cabinet with essentials and label the drawers. Production Team members will be generally responsible for keeping the cabinet stocked, or letting Jim and Charlotte know what's needed.
- **Supplies:** Jim continues to provide all consumable supplies for the Theater and the Annex, ensuring that we don't run out of critical items like TP and paper towels! While this is a small bullet in this report, the job is a lot of ongoing work. Thanks to Jim for continuing to do this thankLESS job!



- **Wes Bedsworth, Operations Director**

- **Utility Review**
 - **FiOS:** Our Verizon FiOS contract ended at the end of last year. I performed an account review and was able to get us a renewed 2-year contract for slightly less than we were paying before, but with faster internet speed (50/50).
 - **BG&E, Comcast, and Trash:** I will be reviewing other utility service contracts in the coming months to ensure the lowest possible rates.

- **Backstage Upgrades**

- **Lighting Scene Controller:** A new backstage lighting scene controller has been installed with custom backlit buttons similar to the unit in the Booth, allowing for easier-to-learn control of the backstage lighting for new stage managers. I've also hung a laminated cheat sheet on the wall explaining how it all works!



- **Backstage Blues Lighting:** New backstage blues in both stage alleys are now complete and controlled from a switch in the booth as well as a new switches in Prop Alley and C Alley. All Prop Alley, workshop, and stairwell blues have been replaced with LED blue bulbs which won't have to be replaced. A new blue light was added at the top of the steps to light the stairwell landing that was formerly very dark. A 4-function switch was added to the Stage Manager area to allow control of the various blue lights in the building from one location. All of the new installations are intended to provide a lot of flexibility to accommodate various show needs.

- **Stage Manager Desk Area:**

I added an under-counter support to the Stage Manager desk area to stop the desk from flexing when loaded with weight (e.g., when someone leans on it). I also installed a quad outlet at the Stage Manager desk to allow lights, computers, and other SM items to be



powered without running an extension cord down the Prop Table as we had to do previously. Two USB ports are now also provided on this receptacle along with a universal charging cord to allow the SM to charge their cell phone if needed, preventing them from being unreachable due to a dead cell phone battery.

- **House Lights:** I worked with Frank Florentine to install several additional House Lights in the Theater to fill in dark spots remaining from the original installation. We have two additional lights that will be installed following *Ernest in Love*.
- **Work Lights:** Two additional Work Lights were added over C-section where there were not any lights previously, and a relatively dark spot existed. The new

lights brighten up the area over Section C in an area where construction occasionally has to take place to open C-wall. Also, all MC Lite cable (flexible metal clad cable) has been replaced with EMT conduit, where possible, on the Work Light installation making it more robust and safe.

- **Work Light Cages:** Cages were installed around all Work Lights in the Theater workshop and Tech Booth where ladders and other items are frequently swinging in the air. These cages protect the bulbs from breaking due to contact.

- **Ghost Lights:** I installed Ghost Lights for the Theater that come on automatically when the work lights are off and we're not running a show (they will, obviously, not be on during a show). This is a nice addition, especially for those who have worked late and had the lights turn out on them. These little lights provide a night light effect so you can see to get around without tripping in the dark. The light in A Alley is particularly helpful as it makes it easier to find the light switch to turn on the work lights. The one in C alley is helpful since we occasionally build platforms and other items in the alley that are major trip hazards in the dark. They use 6W LED lamps using a total of 24W of energy. These four little lights use less energy than the old marquee lights in just one window used!



- **Roof Repair:** I've been working to resolve ongoing leaks with the Theater roof. As always, water comes in back in C Alley, either near the roof drain by the shop or in the middle of the alley. Academy Roofing has been out several times to reseal different areas. They also sealed all walls on the roof and installed a few water diversion components to direct water to a drain vs. somewhere it could come in the building. Due to the hotel building against our back wall, our roof will always be a maintenance problem, unfortunately.

- **Roof Lights:** I installed waterproof vapor lights on the roof for nighttime maintenance. Previously there were no lights on the roof so in an emergency (water leak, HVAC failure, etc.) at night, there was no way to see on the roof without a flashlight. The new lights make a big difference - I used them the same day I installed them to clean out the roof drain.



- **Refrigerator Receptacle:** A receptacle was added to the shop ceiling for the refrigerator. One was never installed during the backstage renovation, causing the refrigerator to be powered by an extension cord draped through the ceiling for the last 3 years. This has now been corrected. At the time the renovation

was completed, the building inspector gave me a “dirty look” when he saw the extension cord during final inspection, but he kept going and ignored it.

- **Faulty Lighting Circuit 33:** I have disassembled, inspected, and reassembled lighting circuit 33 and I believe the issue causing some of the outlets not to work has been resolved. One of the outlets had loose screws, so the feed wires were not making contact.

- **Garbage Disposal and Kitchen Sink Water Heater:**

At the request of HR, a garbage disposal was installed in the kitchen upstairs to allow for easier clean up after parties. In addition, the plumbing feeding the kitchen water heater has been corrected. When it was installed by a plumber originally, they fed it from the hot water feed that comes from the lobby, which pulled hot water the entire way across the building into a tank of already hot water. This made absolutely no sense. This water heater is now fed from the cold water feed.



- **Automation Upgrades**

- **Christmas Light Receptacle:** I installed a permanent receptacle under the awning for the Christmas light decorations on the exterior of the building. The receptacle is connected to one of the timer-controlled exterior light circuits, so no additional timer control is necessary. This receptacle eliminates the need for running an extension cord from A-Alley, through the vent fan dog house on the roof, across the roof, and back down the awning on the front of the building to feed the exterior decorations. Having a permanent receptacle for these lights will simplify installation each year as well as make it safer.

- **Thermostat Operating Instructions:** Operating instructions have been prepared and mounted near each thermostat to assist those unfamiliar with adjusting room temperature.

- **Coat Room Lighting Controller:** I installed and programmed a lighting scene controller in the Coat Room. This scene controller was originally backstage to control the Prop Alley lighting, but was repurposed to the lobby and allows control of the Night Light, Exterior Lights, Marquee, Sign, Christmas Decorations, and Full Lobby. The Coat Room light switch was also replaced with an automated switch ensuring that the Coat Room light is on/off at appropriate times and doesn't get left on overnight as in the past.



- **Automation Reprogram:** I reprogrammed the automated light switches and automation system to allow the system to pay attention to what day and time it is with respect to automated functions. Now, pressing the

Theater Open button in the coat room will have a different effect based on whether the time at which it is pushed is prior to a performance or not. Different automated actions need to occur based on whether someone is there for work vs. a performance (e.g, fewer lights need to be turned on for work, HVAC settings are different during shows, etc.).

- **Courtesy Phone Installation:** I installed a convenience phone outside the Box Office for use by patrons to call for rides or cabs. This project was complicated due to a piece of drywall that broke while I was cutting the hole, which required repair. The wall repair was completed prior to the opening of *The Liar*, and the phone installation was completed shortly thereafter. Several patrons were seen using the phone during *The Liar*, so it seems to be a success.
- **Backstage Repainting:** After *A Christmas Carol* closed, we had the dressing room areas repainted with higher quality paint. The paint originally used during the renovation was cheap, marked up very easily, and peeled off the wall very easily. The new paint is semi-gloss and wipes down, and will hopefully hold up better and much longer than the previous paint.
- **E4 Platform in Workshop:** The large platform in the workshop attached to E4 has been torn down and removed opening up an enormous amount of space in the shop. For future shows where a platform is needed, a collapsible platform will be designed and constructed that will fold flat against the wall when not in use.
- **Sign Repair:** The clear coat on the building sign is beginning to flake off. I'm in contact and working with the manufacturer to facilitate repair before the sign wood becomes damaged.



That about sums it up! If you get a chance, please take the time to thank the Operations Team members listed in the sections above and chat with them about the work they do. They are all performing critical work behind the scenes to ensure the ongoing success of The Players. I couldn't ask for a better team!

Respectfully submitted,

Wes Bedsworth
Operations Director



Report to the General Membership

March 2015

Production

- Production Policy and Procedure:
 - The Production Team had a meeting on January 29th.
 - The Production Team has a meeting scheduled for March 10th, 2015.
- Production Status:
 - One Act Festival: In January, we took “Tough Cookies” from last summer’s One Act Festival to the State One Act Festival. We won! We will be going to the Regional One Act Festival in La Plata, in April.
- Production Areas:
 - Technical Equipment (Wes Bedsworth):
 - The power button on the light board was repaired in-house saving a call to a tech. It had come loose over the past few years. The inside of the board was cleaned of dust bunnies while it was open.
 - We've trained a few new designers (Sarah, Matt, etc.) who were all able to pick up and design, mostly on their own, after initial training.
 - We have a new storage rack for lighting equipment in the Booth attic thanks to our Facilities Manager, Nick Beschen.
 - We hung additional lower strut channel over C-section. The new grid has allowed us to hang pieces of channel securely, as needed, to meet individual production demands. We've also been able to securely mount signs and other items that require up/down motion via cable using bolt-in hardware instead of drilling into the ceiling.
 - Our new DMX distribution system has been a big help in using our LED lighting instruments, making cabling much simpler and neater since it doesn't have to be fed the whole way from the Booth.
 - Purchased fresh inventory of replacement instrument lamps so that spares are on-hand when needed.
 - Restocked instrument mounting hardware bin with spare bolts and washers due to low supply.
 - Repaired several lighting instruments that developed issues.
 - Restocked Stage Manager area with essential supplies (batteries, office supplies, etc.).

Respectfully submitted,
Jennifer Dustin



For Discussion at the March General Membership Meeting: Proposed Bylaw amendment

(Note: the vote will take place at the Fall General Membership Meeting)

Background: During open forum at the General Membership Meeting on October 7, 2014 Jim Robinson proposed the idea that the Operations Director position be made an appointed position rather than an elected position. The Bylaws Committee was asked to craft appropriate wording for such an amendment. The wording is presented here for your review. Following discussion at the March General Membership meeting, the Bylaws Committee will finalize the wording and present it to the membership for voting at the Fall General Membership Meeting.

Proposed Change to Bylaw V.A.3. Insert between current (c) and (d): the Operations Director, who is nominated by the President and approved by a majority vote of the Board of Directors and, upon approval, is vested with full voting privileges for a two-year (2) term. Due to the requirements of this position and to allow this director to successfully maintain government, community, and vendor relationships unique to facility management: (1) there are no specific consecutive term limits imposed on this Director position; a qualified candidate may be reappointed to serve the Corporation for as many terms as they are willing and able to complete. (2) candidates nominated for appointment to this position must submit a resume for review by the Board of Directors detailing their qualifications. occupants of this position are required to fulfill the director substitution option described in Article V, Section C.3.(a) by nominating an assistant by the first full board meeting following appointment.

If adopted: The existing section A would be modified to read "The Board of Directors consists of the Executive Officers of the Corporation and six additional members of the Corporation who, with the exception of the Treasurer and Operations Director, are elected...". The existing section A.3.(d) would be modified to change "six (6)" to "five (5)" and remove "Operations Director". Paragraphs would be renumbered as appropriate.