



THE COLONIAL PLAYERS, INC.
108 EAST STREET
ANNAPOLIS, MD 21401

MEETING AGENDA
General Membership Meeting
September 27, 2016

1. Convene
2. Approval of Previous Meeting Minutes (General Membership, Tuesday, March 22, 2016)
3. Approval of Agenda
4. Officers' & Directors' Reports
 - a. President: Shirley Panek
 - b. Vice President: Herb Elkin
 - c. Treasurer: Kaelynn Bedsworth
 - d. Artistic: Mickey Lund
 - e. Education: Scott Nichols
 - f. Human Resources: Shirley Panek/Fran Marchand
 - g. Marketing: Timothy Sayles
 - h. Operations: Wes Bedsworth
 - i. Production: Jeannie Christie
5. New Business
 - a. None
6. Open Forum
7. Adjourn



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

General Membership Meeting Minutes Tuesday, March 22, 2016

Attending (Board Members): Darice Clewell (President), Herb Elkin (Vice President), Kaelynn Miller (Treasurer), Theresa Riffle (Secretary), Mickey Lund (Artistic), Scott Nichols (Education), Shirley Panek (Human Resources), Timothy Sayles (Marketing), Wes Bedsworth (Operations), & Jeannie Christie (Production)

Absent: None

1. **Meeting Commencement:** The meeting was brought to order at 7:33 pm by Darice Clewell.

2. **Approval of previous meeting minutes (Tuesday, March 22, 2016)**

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

3. **Approval of meeting agenda**

A motion was made to approve the agenda as presented. **The motion passed unanimously.**

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

a. President- Darice Clewell

Refer to written report.

b. Vice President- Herb Elkin

Refer to written report.

c. Treasurer- Kaelynn Miller

Refer to written report.

d. Secretary- Theresa Riffle

Refer to written report.

e. Artistic- Mickey Lund

Refer to written report.

f. Education- Scott Nichols

Refer to written report.

g. Human Resources- Shirley Panek

Refer to written report.

h. Marketing- Timothy Sayles

Refer to written report.

Board of Directors

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

Artistic: Mickey Lund
Education: Scott Nichols
Human Resources: Shirley Panek

Marketing: Timothy Sayles
Operations: Wes Bedsworth
Production: Jeannie Christie

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.

- i. Operations- Wes Bedsworth
Refer to written report.
- j. Production- Jeannie Christie
Refer to written report.

5. Election Statements

- a. A motion was made and seconded to waive the reading of the election statements. **The motion passed unanimously.**
- b. The election ballots were collected from the members.

6. New Business- Proposed Bylaw Changes

- a. Richard Atha-Nicholls motioned that the members review the Bylaw change recommendations document as a whole. The motion was seconded. **The motion passed unanimously.**
- b. Article IV.A.1-
A motion was made to approve Article IV.A.1 as presented. The motion was seconded. **The motion passed with 37 votes in favor, 3 opposed, and 0 abstentions.**
- c. Article IV.A.2-
A motion was made to approve Article IV.A.2 as presented. The motion was seconded. **The motion passed with 38 votes in favor, 2 opposed, and 0 abstentions.**
- d. Article IV.B.1-
A motion was made to approve Article IV.B.1 as presented. The motion was seconded. **The motion passed with 37 votes in favor, 2 opposed, and 1 abstention.**
- e. Article IV.B.2-
 - (1) A motion was made to remove “unless stated in a request” from the proposed Bylaw wording. The motion was seconded. **The motion passed with 36 votes in favor, 1 opposed and 3 abstentions.**
 - (2) A motion was made to approve Article IV.B.1 as amended. The motion was seconded. **The motion passed with 33 votes in favor, 1 opposed and 6 abstentions.**
- f. Article IV.E.1-
 - (1) A motion was made to change “as to” to “regarding”. The motion was seconded. **The motion passed with 37 votes in favor, 1 opposed and 2 abstentions.**
 - (2) A motion was made to approve Article IV.E.1 as amended. The motion was seconded. **The motion passed with 37 votes in favor, 1 opposed and 2 abstentions.**
- g. Article IV.E.2-
A motion was made to approve Article IV.E.2 as presented. The motion was seconded. **The motion passed with 35 votes in favor, 4 opposed, and 1 abstention.**
- h. Article IV.E.3-
A motion was made to approve Article IV.E.3 as presented. The motion was seconded. **The motion passed with 36 votes in favor, 2 opposed, and 2 abstentions.**
- i. Article IV.E.4-

A motion was made to approve Article IV.E.4 as presented. The motion was seconded. **The motion passed with 35 votes in favor, 4 opposed, and 1 abstention.**

j. Article V.A.3.(e)-

A motion was made to approve Article V.A.3.(e) as presented. The motion was seconded. **The motion passed with 37 votes in favor, 2 opposed, and 1 abstention.**

k. Article V.A.3.(f)-

A motion was made to approve Article V.A.3.(f) as presented. The motion was seconded. **The motion passed with 34 votes in favor, 2 opposed, and 4 abstentions.**

l. Article V.A.5.(d)-

A motion was made to approve Article V.A.5.(d) as presented. The motion was seconded. **The motion passed with 35 votes in favor, 3 opposed, and 2 abstentions.**

m. Article V.B.1.(a)-

A motion was made to approve Article V.B.1.(a) as presented. The motion was seconded. **The motion passed with 33 votes in favor, 5 opposed, and 2 abstentions.**

n. Article V.B.1.(b)-

A motion was made to approve Article V.B.1.(b) as presented. The motion was seconded. **The motion passed with 37 votes in favor, 1 opposed, and 2 abstentions.**

o. Article V.B.1.(c)-

A motion was made to approve Article V.B.1.(c) as presented. The motion was seconded. **The motion passed with 34 votes in favor, 5 opposed, and 1 abstention.**

p. Article V.B.1.(d)-

(1) A motion was made to remove "when appointed" from the Bylaw's proposed wording. The motion was seconded. **The motion passed with 40 votes in favor, 0 opposed, and 0 abstentions.**

(2) A motion was made to approved Article V.B.1.(c) as amended. The motion was seconded. **The motion passed with 40 votes in favor, 0 opposed, and 0 abstentions.**

q. Article V.C.3.(a)-

A motion was made to approve Article V.C.3.(a) as presented. The motion was seconded. **The motion passed with 34 votes in favor, 4 opposed, and 2 abstentions.**

r. Article VI.A.2-

A motion was made to approve Article VI.A.2 as presented. The motion was seconded. **The motion passed with 35 votes in favor, 5 opposed, and 0 abstentions.**

s. Article VI.A.3-

A motion was made to approve Article VI.A.3 as presented. The motion was seconded. **The motion passed with 33 votes in favor, 6 opposed, and 1 abstention.**

- t. Article VI.A.4-
A motion was made to approve Article VI.A.4 as presented. The motion was seconded. **The motion passed with 36 votes in favor, 3 opposed, and 1 abstention.**
- u. Article VI.A.6-
A motion was made to approve Article V.C.3.(a) as presented. The motion was seconded. **The motion passed with 33 votes in favor, 4 opposed, and 3 abstentions.**
- v. Article VII.B-
A motion was made to approve Article VII.B as presented. The motion was seconded. **The motion passed with 38 votes in favor, 1 opposed, and 1 abstention.**
- w. Article VII.H-
A motion was made to approve Article VII.H as presented. The motion was seconded. **The motion passed with 35 votes in favor, 3 opposed, and 2 abstentions.**
- x. Article VIII.A.1-
A motion was made to approve Article VIII.A.1 as presented. The motion was seconded. **The motion passed with 36 votes in favor, 3 opposed, and 1 abstention.**
- y. Article VIII.A.2-
 - (1) A motion was made to remove the third item, “suggested wording”. The motion was seconded. During discussion, Theresa Riffle, Chair of the Bylaws Committee, explained that the members of the Bylaws Committee felt that “suggested wording” given to the Bylaws Committee upon Board-directed review would help streamline the process.
 - (2) **A vote was taken and the motion was denied with 9 votes in favor, 27 opposed and 4 abstentions.**
 - (3) A motion was made to approve Article VIII.A.2 as presented. The motion was seconded. **The motion passed with 27 votes in favor, 9 opposed, and 4 abstentions.**
- z. Article VIII.A.5-
A motion was made to approve Article VIII.A.5 as presented. The motion was seconded. **The motion passed with 33 votes in favor, 3 opposed, and 4 abstentions.**
- aa. A motion was made and seconded to approve the proposed Bylaw change document as amended. **The motion passed with 36 votes in favor, 2 opposed and 2 abstentions.**

7. Election Results-

- a. The election results were announced as follows:
 - (1) President- Shirley Panek
 - (2) Production Director- Jeannie Christie

b. As per Article VI.B.4. of The Colonial Players Bylaws, the Teller's Report was recorded and included in the minutes of the meeting. (See attached report).

8. Open Forum

Carol Youmans thanked Theresa Riffle, Beth Terranova, and Richard Atha-Nicholls for their wonderful, arduous work on the Bylaws Committee.

9. Meeting Adjournment: A motion was made and seconded to adjourn the meeting at 9:48 pm. The motion passed unanimously.

Respectfully submitted,
Theresa Riffle
Secretary

Colonial Players' Board Elections 2016—Teller's Report & Declaration of the Result

For the position of President:

Number of votes cast: 43

43 Shirley Panek

0 No suitable candidate

For the position of Human Resources:

Number of votes cast: 9

9 No suitable candidate

For the position of Production Director:

Number of votes cast: 42

41 Jeannie Christie

1 No suitable candidate



Report to the General Membership

September 27, 2016

President

This has been a busy start to my Presidency at the Colonial Players.

Vacant Board positions

The HR Director position previously held by me has been filled. The Board accepted my recommendation, and accepted Fran Marchand as HR Director. She will serve until the next election, where the Membership will vote to continue her term through March 2018, when the HR Director position is up again for re-election.

I am in the process of filling the vacant Secretary position, and hope to have a firm decision from my potential nominee this week. Membership will have an opportunity to vote on the Secretary position for a 2-year term in the upcoming election this spring.

Acknowledgements for CP

British Players - After bringing home the Ruby Griffith for Best Overall Production last year for *The Liar*, we were proud once again to learn that our January arc show, *Venus in Fur*, won Outstanding Production in a Play at the British Embassy's Ruby Griffith Awards Ceremony. Congratulations to Director Jim Gallagher, actors Natalie Nankervis and Jeff Mocho, and the production team for a compelling production.

Committees

Nominations - I am in discussion with several people to be on the Nominations Committee. Hope to have the names announced in the next News and Cues.

Election - I have also begun asking for people to be part of the elections committee as well. Those names will also be announced shortly.

I very much appreciate everyone's help as I transition into this new position, and appreciate their patience as I get more comfortable with the role. I am available for any questions or concerns that you may have about the theater (or anything else, really!) and ask you to please let me know if there is anything I can do to serve you better.

Respectfully submitted,

Shirley Panek
President



Report to the Membership

September 27, 2016

Vice-President

I am very appreciative of the support and involvement of members serving on committees and in many other ways in support of our organization. Their insight and efforts have been and remain critical to our collective success. A brief summary of selected committee activities since the last Membership meeting follows.

Bequest Committee: The committee consists of Terry Averill, Herb Elkin, Dianne Hood, Kaelynn Miller, Tom Stuckey, Mary Beth Yablonski, and Ted Yablonski. The Committee met in August to review the status of CP investments and recommend expenditures to the Board for the 2016-2017 Season. The Committee welcomes suggestions from the Membership for use of CP's investment earnings. Previous disbursements have helped several CP initiatives including the scholarship program and furtherance of theater education programs.

Long Range Planning Committee: The committee consists of Terry Averill, Darice Clewell, Herb Elkin, Judi Hilton-Hyde, Scott Nichols, Heather Quinn, Jason Vaughan, and Rick Wade. Having made significant progress to date thanks to expert facilitation by Jason Vaughan, the Committee anticipates continuing its efforts with renewed vigor during the coming months and engaging the Membership in this important process.

Real Estate Committee: The committee consists of Terry Averill, Darice Clewell, Jeannie Christie, Herb Elkin, David Thompson, Ted Yablonski, and Carol Youmans. The Committee plans to reconvene later this Season to assess CP's real property holdings relative to current and future needs, and provide input to the Long Range Planning Committee. The Committee seeks to be responsive to CP's evolving needs and welcomes Membership input.

Memorial Plaque Committee: The committee consists of Herb Elkin, Mike Gidos, Judi Hilton-Hyde, Edd Miller, Tom Stuckey, and Ted Yablonski. The Committee met in August to review eligibility guidelines and initiate consideration of memorialization candidates. The Committee recommended and the Board approved formal program guidelines as the following Resolution:

The Memorial Plaque Program shall honor deceased CP contributors not less than two years after passing with a preference, but not necessity, for honorees to have been a Member of CP. Honorees shall be considered annually and shall have provided sustained support over time characterized by multiple contributions, preferably across a range of activities, which resulted in significant or lasting impact. A special memorial ceremony for plaque honorees as well as general recognition of all deceased CP contributors shall occur on a regular basis.

A call for memorialization candidates was made in the September News and Cues. The Committee intends to meet this Fall as it moves towards nominating candidates for Board approval in advance of a Memorialization Ceremony anticipated in early 2017.

Respectfully submitted,
Herb Elkin



Report to the Membership

September 27, 2016

Artistic Director

A-Team

Mickey Lund - Artistic Director
Sarah Wade - AD Second
Darice Clewell - Promising Playwright's Competition
Andy McLendon - Promising Playwright's Competition
Nathan Bowen - Reflections
Jim Gallagher - Play Selection
Jamie Miller - WATCH Awards
Craig Mummey - WATCH Awards
Chris Haley - One Act Play Festival
Lois Evans - Play Consultants
Shannon Benil - Member at Large
Ben Carr - Member at Large
Jeannie Christie - Production Director
Tim Sayles - Marketing Directing

Play/Director Selection

The Play Selection Committee is currently split into two groups - musicals and plays. Meetings are being held on September 21 (musicals) and September 22 (plays) to narrow the reading list down to 5 musicals and 12-15 plays from which the final slate will be selected. The two groups will then merge with the play group reading the 5 musicals and the musicals group reading the 12-15 plays so that the full committee can decide on the slate.

Simultaneous to this, a separate group of 5 people will be working on recommending to the full committee up to 2 Director/Play Packages for inclusion in the slate. These five people are currently reading the plays/musicals submitted as packages and will proceed with interviews on October 24, 25, and 26. If any packages are selected, they will be sent to the full committee for consideration as part of the final slate. The final slate will be selected on Wednesday, November 9 as of now at which point we will also notify Directors if their package has been selected.

We had 10 directors submit 16 packages this year. One director submitted three plays, and two directors submitted two plays. The A-Team determined that we should have limited submissions to one per director and, as such, those directors who submitted multiples have been asked to select just one for which they wish to interview. One director submitted two packages, but one of those packages was for the Holiday offering and one for the season - this director will be permitted to interview for both.

The trend continues of new directors to CP submitting packages as this year, of the 10 directors, 5 have not directed at CP before.

Productions Spotlight/Play Consultants

Cripple of Inishmaan - Production has opened to solid reviews. Play Consultant Jim Gallagher commented multiple times at how open to comments and suggestions Director Dave Carter has been throughout. I have asked Dave Carter and Ernie Morton to rework the egg break scene that is causing splatter in B-Section to avoid further complaints.

Who's Afraid of Virginia Woolf? - Production is well into rehearsal. Play Consultant Dianne Hood has been out of town as of late, but will be attending rehearsals in the coming days/week. Producer Beth Terranova has been in constant contact with both the Production Director and myself regarding any issues.

A Christmas Carol - Auditions were held this past week. No word as of yet on cast. Any additional funds requests are due within the next two weeks and the Board is prepared to weigh in on any proposal via email since the next Board Meeting isn't until late October.

The City of Conversation - Auditions are set and notices are ready to go. Kaelynn has agreed to be the Board Rep at auditions. Play Consultant Darice Clewell reports that working with Ruben has been a real pleasure so far. He's incredibly organized and thinking way ahead of the game.

Calendar Girls - I met with Director Debbie Barber-Eaton last night to discuss the issue of the nudity and ensuring that we communicate this to auditioners well ahead of time. She plans to put an article in the News and Cues to get the energy flowing for the show, and will be presenting information at the Membership Meeting next week. We determined that wording on the nudity should be listed as "perceived nudity" as none of the women will actually be fully nude on the stage, but the audience must believe they are. We also had discussions about needing to find a female photographer to take the calendar pictures, about creating the calendar as the playbill but giving out the playbill AFTER the show as a little gift, about holding a community based photo session for women only to have a glamour/nude shot done for themselves, and about creating a calendar of our own for a cause that we can possibly sell.

Promising Playwright's Competition

Chairperson Darice Clewell has done a truly AMAZING job of getting everything set up and ready to go in Submittables. Testing the entire process is currently underway with both first and second round judges. The competition will go live on October 1 with announcements in all the various publications. All submissions will be sent in via Submittables and only pdf versions will be accepted this year. The same rules apply this year as have applied in the past...but everything is being documented and the committee will propose possible changes when this competition is completed. Darice thinks she has someone willing to take on the workshop, but hasn't confirmed that yet and will put that person in touch with Education Director Scott Nichols as soon as confirmed.

The cost of submittables is being covered by my 2017 budget so that no fees need to be charged for submissions this go-round.

Reflections

We plan to continue to use SurveyMonkey for Reflections this coming year. Preparations are underway now for sending out Reflections to the cast/crew/staff of "Cripple of Inishmaan". I plan to continue to meet with directors once the Reflections report comes in, and I plan to continue to present the report to the Board so they can present information to their teams if they choose to.

One-Act Play Festival

Chris Haley has taken the One-Act Play Festival under his wing. He has already begun to put together a committee to work the project...once finalized, I'll announce the committee member names. Chris will be working with Education Director Scott Nichols on the festival. Chris, Scott and I all met several weeks ago to put together some initial parameters as follows:

- Workshop will focus on the Actor/Director relationship and on character-based/scene-based plays
- All plays will be selected by way of Director/Play Packages and by the Festival Committee
- New Directors (those who have never directed a mainstage production at ANY theatre) can only submit a short, published, one-act (15-30 minutes in length)
- Experienced Directors (those who HAVE directed a mainstage production at ANY theatre) can submit a short or long (over 30 minutes in length) one-act
- CP will provide the Festival on the whole with a Producer, Lighting/Sound Designer, Play Consultant, and Stage Manager as there should be no need for individual set, costume designers
- No stage construction will be allowed in any of the exit ramps or on the stage
- Stage will be painted black
- Minimal furniture will be allowed, but will need to be coordinated with the stage manager and will not necessarily be period or time-frame specific
- All directors will be given access to the costume shop to select minimal costumes
- Festival will be limited to no more than 8 plays on two slates and the committee will create the slates based on packages selected
- All shows will be provided a basic lighting plot with the ability to add in three specials

Additional details are still being worked out and will be presented as they come to fruition. As it stands now, the plan is to begin this process in early January with auditions for the festival to be scheduled for sometime in late April.

WATCH Awards

Craig Mummy has agreed to join the A-Team for the purposes of documenting and handing off WATCH Award responsibilities. He will work with Jamie Miller who is also on the A-Team to fully document the process, inclusive of the awards ceremony. They will formulate a plan for selecting/rotating judges and will present to the Board a formal plan regarding WATCH Award Ceremony tickets and such by early next year. Jamie and Craig will also present to both the A-Team and the Board any thoughts they have on CP's overall participation in the program.

Respectfully Submitted,
Mickey Lund



Report to the Membership

September 27, 2016

Education Director

Technical Trainings:

Wes and I have two two-day training events this season, one specific to using QLab (September 24th & 25th) and one for using the ETC board (November 5th & 6th) where the instructors for each of these trainings are coming down from New York. The QLab training went well and was attended by approximately 20 technicians and designers. The ETC training will be attended by approximately the same number of participants. Wes and I will debrief to discuss how we may improve future technical trainings.

Workshops, Roundtables and Special Events:

I am still soliciting input from CP members for workshop ideas for the season, but specifically, I will be reaching out to directors to facilitate a series of roundtables for this spring, similar to the directors' roundtables we held in 2015 where we will have an event roughly every two weeks where the setting is informal but we have a facilitator and specific topics for discussion.

One-Act Festival, Summer 2017:

I met with Chris Haley and Mickey Lund in June to discuss the one-act play festival where it was agreed that we would select director/play packages and have a maximum of 8 short plays (20-30 minutes) or 4 long plays (45-60 minutes) with the ultimate goal of four short and two long plays totaling six plays. New directors who have not directed a season or main stage production must be a short one-act which has been previously produced and published. More experienced directors may direct either a short or long published play. We are currently assembling a selection committee and setting the timeline for the event.

New York Theatre Trip:

The New York Theatre trip is set for the weekend of March 18th & 19th, 2017. Joan Townshend and I have contacted group sales at the Edison Hotel in New York and have a block of 15 rooms secured at a discounted rate. Like the trip we had earlier this year, this trip will be "free-range" where the participants can select the shows they wish to see. We currently have 22 people signed up for the trip and still have four spots to fill. We are at the point where it would make sense to hire a bus instead of taking the train as we did this year. Joan and I will be coordinating an evening to meet with the participants next month where we can discuss the shows currently playing, different online ticketing services and if we would like to have dinner together on Saturday night before the show.

Respectfully submitted,
Scott Nichols



Report to the General Membership

September 27, 2016

Human Resources

67th Season Celebration

This year's Season Celebration was held on Saturday, August 6, at Quiet Waters Park in Annapolis. About 115 members attended and had a lovely dinner catered by Be My Guest Catering. A photo booth with props was provided for some whimsical fun - check out the pictures at gallery.thecolonialplayers.org! Wes Bedsworth (our resident DJ) kept members dancing after dinner with great tunes.

Each year, the Colonial Player's recognizes our "unsung heroes" - member volunteers who go above and beyond in their support of our theater. This year's recipients were: Richard Atha-Nicholls (work on documenting elections & Election Chair position), Shannon Benil (work on the new membership model - chairing Membership Task Force), Dirk Geratz (work on documenting elections & election chair position), and Jason Vaughan (work documenting Nomination Chair's responsibilities).

Many thanks to the committee for their wonderful ideas and hard work - Kaelynn Bedsworth, Danny Brooks, Kathryn Huston, Carol Cohen, Kaitlin Fish, Sarah Wade.

Planning for next year's event will begin soon, so if you are interested in being part of the planning, or have suggestions for venues, please feel free to send your ideas and comments to hr@thecolonialplayers.org.

Membership

The Board of Directors, based on thorough investigation by an ad-hoc membership committee, revised and updated the current Membership model of CP. The new resolution took effect on September 1, 2016. The membership year still runs from September 1 through August 31 each year. CP now offers two membership levels!

Adult Annual Membership:

The Adult Annual Membership is for those who are 18 and over. Dues for Adult Annual Members are \$10 per person, per year. The following benefits are accorded to Adult Members:

- Monthly *News & Cues* newsletter
- Voting rights at membership meetings
- Invitation and discounted costs to CP events and workshops
- Serve on the Board of Directors or a Board Director's Team
- 2 complimentary tickets -- good for any mainstage performance within 1 year after issue (your opening night) -- when you work on a production and are listed in the program (renew by the Sunday of your tech week to take advantage of this benefit)
- 1 complimentary ticket to the WATCH Award Ceremony if nominated for an award for a CP production (renew or become a member prior to date of WATCH nominations to take advantage of this benefit)

Youth Annual Membership:

Any child under the age of 18 is eligible for a Youth Annual Membership. Dues are waived for Youth Members! The following benefits are accorded to Youth Members:

- Monthly *News & Cues* newsletter

- Invitation and discounted costs to CP events and workshops
- 2 complimentary tickets -- good for any mainstage performance within 1 year after issue (your opening night) -- when you work on a production and are listed in the program
- 1 complimentary ticket to the WATCH Award Ceremony if nominated for an award for a CP production

In addition, our ticketing software came out with a new membership module in a recent update, which, after some research, finagling of set up, and lots of data entry, now allows for us to track memberships through our ticketing site. This means memberships (new and renewals) may now be processed online through our ticketing site, tickets.thecolonialplayers.org.

Many thanks to Shannon Benil and her membership review committee for their thorough research of membership programs in the area.

Committees

Many thanks to all the members of my committees (Membership (Chair - Kaelynn Bedsworth), News & Cues (Editor - Beth Terranova), Ushers (Chair - Jeanie Mincher), Auditions (Chair - Joan Townshend), Opening Night Parties (Chair- Tom Stuckey). All of these chairs do a wonderful job, and support me in many ways.

Volunteers

Our volunteers are what makes Colonial Players such a wonderful place to work. Their dedication and camaraderie is unparalleled. My sincerest thank you to all of you for the time and professionalism you put into everything you do.

Respectfully submitted,

Human Resources Director



Report to the Membership

September 27, 2016

Operations Director

Colonial Players day to day business continues to keep the Operations Team quite busy. In addition, I'm in the process of buying a new home and selling my condo, so I unfortunately had extremely limited time in which to prepare a report for this meeting. As such, below I'm providing a much-shorter-than-normal bulleted list of team accomplishments over the past 6 months. Thanks to everyone involved in Theater Operations! I truly appreciate the assistance and dedication.

- **General**

- **Subscriptions:** Thanks to Lynda Cunningham and her dedicated team of volunteers for completing another successful subscription campaign this year.
- **Showare Membership:** Membership sign-up and renewal as well as online donations are now available via the website. Thanks to Kaelynn Bedsworth for implementing this new feature.
- **Comp Ticket Manager:** Thanks to Kaitlin Fish for becoming our new Comp Ticket Manager, who tracks comp ticket vouchers and processes comp ticket orders, taking this burden off of Box Office staff.
- **Floor Replacement Committee:** A committee comprised of Production and Operations Team members has been formed to look at options for stage floor and patron seating renovation in the coming years. More to come on this project in the spring.
- **Safety Check Repairs:** Ernie Morton and Heather Quinn continue to perform regular safety checks at both of our facilities and provide feedback to me on items that need attention. Thanks to them for their assistance in this area.
- **Access Control:** Hannah Sturm has continued to do a stellar job of managing the issuance and cancellation of key fobs for me, which is a never ending task. However she is looking to move on to other things and as such I am looking for a dedicated volunteer to fill her role. If you're interested, please let me know.
- **HVAC Maintenance:** We're working to renew our HVAC maintenance contract for all systems at both buildings.

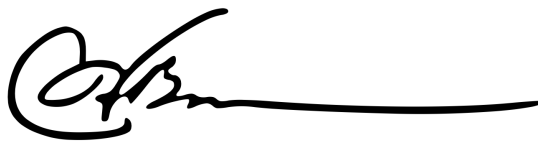
- **Theater**

- **Backstage/Green Room HVAC:** This system is the last of our 7 HVAC systems that has not yet been replaced, is about 20 years old, and really starting to show its age. We will need to budget for replacement of this system in the 2017-2018 season.
- **Seating Repair:** Repairs on seats with worn recoil springs were completed in August. Thanks to Frank Florentine for completing the research to find the contractor who did this work.
- **Box Office Reorganization:** Thanks to Kaelynn Bedsworth, who assisted me with installing new racks and storage containers in the Box Office to improve organization. The Office was also cleaned out.
- **Lobby Lighting Maintenance:** Thanks to techie Alley Martin for assisting with maintenance of our decorative lobby lighting. All lights were removed from the ceiling and cleaned. Barn doors which were previously just held on by friction (and could easily come loose and fall) have been securely attached with bolts.
- **Ice Maker:** The ice maker continues to be maintained regularly by Jim Robinson.
- **Emergency Light Replacement:** Thanks again to Alley Martin for replacing a failed combo emergency light/exit sign in the purple dressing room.

- **Archive Video Player:** An archive video player has been installed in the Green Room allowing free access to any archive videos we have available in digital format.
- **Upstairs Dressing Room and Second Floor HVAC/Storage Room:** Thanks to techie Lindsea Sharpe who assisted me in cleaning out the upstairs dressing room and HVAC/storage room.
- **Back Alley Stairwell:** The hotel alley (E3) stairwell has been cleaned and washed down to remove the years of grime and dirt buildup.
- **Roof Repair:** I met with our roofer several times recently to facilitate the completion of repairs to the roof that was leaking over D section. We believe the issue has been resolved, for now, but are looking at a few options for long term solutions.
- **Annex**
 - **Annex Hanging System:** A set storage system built of strut channel identical to what was used for the lighting grid has been installed at the Annex freeing up a lot of space in the back room. Thanks to Chuck Bedsworth, Nick Beschen, Tim Brown, and Steve Tobin for their help with this major project. A lot of time and thought went into the design to ensure a flexible, useful, and safe product resulted from the effort.
 - **Annex Furniture:** New folding tables, chairs, and a rolling chair cart have been purchased and delivered to the Annex to provide sufficient seating and workspace furniture for meetings and rehearsals.
 - **Annex Audition Check-In Area:** The audition check-in desk and printer stand have been replaced by one larger desk, making a much nicer audition check-in area. The “new” desk was one of the items we were going to donate, so rather than give it away, we repurposed it. Drawer organizers were added to the desk to hold office supplies, and added clipboard holders were added to the block wall opposite the desk to hold audition sign-in clipboards.
 - **Annex Board Room:** The Annex Board Room ceiling tiles have all been replaced to get rid of the brown-stained and sagging tiles caused by the old leaky roof. The Board Room was also partially cleaned out.
 - **Annex Garage Doors:** The garage doors at the Annex have been repainted by the association following association-required panel replacement due to damage.

If any of what you read about above interests you and you'd like to get involved with the Operations Team, please let me know! New team members are always welcome and the help is always appreciated!

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wes Bedsworth', with a long horizontal line extending to the right.

Wes Bedsworth
Operations Director



**Report to the Membership
September 27, 2016
Production**

Production Team Members:

Second-in-Command: Tim Brown
Sound: Richard Atha-Nichols
Lights: Eric Lund
Set: Edd Miller
Costumes: Fran Marchand & Paige Myers
Construction: Dick Whaley/ Ted Yablonski/ Jim Robinson
Properties: Mike & JoAnn Gidos
Technical Director: Wes Bedsworth
At Large Members: Heather Quinn & Frank Florentine

Colonial Players held several events this summer: the Week-Long Musical & an outside production; Sex, Drugs & Rock & Roll. Both shows were very successful. Artistic will have more info on both.

A Producers & Play Consultants meeting was held on June 27 at the annex. In attendance were Lois Evans, Judi Wobensmith, Darice Clewell, Wes Bedsworth, Kaelynn Bedsworth, Sharie Valerio, Joan Townshend, Mickey Lund, Tom Stuckey, and Jeannie Christie. Changes in the production manual which impacts these positions in each production were discussed. Concerns were brought forward as to the new "additional funds requests" procedures. COI has opened and is receiving good reviews. According to the producer, Barbara Marder, the show should come in at budget or slightly below.

WAVW is cast and rehearsals are underway.

Producer Beth Terranova reports:

- the set has been approved
- a fight choreographer has been hired- Casey Kaleba
- paper tech on 9/20
- dry tech 10/10
- Additional funds are being requested for a sofa- request attached
- Booth techs are needed

Auditions have been held for ACC Scrooge, and the rest of the cast auditions were held during the weekend.

Producer, Tom Stuckey, reports:

- Julie Bays has agreed to head up the costumes, Fran Marchand and Carol Youmans have signed on to help her. Several more seamstresses or costume construction people would make the work easier.
- Have not been able to pin down which music will be used.
- Annie Flood is clearing her schedule to allow her to play for all the performances. Show might go with live music or one of the earlier tapes.

Chair rails have been installed at the annex to help facilitate storage- many thanks to Wes & his team, Tim Brown, Nick Beschen and Wes's dad. These rails are located on the side walls and will accommodate many of the chairs and stools taking up space in the back storage area. Please note, however, no one except those

people trained to retrieve chairs from this storage are allowed to do so. This is for the safety of our volunteers. Please also note that sitting directly below the hanging chairs is off limits for the same reason.

A catalogue has been hung on the front of the rug storage area with descriptions and pictures of each rug we have in our possession at this time. The rugs are marked with corresponding numbers.

The annex cleanup continues! All the excess furniture has been removed, chair rails installed, and rugs catalogued. There are other projects waiting to happen. We are looking at floor replacements and more general cleanup.

When *The Cripple of Inishmaan* has finished its run, we will be the proud owners of a small boat which we do not have to space to store. Anyone interested in being a new boat owner, please email jeannie.christie@thecolonialplayers.org or wes.bedsworth@thecolonialplayers.org and let us know.

Respectfully Submitted:
Jeannie Christie