



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

MEETING AGENDA

General Membership Meeting - March 20, 2018

1. Convene
2. Approval of Previous Meeting Minutes
 - a. General Membership Meeting - October 4, 2017
3. Approval of Agenda
4. Officers' & Directors' Reports
 - a. President - Shirley Panek
 - b. Vice President - Steve Tobin
 - c. Treasurer - Kaelynn Bedsworth
 - d. Artistic - Beth Terranova
 - e. Education - Joe Thompson
 - f. Human Resources - Fran Marchand
 - g. Marketing - Sarah Wade
 - h. Operations - Wes Bedsworth
 - i. Production - Tim Brown
5. Election Statements
 - a. President
 - b. HR Director
 - c. Production Director
6. New Business
 - a. None
7. Promising Playwright Presentation (Darice Clewell and Carol Youmans)
8. Election Results
9. Open Forum
10. Adjourn



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

General Membership Meeting

Wednesday, October 4, 2017

Board Members Present: Shirley Panek (President), Steve Tobin (Vice President), Kaelynn Bedsworth (Treasurer), Beth Terranova (Artistic), Joe Thompson (Education), Fran Marchand (HR), Sarah Wade (Marketing), Wes Bedsworth (Operations), Tim Brown (Production), Rosalie Daelemans (Secretary)

Additional members were present.

1. Meeting Commencement: The meeting was brought to order at 7:34 pm by Shirley Panek.

2. Approval of previous meeting minutes (March 22, 2017)

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

(1) The motion carried unanimously.

3. Approval of agenda

a. **A motion was made to approve the agenda.** The motion was seconded.

(1) The motion carried unanimously.

4. Officers' & Directors' Reports

a. President

(1) Refer to written report within the General Membership packet.

b. Vice President

(1) Refer to written report within the General Membership packet.

c. Treasurer

(1) Refer to written report within the General Membership packet.

(2) Kaelynn Bedsworth reported that the tax exempt certificate expired in September. See Kaelynn if you need a copy.

Board of Directors

President: Shirley Panek
Vice President: Steve Tobin
Secretary: Rosalie Daelemans
Treasurer: Kaelynn Bedsworth

Artistic: Beth Terranova
Education: Joe Thompson
Human Resources: Fran Marchand

Marketing: Sarah Wade
Operations: Wes Bedsworth
Production: Tim Brown

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.

d. Artistic

(1) Refer to written report within the General Membership packet.

(2) Beth Terranova said that the Sneak Peak would be combined with the Executive Producers Meeting on February 3, 2018.

(3) WATCH - received several inquiries from initial solicitation for new judges. Anyone interested can let Beth know. Info/orientation meeting at the end of October.

(4) One Acts - A decision about who will go to the Maryland One-Act Festival will be made by Friday October 6.

e. Education

(1) Refer to written report within the General Membership packet..

(2) Joe Thompson expressed his love of education and his desire to share knowledge and skills with others.

(3) The display in the lobby has been changed.

(4) A suggestion was made to host an A Christmas Carol reading.

(5) Diane Hood - scholarship committee - reported that this year the winners are Hallie Parrot and Ella Green.

f. Human Resources

(1) Refer to written report within the General Membership packet.

g. Marketing

(1) Refer to written report within the General Membership packet.

(2) Sarah Wade reported that we had special ticket pricing for *Shiloh Rules* for students, teachers, and families. Looking into more of this for the future. These specials should help bring people in the door.

h. Operations

(1) Refer to written report within the General Membership packet.

(2) Wes Bedsworth reported on our subscription campaign

(3) Kudos to Kaitlin Fish for the fine job she's doing with comp tickets.

(4) Ernie Morton and Heather Quinn are working on safety issues.

(5) The exterior of the theater was repainted in August/September, thanks to Bay Country Painters.

(6) Dimmer replacements - Frank and Wes are researching different products.

(7) The Annex Board Room was refreshed over the summer to make it more comfortable and usable. We ask that you continue to keep it clean and nice and tidy up after

yourselves following use.

(a) Please note, at this time there is nothing to be done about the HVAC sometimes keeping the Board Room so cold; it's due to how close the room is to the AC unit!

i. Production

(1) Refer to written report within the General Membership packet.

5. New Business

a. None

6. Open Forum

a. Ed Wintermute passed away recently; a donation was made in his memory from CP to ASGT.

b. Seats in theatre - ones previously damaged or in disrepair are now repaired.

c. Shirley expressed her appreciation to the board and to others for all they do.

7. Meeting Adjournment

a. **A motion was made to adjourn the meeting at 8:29 pm.** The motion was seconded.

(1) The motion carried unanimously.

Respectfully submitted,

Rosalie Daelemans, Secretary



Report to the General Membership

March 20, 2018

President

I want to take the opportunity to thank the current Board for all their hard work over the past year. It's been great having a full board who are passionate and enthusiastic about making Colonial Players the best local community theater I've ever worked with. I thank everyone for their hard work!

Committees:

Nominations - A big shout out to Joan Townshend, Nominations Chair, and her team - including Dona Weingarten. It's not an easy task recruiting people, but Joan did a great job, and I appreciate her hard work.

Election - Thanks, also, to Richard Atha-Nicholls, Election Chair. Richard has chaired and co-chaired the election committee for several years, and I appreciate him taking on the role again this year.

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 General Membership

March 20, 2018

Vice-President

Since the last general membership meeting, all of the committees have been reconstituted with the exception of the Real Estate committee. I want to thank all of the committee members (new and returning) for agreeing to sit on the committees and for their work on behalf of the Organization and the Membership. A brief summary of selected VP committee activities and plans follows:

Bequest Committee: The Bequest Committee consists of Terry Averill, Steve Tobin, Dianne Hood, Kaelynn Bedsworth, Tom Stuckey, and Mary Beth Yablonski. The Committee has not formally met this period, as we are awaiting the financial results. Several ideas and projects have been informally discussed and will start to be considered in late spring when we have a better idea of what the organization's financial situation.

Long Range Planning Committee: The Long Range Planning Committee consists of Alex Brady, Darice Clewell, Eric Hufford, Herb Elkin, Judy Hilton-Hyde, Tim Brown, and Steve Tobin. The Committee met on November 2nd and discussed the establishment of potential subcommittees, including: 75th Anniversary pre-planning, Data analysis, Organizational Structure, Facility, Long-term development, and Community relations. It should be noted that these subcommittees are focused on long-term "direction and planning" activities, not short-term actions which are the responsibility of other board members and other committees.

Memorial Plaque Committee: The Memorial Plaque Committee consists of Lois Evans, Edd Miller, Tom Stuckey, Rick Wade, Carol Youmans and Steve Tobin. The committee has met several times and has updated the resolution language and revised and documented the internal procedures for reviewing names. At present there are 14 individuals being considered for the memorial plaque and the committee has reviewed almost half the names. The committee expects to complete its review of all names before the end of the current season and will announce the names to be added to the plaque at that time.

Real Estate Committee: The Real Estate Committee still has not been fully re-constituted. The Committee will be meeting for its annual assessment of CP's real property holdings, current and future needs, and input to the Long Range Planning Committee. The Committee seeks to be responsive to CP's evolving needs and welcomes Membership input. If you have an interest in being a member of the Real Estate Committee, please contact Steve Tobin at steve.tobin@thecolonialplayers.org.

Respectfully submitted,

Steve Tobin
Vice-President



Report to the Membership

March 20, 2018

Treasurer

1. Our investment funds continue to fluctuate as market fluctuates, but not so extreme as in the previous years. Our portfolios remain on the considerably conservative side with just a dash of the moderate tossed in. Annual meetings will be scheduled with the three investment firms between about April - June to review our portfolios. If needed, the Finance Committee will review the portfolios for needed changes, should any be recommended made by our brokers.
2. We recently received a memorial donation from the Estate of Donald Reed. Don and Sharry Reed were longtime subscribers who generously remembered Colonial Players in their estate planning. The memorial has been moved into our money market account (a.k.a. our "savings" account) to join the funds from the Riley Bequest.
3. Other Activities completed since October 2017 General Membership meeting
 - a. Facilitated compilation of Statements of Financial Position for fiscal year ending August 31, 2017 in cooperation with our accountant, Bencivenga & Associates.
 - b. Reviewed and approved for filing the Federal Tax Form 990 for the fiscal year ending August 31, 2017 as prepared by our accountant, Bencivenga & Associates. Also separately completed and filed Federal Form 1096, State MW508, and 1099-MISC with the tax authorities and affected recipients.
 - c. Will be filing the annual renewal of charitable organization registration with State of Maryland by May 15, 2018.
4. Attached Documents
 - a. Current budget execution status for 2017-2018 (Fiscal Year 2018), as of February 28, 2018
 - b. Current Status of Investment Funds of Dr. Riley Bequest (all portfolios), as of February 28, 2018

Respectfully submitted,
Kaelynn Bedsworth



Report to the General Membership

March 20, 2018

President

Artistic Team:

Jennifer Cooper, Ron Giddings, Diane Hood, Jamie Miller, Gwen Morton, Craig Mummey, Jeff Sprague (Artistic Team Board Alternate), Judi Wobensmith (Artistic/Production Teams Liaison) Tim Brown (Production) and Sarah Wade (Marketing) are ex-officio members.

Team assignments:

- Play Selection: Ron Giddings/Jeff Sprague
- Sneak Peek: Ron Giddings/Jamie Miller
- Play Consultancy: Jeff Sprague/Diane Hood
- Director Selection: Gwen Morton/Judi Wobensmith
- Director Orientation (Kick-off): Beth Terranova/Judi Wobensmith
- Reflections: Beth Terranova/Judi Wobensmith
- WATCH Coordination: Craig Mummey/Jamie Miller
- One-Act Coordination: Jennifer Cooper

Season #69 Shows

- **Closed:** *Shiloh Rules*, *33 Variations* (WATCH nominated), *It's A Wonderful Life: A Live Radio Play*, *Quartet*, *Sex With Strangers*.
- *Lucky Stiff* by Steven Flaherty and Lynn Ahrens, directed by Eric Hufford. The show begins teching in to the theater this week. The show opens April 6, 2018.
- *Casa Valentina* by Harvey Fierstein, directed by Mickey Lund. The show is cast and in rehearsals. The show opens Friday, May 25, 2018.

Team Activities:

- Play Selection – Director/Play Packages - Director Selection
 - Because *A Christmas Carol* will be presented in 2018, the Play Selection Committee was looking to add 6 shows (5 plays and one musical) to the Season 70 slate. The Committee started in September with an initial list of over 100 shows, compiled from previously considered shows, Reflections responses and other surveys, recommendations of committee members, and submissions from various other sources.
 - A separate committee also considered 10 director/play packages submitted by 7 directors.
 - Ultimately, 2 Director/Play Packages and 4 additional shows were selected and presented to the Community at a Sneak Peek February 3.
 - Directors were asked to submit applications by March 1st, and Director interviews were conducted March 6 and 8.
 - After Director selection, we found out we were unable to secure the rights for one of our Director/Play Packages and an alternate show was selected from the list provided by the Play Selection Committee. Because this show was added late, we will be sending a new solicitation for Directors.

Colonial Players Season 70:

- *Rumors* by Neil Simon; directed by Atticus Boidy
- *The Babylon Line* by Richard Greenberg; directed by Jennifer Cooper
- *A Christmas Carol* book and lyrics by Rick Wade; music by Dick Gessner; directed by Sarah Wade
- *Silent Sky* by Lauren Gunderson; directed by Gwen Morton
- *The Merry Wives of Windsor* by William Shakespeare; directed by Steve Tobin
- *A New Brain* (musical) music and lyrics by William Finn; book by William Finn and James Lapine; directed by Alicia Sweeney
- *Towards Zero* by Agatha Christie; director TBD

Season 70 Kick-off is tentatively scheduled for May 5, 2018

WATCH

Colonial Players received 21 WATCH Nominations in January 2018.

99 productions (33 musicals, 66 plays) were adjudicated in 2017. Twenty-seven community theater companies participated in WATCH adjudication. The Awards ceremony took place March 11, 2018, where cast members of *Nine* performed. The list of nominations is below and winners are in bold italics.

33 Variations

Outstanding Costume Design in a Play: Carrie Brady

Outstanding Hair Design in a Play: Doug Dawson

Outstanding Light Design in a Play: Alex Brady

Outstanding Sound Design in a Play: Richard Atha-Nicholls

Outstanding Special Effects: Eric Hufford

Outstanding Lead Actress in a Play: Rebecca Downs as "Dr. Katherine Brandt"

Outstanding Direction of a Play: Terry Averill

Outstanding Play (Producers: Shirley Panek and Judi Wobensmith, Stage Managers: Herb Elkin and Ernie Morton)

Calendar Girls

Outstanding Cameo in a Play: Jason Vellon as "Lawrence"

Outstanding Cameo in a Play: Jason Vellon as "Liam"

The City of Conversation

Outstanding Lead Actress in a Play: Kathleen Clarke Ruttum as "Hester Ferris"

Nine

Outstanding Costume Design in a Musical: Beth Terranova

Outstanding Hair Design in a Musical: Patti Grieb and Beth Starnes

Outstanding Makeup Design in a Musical: Patti Grieb and Beth Starnes

Outstanding Sound Design in a Musical: Richard Atha-Nicholls

Outstanding Featured Actress in a Musical: Erica Miller as "Claudia Nardi"

Outstanding Lead Actor in a Musical: Jason Vellon as "Guido Contini"

Outstanding Lead Actress in a Musical: Alicia Sweeney as "Luisa Contini"

Outstanding Music Direction: Andrew Gordon

Outstanding Direction of a Musical: Ron Giddings

Outstanding Musical (Producer: Judi Wobensmith, Stage Manager: Shirley Panek)

Other Artistic News:

- Summer of 2017 productions live on in 2018!
 - From our 2017 One Act Festival, *The Universal Language*, by David Ives, directed by Jennifer Cooper, went to the Maryland One-Act Festival in February. The show won awards for Best Actor (Jerry Vess), Best Actress (Robin Schwartz), Best Director (Jennifer Cooper) and Best Tech (Jennifer Cooper), and will now move on to the Eastern States regional festival in May!
 - The Board has agreed to do a fully staged production this summer of our 2017 Promising Playwright winning show: *Job Loss Figures*, by Andrea Clardy, directed by Carol Youmans. The show will run the weekends of July 5 – 8 and July 12 – 15. Number and dates of performances TBD.
- Additional Summer 2018 Productions. There will be two other special projects this summer.
 - *The Last Five Years* (musical) by Jason Robert Brown, directed by Ruben Vellekoop. June 22 – 24, 4 performances.
 - Five years, two people, one relationship reviewed from now to then.
 - *Benjamin Franklin: An Ingenious Life*, written and performed by Ray Flynn. June 28 – July 1, 4 performances.
 - Colonial Players first did a workshop production of this show in 2013. It has since been published, and Ray has traveled it along the East Coast. We are happy to welcome it back to Maryland this summer.

Respectfully Submitted,

Beth Terranova
Artistic Director



Report to the Membership
Education and Outreach
March 20, 2018

Outreach

Johnson Male Chorus

Colonial Players reached out to the Johnson Male Chorus, an Annapolis Gospel Group with roots as far back as our own, and they performed at our Holiday Party in December. We made a donation to the group which will go toward suits for the members.

Workshops

Micro-play Writing

Colonial hosted its first Improv and Micro-plays workshop on March 12th at the annex. Ten people attended. Reviews were positive and a good time was had by all. The next Micro-play workshop is scheduled for March 27th at the annex at 7:00. Anyone interested in attending are encouraged to do so. Just bring something to write on and with.

The Producers Roundtable will take place on April 28th at the theater. Even if you have never dreamed of producing a show at colonial, and are interested in how it is done, please plan on coming by. Besides a chance to talk about producing a show, it is a great chance to network. Tim and I both hope it will serve as a springboard for a more detailed workshop, as well as a possible job shadowing experience for people to get their feet wet.

The Beth Whaley Educational Fund Micro-grants have been approved and will provide micro-grants to our members to help defray the cost of educational experiences not associated with a degree. Details are being solidified and should be available soon. The rough outline: grants are capped at 300.00 with funds to be matched by the member. Recipients will report back to the membership detailing their experience. More info to come.



**Report to the Membership
March 2018
Human Resources (HR)**

HR Team:

Fran Marchand - Director
Andy McLendon - HR Second
Mickey Lund - Membership/Volunteer Coordinator
Jeannie Mincher - Ushers
Tom Stuckey - Parties
Beth Terranova - News and Cues
Greg Anderson - Audition Coordinator

Parking for Volunteers:

Needless to say this has been a challenge. In the very near future i will have a meeting with the new Mayor of Annapolis. I will be negotiating an agreement with the Mayor and the City Parking Contractor to receive 4 hours of free parking in the city garages only.

Just a reminder: Parking at the State Garage is available for free after 6:00 pm weekdays and free all week-ends. The garage is located on Bladen Street.

All social events were successful.

HR is currently seeking a Season Celebration Chairman. If interested please email the HR Director at fran.marchand@thecolonialplayers.org.

Respectfully Submitted,

Fran Marchand
HR Director



General Meeting Marketing Report
March, 2018
Sarah Wade
Marketing Director

Highlights:

- Am working on building out a whole new website with Wes.
 - Our plan is to move to Wordpress - it's much easier to use, and is interactive across multiple platforms. Our current website isn't mobile friendly at all, and it is my opinion that it is turning off our potential younger patrons.
- According to Google Analytics, the number one age group searching for us is 25-34, followed by 18-24 (also skews male!) which goes against the misconception that we only attract an older audience. The younger generation is looking for us, but something is keeping them away. Something to consider when choosing our season, marketing strategy, etc.
- We've engaged in two charitable initiatives thus far, and are also doing a pet supplies drive for *Lucky Stiff* for the SPCA. They're very excited to work with us and will be promoting us at the shelter.
 - Raised upwards of \$1750 for ALS for *33 Variations*
 - Had a successful food drive for the Lighthouse Shelter during *It's a Wonderful Life*.

General:

- We have a great relationship with *Life on the Hill* magazine, the community magazine for the Murray Hill neighborhood in Annapolis. They are giving us free advertising!
- Held a competition for tickets for *Sex with Strangers* - went over well and people engaged and had fun. It was seen by upwards of 650 people, as well as multiple shares. May engage in this for every show - it drummed up interest and we were able to invite patrons who weren't going to see the show. Even if they didn't pay - they got to see it and are now able to talk about it.

Respectfully submitted,

Sarah



Operations Director Report to the Membership March 20, 2018

- **Assistant Operations Director:** I'm pleased to announce that Eric Lund has agreed to become the new Assistant Operations Director, replacing Hannah Sturm who has departed. Welcome Eric!
- **Box Office**
 - Thanks to Lynda and all of our Box Office volunteers for their continued service and leadership in the Box Office. These folks are the face of the theater to many of our patrons and they represent us well!
 - Thanks to Kaitlin Fish for her efforts as our Comp Ticket Manager. She tracks comp ticket vouchers for each show and processes comp ticket orders, taking this burden off of our regular Box Office staff.
- **In-House Safety Inspections:** 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 both of them for their assistance in this area.
- **Utility Provider Switch:** At the last membership meeting, I noted that we had switched electric and gas utility providers to obtain better rates. As a result of what I consider to be poor management and communication on the part of the company to which we switched (MDG&E), as well as their failure to meet their obligations under Maryland law in terms of providing written account documentation, I have researched providers again switched our accounts to another new provider: Direct Energy. They offered us an even better electric rate (0.0719/kWh) than we had previously (0.0739/kWh), and guaranteed it not to change for 24 months. There is also no termination fee if we opt to switch to another provider prior to the 24 months passing.
- **Fluorescent to LED Fixture Upgrade Project:**
 - Last fall, I became aware of a rebate available through BG&E for upgrading select fluorescent fixtures to energy efficient LED fixtures. The rebate pays for around 80% of the per unit product cost of new fixtures. Switching to LED fixtures for facility lighting saves our organization about 60% on lighting energy usage. *[Note: calculation based on actual energy usage of each original fixture being replaced vs. energy usage of each replacement fixture.]*
 - I applied for and got approval for this project on behalf of the organization in October, and in November initiated product procurement and installation. The program required that the participating organization (us) front the cost of all new fixtures, then once installation is complete, BG&E provides a rebate check back to the organization.
 - As of Sunday, December 17, 2017, the installation of all rebate-eligible replacement fixtures covered under this program was completed. **This encompassed the replacement of about 93 fluorescent light fixtures with LED equivalents and represents a savings of approximately 60% on (non-stage) lighting energy consumption for our organization.** This work was completed in 12 work days over the course of approximately 3 weeks in December 2017. Following the install, all rebates from BG&E were approved in full, and rebate checks have been received and deposited back into our general operating funds.
 - **Special thanks to the following individuals:**

- Kaelynn Bedsworth, Tim Brown, Eric Lund, Lindsea Sharpe, and Steve Tobin for their assistance with the installation process.
- Ted Yablonski and crew for hauling a large number of old fixtures and boxes from the Annex to the county recycling center.
- The staff and cast of *Quartet* who allowed me time to complete a substantial amount of installation work in the theater during their show's move-in period.
- In addition to the fixtures covered by the main rebate, I was also able to obtain replacement lamps for our lobby fixtures under a separate BG&E instant rebate for \$4/each (\$13 savings per lamp, \$17 retail cost each). The new lamps were installed on February 3, 2018. This effort replaced 25 incandescent 90-watt lamps with 17-watt LED equivalents, saving a net 1,825 watts or 13.1 cents per hour at our current energy rate of 7.19 cents/kWh. Based on average usage of the lobby lights, I expect this change alone to save us between \$10 and \$15 per month at the theater. In addition, the new lamps do not generate nearly as much heat, so it will prevent the lights from heating the lobby as much in the summer, straining the air conditioning. Thanks to newer member Tori Scalfaro and her brother Frank Scalfaro for their assistance in getting these lamps changed.
- Below is a summary of costs for the LED Upgrade Project:
 - **Fixtures**
 - Total outlay for new LED lighting fixtures: \$10,249.70
 - Total BG&E rebate approved: \$8,591.00
 - **Net Fixture Cost: \$1,658.70**
 - **Lamps**
 - Total outlay for new LED lobby lamps: \$425.00
 - Total BG&E Instant Rebate: \$325.00
 - **Net Lamp Cost: \$100.00**
 - **Installation**
 - Installation Labor for (10) High-Bay Annex fixtures: \$961.00
 - Installation Labor for (84) accessible fixtures: \$0.00 (volunteer labor)
 - Installation Supplies for (84) accessible fixtures: \$600.00 (approx.)
 - **Total Installation Costs: \$1,561.00 (approx.)**
 - **NET TOTAL COST FOR LED UPGRADE PROJECT: \$3,320 (approx.)**
 - Estimated Installation Labor Savings: \$7,500.00 (due to volunteer labor, approx.)
 - Anticipated Annual Savings: \$900.00 (energy and supplies, conservative, approx.)
 - **Project Payback Period: < 4 years**
- **Website Framework:** The website framework has continued to be kept up to date with the latest security updates as they are released in support of Sarah Wade's Marketing Team.
- **HVAC Maintenance Contractor:** I'm planning to develop an RFP for HVAC maintenance and send it out to a number of area contractors to simplify the process of finding a new HVAC maintenance contractor. Our previous contractor has effectively gone out of the HVAC installation/service business, so we are in need of a new contractor to complete routine maintenance twice/year.
- **Ice Maker:** The ice maker continues to be maintained regularly by Jim Robinson. Thanks to Jim for continuing to take care of this for us!

- **Roof Leak:** Following the previous repair to the Annex roof, a leak occurred again. The condo association had the roofer come out again and a hole was found and patched. I believe we've finally addressed the leak that has been plaguing us for several months.
- **CP Civil Trial:** On Wednesday, February 7, 2018, I testified in defense of Colonial Players at the Anne Arundel County Circuit Court. Thanks to Mike Detroia (Erie/CP attorney) and Sarah Wade for their experienced assistance in preparing for my role in the trial. Thanks also to Shirley Panek for being the "face of CP" at the defense table during all three days of the trial, as well as all of the other members who were present in support of CP in the gallery.

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 certainly 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
March 2018
Production

Team Members:

Assistant Production Director	Ernie Morton
Sound	Richard Atha-Nichols
Costumes	Fran Marchand and Paige Myers
Properties	Mike and JoAnn Gidos
Set Design	Edd Miller
Lighting	Frank Florentine
A Team Liaison	Andy McLendon
Technical Director	Wes Bedsworth
At Large	Heather Quinn

Shows:

- Quartet (Producer - Kaelynn Bedsworth)
 - Show ended within budget
- Sex With Strangers - (Producer - Shirley Panek)
 - Show ended within budget
- Lucky Stiff (Producer - Tim Brown)
 - Supplemental budget request approved
 - In rehearsal
- Casa Valentina (Producer - Heather Quinn and Mary Watchko)
 - Supplemental budget request approved
 - In rehearsal

Recent and Upcoming Projects

- Added additional technical equipment to support productions, including microphones for voice-overs, and wireless lights and controllers.
- Review of Production Manual scheduled to begin later in March. Emphasis will be on modifications needed to increase safety measures.
- Producer Workshop/Roundtable scheduled for April 28. Stay tuned for further details.

Respectfully submitted,
Tim Brown
Production Director