



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

MEETING AGENDA

General Membership Meeting - September 25, 2018

1. Convene
2. Approval of Previous Meeting Minutes
 - a. General Membership Meeting - May 1, 2018
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. New Business
 - a. Bylaw Changes
6. Open Forum
7. Adjourn



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

General Membership Meeting

Tuesday, May 1, 2018

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: 14

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

2. Approval of previous meeting minutes (October 4, 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.

(2) Shirley Panek expressed words of appreciation to everyone for all their hard work.

b. Vice President

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

(2) Steve Tobin thanked the members of the Memorial Plaque Committee for all their hard work. He read the names of the people to be added to the Memorial Plaque. There will be a ceremony at the end of the season to recognize the accomplishments of these people to get us where we are today.

(3) The following names will be placed on the plaque: Susan Morgan, Loraine Wycherley Shaw, Thomas Ammon, Barry Christy, Bob Smith, Brigitte Marchand, Jack Youmans, Ted Brown, L. Robert Marchand, Bart Evans, and Ed Wintermute.

c. Treasurer

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

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.

(2) Kaelynn Bedsworth reported that we have received a bequest check in February for \$10K from the estate of Don and Sharry Read. This was moved to our money market account to join the funds from the Riley Bequest to earn interest. She added that since none of us are immortal, those present and other members may consider including CP in your will to assist the theater in perpetuity.

d. Artistic

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

(2) Beth Terranova said that since we did not get the rights to one of our plays, *Towards Zero* has been picked instead. Mark Allen has been selected to direct it.

(3) This Saturday, May 12, will be the Director's Orientation from 10:00 am to 1:00 pm at the CP Annex.

(4) *The Universal Language* had been selected for the Eastern States Regional One Act Festival (ESTA). For various reasons, we had to withdraw. Therefore, it will be part of a Pub Reading on July 22 at Harry Browne's. Jennifer Cooper is organizing this.

(5) Other Summer Events:

(a) June 22-24, 2018 (4 performances): *The Last Five Years* (musical) by Jason Brown, will be Directed by Ruben Vellekoop. Auditions are coming up.

(b) June 28—July 1, 2018 (4 performances): *Benjamin Franklin: An Ingenious Life*, performed by Ray Flynt.

(c) July 5 - 8 and July 12—15, 2018 (4 performances): *Job Loss Figures*, by Promising Playwright winner Andrea Fleck Clardy, directed by Carol Youmans
See more in the latest issue of *News & Cues*.

e. Education

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

(2) Joe Thompson reported that Tim Brown's Producers Roundtable was successful.

(3) The Micro-plays Writing Workshop went well. (See more under Open Forum).

(4) Annalie Ellis is the recipient of this year's Scholarship Award. She was in *Annie*, and helped with *The Secret Garden*.

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 are still getting free advertising in the Murray Hill publication "Life on the Hill".

(3) Charitable Efforts: 33 *Variations* raised money for ALS. *Lucky Stiff* is collecting pet supplies for the SPCA.

(4) We're making a video for *Casa Valentina* and "What's Up Annapolis" is doing a story on it.

(5) We are building a new website which should make it easier to use, more accessible, and mobile-friendly. We're getting good feedback from online sources.

h. Operations

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

(2) Wes Bedsworth thanked all the people who worked on the LED replacement project. Because of this, we have cut our energy use in lighting by half. BG&E offered a generous rebate program of \$10K, so after the rebate, we paid \$1600. This will pay for itself in approximately 4 years.

(3) A new conference phone has been put into the conference room.

i. Production

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

5. Election Statements

a. **A motion was made to waive the reading of the election statements.** The motion was seconded.

(1) The motion carried unanimously.

6. New Business

a. None

7. Promising Playwright Presentation (Darice Clewell and Carol Youmans)

a. Darice Clewell provided an in-depth presentation on the history of the Promising Playwright Contest and Workshop, including its history, purpose, evolution, and current status.

b. A discussion ensued on the benefits and shortcomings, as well as suggestions on where we go from here.

8. Election Results (Presented by Richard Atha-Nicholls)

a. President - Shirley Panek was unanimously voted in.

b. HR Director - Fran Marchand was unanimously voted in.

c. Production Director - Tim Brown and Ernie Morton were the candidates. 18 votes were cast. Tim Brown won the election.

9. Open Forum

a. To demonstrate the style of the Micro Plays workshop, Joe Thompson invited people to participate in a similar exercise. He gave a one-word theme, for example, "zippers". And from that people wrote a brief story and acted it out.

b. Danny Brooks expressed accolades for *Lucky Stiff*. He also mentioned that Prince George's Little Theatre (PGLT) has announced that they will take a hiatus. So their current production, *Dirty Rotten Scoundrels*, may be their last one. All were encouraged to go see it.

c. A discussion ensued on why *Job Loss Figures* is being presented for free. One thought was that this would trivialize the production. A counter-point was that it had been presented to the Board as a mission-driven venue. This topic will be put on the agenda for the Board to discuss at its next meeting.

10. Meeting Adjournment

a. **A motion was made to adjourn the meeting at 9:12 pm.** The motion was seconded.

(1) **The motion carried unanimously.**

Respectfully submitted,
Rosalie Daelemans, Secretary



Report to the General Membership

September 25, 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!

Season Celebration:

A big thank you to Fran Marchand and her Season Celebration Chair, Shannon Benil, for an amazing Season Celebration in August. Many people have come up to me to say what a good time they had - the venue and the boat rides got top marks! I know there was a lot of hard work put in by the whole committee. Thank you for your hard work and dedication putting together a tremendous gala!

Committees:

Nominations - Connie Robinson has agreed to be Nominations chair. If anyone is interested in being on the nominations committee, please feel free to reach out to me or Connie.

Election - Looking for people to be a part of the election committee. Let me know if you have any questions.

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 25,, 2018
Vice President

Once again, I wish to thank all the members of the various committees listed below. I concentrated on completing the work of the Memorial Plaque committee (details below), so most of the other committees have not been very active during this period. A brief summary of selected VP committee activities and plans follows

Memorial Plaque Committee: The Memorial Plaque Committee consists of Lois Evans, Edd Miller, Tom Stuckey, Rick Wade, Carol Youmans and Steve Tobin. The committee met several times March to June to ultimately select the 10 names to be added to the plaque and plan the “unveiling” ceremony, which was held on June 30th. The names were read at the March membership meeting, but they are included here for the record:

Susan Morgan, Bob Smith, Ed Wintermute, Bart Evans, Brigitte Marchand, Bob Marchand, Ted Brown, Tom Ammon, Jack Youmans, Loraine Wycherly Shaw

Each honoree was “introduced” by someone (usually designated by the family), and after all of the introductions were made, everyone adjourned to the lobby to uncover the individual name plaques. A video of the ceremony was made available to the family members of the honorees (especially those that could not be present), but is not available to the general public. Many thanks to the committee, and to Fran Marchand’s HR team for the assistance in planning and supporting the event. Thanks also go to Tom Stuckey and Joe Thompson for the creation of the ceremony program. Feedback from the process and the ceremony itself will be documented and used to modify the process going forward.

Bequest Committee: The Bequest Committee consists of Terry Averill, Steve Tobin, Dianne Hood, Kaelynn Miller, Tom Stuckey, and Mary Beth Yablonski. The Committee has not formally met this period, as we are still awaiting the financial results, which are expected to be released very soon. One potential project that has been suggested is the addition of a motorized chair-lift at the Annex to provide disabled access to the board room and costume area, as well provide “lift” capability for costumes and other materials to the second floor. Preliminary information will be turned over to Operations for further investigation, feasibility, and pricing.

Long Range Planning Committee: The Long Range Planning Committee did not meet this period, but will be meeting in the Fall as soon as schedules can be coordinated. The committee currently consists of Alex Brady, Darice Clewell, Eric Hufford, Herb Elkin, Judy Hilton-Hyde, Tim Brown, and Steve Tobin.



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



Report to the Membership

September 25, 2018

Treasurer

1. Dr. Riley Estate Investments

- a. Investment Portfolios with Park Avenue Securities, LPL Financial, and Benjamin F. Edwards
 - i. Background: These portfolios comprise an original investment value of [REDACTED] of the overall Riley Bequest. Each portfolio's risk policy is either in the conservative or very moderate range. The three investment firms were thoroughly researched and recommended by the Finance Committee. Treasurer meets annually with managers to review portfolio performance, followed by evaluation by the Finance Committee for any needed revisions. All portfolios continue to weather market volatility of last year.
- b. Community Foundation of Anne Arundel County
 - i. Background: This portfolio contains an original investment value of [REDACTED] of the overall Riley Bequest as a permanent Organizational (or Agency) Endowment Fund.
 - ii. The total dollar amount of the annual disbursement for 2018 has not yet been determined, but is expected to be around [REDACTED]. The Bequest Committee will make a recommendation to the Board for the expenditure of the disbursement.
- c. Merrill Lynch Money Market Account
 - i. Background: This portfolio contains an original investment value of [REDACTED] of the overall Riley Bequest. This portfolio continues to earn interest at a higher rate than a typical savings account, but allows for quick access to the funds should the needs arise. This is the account where we also keep our accrued regular savings.

2. Ticket Sales

- a. Season Income Comparison
 - i. 2014-2015 (7 productions including ACC): [REDACTED]
 - ii. 2015-2016 (7 productions plus 2 special events): [REDACTED]
 - iii. 2016-2017 (6 productions plus ACC and One Acts): [REDACTED]
 - iv. 2017-2018 (6 productions plus Holiday Production and 3 special events): [REDACTED]
 - v. 2018-2019 (6 productions plus ACC): [REDACTED] year-to-date

3. Shannon Benil, Herb Elkin, and David Thompson were re-appointed to the Finance Committee for the 2018-2019 Fiscal Year by the President and approved by the Board of Directors, in accordance with our Resolutions.
4. In 2017, I applied to Anne Arundel County for exemption from property taxes on the 108 East property. I am pleased to report that in July of 2018 we received notice that our exemption was granted, which frees up those funds within our operating budget each year. Thank you to Carolyn Kirby for her guidance and advice throughout that process.

5. Attached Documents

- a. Preliminary Final budget execution status for 2017-2018 Season (Fiscal Year 2018) (pg 2 & 3)
- b. Individual Production Accounting for the 2017-2018 Season (pg 4)
- c. Comparative Sales Data since 2013 (pg 5)
- d. Budget and current execution for 2018-2019 Season (Fiscal Year 2019) (pg 6 & 7)
- e. Current Status of Investment Funds (pg 8 & 9)

Respectfully submitted, Kaelynn Bedsworth

Artistic Report to the Membership September 2018

Artistic Team:

Jennifer Cooper (Artistic Team Board Alternate), Ron Giddings, Gwen Morton, Craig Mummey, Jeff Sprague, Sarah Wade (Marketing Rep), Judi Wobensmith (Artistic/Production Teams Liaison),

Team assignments:

- Play Selection: Ron Giddings
- Director/Play Packages: Beth Terranova
- Director Selection: Gwen Morton
- Sneak Peek: Ron Giddings
- Director Orientation: Beth Terranova
- Reflections: Beth Terranova
- WATCH: Mummey
- One Acts/Pub Readings: Jennifer Cooper

Summer 2018 Productions:

- Working around a major lighting project in the theater, we produced three successful one-weekend (4 performance) Special Projects June – July 2018.
 - *The Last Five Years* (musical) by Jason Robert Brown, directed by Ruben Vellekoop. June 22 – 24, 2018.
 - *Benjamin Franklin: An Ingenious Life*, written and performed by Ray Flynt. June 28 – July 1, 2018. (Originally workshopped in August 2013).
 - This show opened the day of the Capital Gazette tragedy. Performances were dedicated to the Benjamin Franklin's fellow newspaper workers. A portion of proceeds from the show were added to the Colonial Players contribution to the Capital Gazette Memorial Scholarship Fund.
 - *Job Loss Figures*, written by Andrea Fleck Clardy. July 12 – 15, 2018. (Originally workshopped in July 2017)
- Back by popular demand – Pub Readings!
 - July 22. About 30 people attended the readings, which included one-act plays *Sure Thing* and MD One Act Festival winner, *The Universal Language* (both by David Ives), as well as an excerpt of *Rumors*.
 - August 19. About 25 - many "repeat customers" - attended readings which included *Life Line*, a short comedy by Douglas Craven, and *Bad Auditions by Bad Actors*, by Ian McWethy. Audience members were invited to take roles in *Bad Auditions*, as well as to take the parts in the micro-play *Face Acting*.

Season #70 Shows

- *Rumors* by Neil Simon, directed by Atticus Boidy. Show closes September 29, 2018. The show has been well-received and well-attended. A great start to our 70th season!
- *The Babylon Line* by Richard Greenberg, directed by Jennifer Cooper. The show is on track and in rehearsals. Opens October 19, 2018.

- *A Christmas Carol* by Rick Wade and Dick Gessner, directed by Sarah Wade. Auditions are September 30 and October 1, 2018. Opens December 6, 2018.
- *Silent Sky* by Lauren Gunderson, directed by Gwen Morton. Auditions are November 4-5, 2018. Opens January 11, 2019.
- *The Merry Wives of Windsor* by William Shakespeare, directed by Steve Tobin. Auditions are October 21-22, 2018 – by appointment. Opens February 22, 2019 for a 5-week run.
- *A New Brain* by William Finn and James Lapine, directed by Alicia Sweeny. Auditions January 5-6, 2019. Opens April 12, 2019 for 4-week run.
 - Alicia Sweeney has initiated coordination with Artists and Beyond Management for a workshop with Broadway Actress Mary Testa (a member of the original cast of *A New Brain*). In part a promotional effort for this show, it will be open to other members of the theater community.
- *Towards Zero* by Agatha Christie and Gerald Verner, directed by Mark Allen. Auditions tentatively scheduled March 24-25, 2019. Opens May 31, 2019.

Team Activities:

- Play Selection. The play selection team has been hard at work since September 1, 2018. An initial list - compiled from previously considered shows, recommendations of committee members, and submissions from various other sources - was cut initially cut down to 83 shows for consideration (not including Director/Play Packages.) The Play Selection Team expects to have the slate ready to present to the Board at the December Board Meeting.
- Director/Play Packages. The solicitation has gone out, with submissions due October 20, 2018. Packages selected to move forward will be considered alongside other “finalist plays” from Play Selection.
- Promising Playwright. The Promising Playwright Contest process is being reviewed and restructured for 2019. The new process will build on the success we had in bringing Andrea Fleck Clardy’s *Job Loss Figures* from a workshop reading to a full production over the course of a year. We anticipate being able to use a pilot version of the program in 2019 before launching the reconceived contest in 2020.
- One Act Festival. Because we had no Festival this past summer, we will be considering scripts for a show to be produced specifically for the Maryland One-Act Festival in January 2019. We are reviewing the options for a One-Act Festival in the Summer of 2019.

Other Artistic News:

- Ruby Griffith Awards. *Quartet* received first runner up for production of a play at the ceremony in July 2018.

Respectfully Submitted,
Beth Terranova
Artistic Director



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

HR Team:

Fran Marchand - Director
Andy McLendon - HR Second
Mickey Lund- Membership
Vacant - Ushers
Shannon Benil- Season Celebration Chairman
Tom Stuckey - Parties
Beth Terranova - News and Cues
Greg Anderson - Audition Coordinator

MEMBERSHIP:

The Membership database is current as of 18 Sept 2018
Membership dues is \$10.00 a year. Check your News and Cues for your expiration date.

SEASON CELEBRATION:

Season Celebration was a success and well attended. A big thank you to Shannon Benil.

SAVE THE DATE:

A Christmas Carol ticket sale:
Saturday 17 Nov 2018
9:00-12:00
Location: the theatre

Pot Luck Holiday Party:
Sunday 02 Dec 2018
7:00 PM
Location: the theatre

HR is currently seeking an Usher Coordinator. If interested please email the HR Director at fran.marchand@thecolonialplayers.org.

I would like to thank all my committee chairmen and thank you Jeannie Mincher for a job well done.

Respectfully Submitted,

Fran Marchand
HR Director



**Report to the General Membership
September, 2018
Marketing Director**

Information for the Membership:

1. Facebook/Google reviews have been coming in in record numbers. Began last season with *Lucky Stiff*, and has been steadily increasing. Excellent for increasing our visibility online.
 - a. A big contributor has been cast participation in marketing. Liking/sharing/posting on Facebook increases our online audience tenfold.
2. We have two new reviewers for our shows. *Backstage Baltimore* has reviewed *Rumors* and we look forward to a warm partnership with them. In addition, *Life on the Hill* (The Murray Hill community magazine) will be sending two people to each production. What's special about that is that they're not typical reviewers - rather, they are two members of the community who will come and share their thoughts for the magazine. It's a different viewpoint, and it widens our base within our immediate neighborhood.
3. The charitable initiatives from last year were a great success. For *33 Variations* we raised over \$1600 for ALS. We also were able to give over \$1000 worth of goods to the SPCA for Anne Arundel County due to donations during the run of *Lucky Stiff*. We look forward to more initiatives this coming season, including the Angel Tree during the run of *Christmas Carol*.

Respectfully submitted,

Sarah Wade
Marketing Director



Operations Director Report to the Membership September 25, 2018

- **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.

- **Annual Fire Inspection:** I was contacted by Annapolis Fire Department about our annual fire inspection, which we scheduled and completed on May 29, 2018.
- **Annual Fire Alarm System Inspection:** An inspection of our sprinkler and fire annunciator system at the theater was completed on June 8, 2018. Both systems passed inspection. A copy of the inspection report was provided to Avery Jones at the Annapolis Fire Department for their records.
- **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. I had the opportunity to work with both of them on an inspection recently to touch base on processes and how things get inspected.
- **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!
- **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 the Marketing Team.
- **HVAC System Maintenance:** I've met several times with our new HVAC maintenance contractor, OneHour Heating and Air, to get our new contract and service plan set up and each our systems serviced. Normally, this maintenance is completed every 6 months, but as our previous vendor went out of business, we missed a few scheduled maintenance visits while searching for a new vendor.
 - Of particular note was the service call to the theater by OneHour. The HVAC tech, Matt, spent about 6 hours on site with me largely disassembling our HVAC units, cleaning all coils, replacing filters, adjusting belts, and addressing numerous other service concerns on these units. I was very happy with the tech's system knowledge and professionalism, and have requested this tech be the tech permanently assigned to our account.
 - We now have a spare belt for our main HVAC unit that services the performance space, as well as another for the HVAC unit that services the Rehearsal Hall. These two units are our only belt-driven systems. The spare belt ensures that should a belt ever break, we have another belt on hand to quickly get the system back up and running.

- **Archive Video Submission Method:** I have worked with Mark Hildebrand to revise how we receive the archive videos from him for each show. He is now able to post them directly to our secure cloud storage drive, rather than sending to me for me to then upload them (a several hour process due to file size). This simplifies the process for all involved.
- **Production Media Submission Method:** Similar to what I've set up for Mark Hildebrand, I set up a cloud drive location for Jim Gallagher to store marketing media files for each production. We began using this for Season 70 this summer. This ensures that all original artwork is stored in digital form on a Colonial Players cloud drive for archival purposes. I have been manually maintaining this inventory of files since 2012.
- **Downstairs Bathroom Faucet:** The leaking faucet in the rear downstairs public restroom has been replaced with a new faucet with a taller spout.
- **Network Switch:** As our network switch at the theater is aging and our dependence on network connected assets is increasing, I opted to preventatively replace it with a new unit that has twice as many network ports. Not only our wireless network system, but also our phone system and stage lighting system is highly dependent on this hardware being in service 24x7, which is why preventative replacement ahead of failure is ideal. Additionally, as our network continues to grow, this switch has the capacity to support that future growth. The existing unit may be retained as a backup switch for essential hardware should the new unit ever fail in the future, allowing us to quickly revert to the backup unit until a replacement could be acquired.
- **Box Office Computers:** The Box Office computers have both been replaced with updated models. The original "mini-computers" were memory-limited and as a result could no longer support Windows 10 updates. The new "mini-computers" were built to be upgradeable, and have substantial memory and storage space to meet the Box Office needs going forward. They are also faster machines, eliminating some lag issues experienced previously by Box Office staff.
- **Annex Comcast Service:** I have renegotiated a new 2-year agreement with Comcast for our Annex internet service. I was able to lock in the same price (\$59.99/month) for another two years. It had been slated to go up \$10/month.
- **Stage Lighting System Conduit Installation:** The installation for the stage lighting system conduit upgrade approved by the Board was completed in July in support of the Dimmer Pack replacement project this summer.
- **Dimmer Pack Replacement:**
 - The dimmer replacement project approved by the Board is complete. Thanks to Mike at 4Wall DC; Jeff, Chris, and Jermain at Cook Electric; and Dave, Dan, and Colleen at Rexel USA who all played instrumental roles in supporting completion of this project. I would also like to thank the large number of the Players' volunteers who came out in droves and assisted with this project in innumerable ways. Your support was greatly appreciated by me personally, and benefitted the organization significantly.
 - We now have a total of 60 circuits that are cleanly installed and properly wired, connected to brand new dimmer packs from one of the leading manufacturers of

lighting equipment in the USA (ETC). This effort was completed with very minor impact on the arrangements of the Tech Booth back room, and reused as much of the existing lighting system infrastructure as possible to maximize value and minimize cost. This upgrade addressed a number of safety concerns with the distribution system, as well as reliability concerns with the lighting control system. I expect this updated system to serve us well for many years to come.

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', followed by a long horizontal line extending to the right.

Wes Bedsworth
Operations Director

Report to the Membership

2018-09-25

Production

Team Members:

Asst Prod Dir	Ernie Morton	Sound	Richard Atha-Nichols
Costumes	Fran Marchand	Stage Mgmt	Andy McLendon
Lights	Vacant	Artistic Liaison	Judi Wobensmith
Properties	Connie Robinson	Technical Dir	Wes Bedsworth
Set	Edd Miller	At Large	Heather Quinn

Upcoming:

- Rumors / Producer - Judi Wobensmith
 - In Production
- Babylon Line / Producer - Tim Brown
 - In rehearsals; No issues at this time
- A Christmas Carol / Producers - Tom Stuckey and Tim Brown
 - Production meetings have taken place; Auditions scheduled
 - No issues at this time

Recently Completed Projects

- Increase in access control of Props Room and Costume Loft. In response to several instances of people failing to take care of the rooms and their contents, the number of people who have unrestricted access has been reduced significantly. Designers who need access will be granted access for the duration of their shows after receiving a briefing from the appropriate team leads.
- Implementation of an Issues Log in the tech booth to facilitate trouble shooting and to promote continuous learning.

Planned Projects in Coming Months

- Development of a new costume loan policy to help ensure timely return of costumes when loaned to other theaters. This is being drafted and will be reviewed by the Board before implementation.
- Review and updating of the Production Manual.
- Creation of an article in each program to educate the audience about various Production aspects of our shows.

Respectfully submitted,
Tim Brown, Production Director

**PROPOSAL BY-LAW CHANGES TO BE VOTED AT THE GENERAL MEMBERSHIP MEETING
SEPTEMBER 25, 2018.**

GENERAL

Update document to standardize spelling of “e-mail” (with hyphen) throughout.

ARTICLE IV: MEMBERSHIP MEETINGS

A. Regular and Special

Add:

3. Rescheduled Meetings

In the event an original meeting date must be cancelled, the new meeting date must be no earlier than 11 days after the original date and no later than 45 days following the original date.

Reason: To provide a rule for addressing unexpected cancellation of any membership meeting.

B. Notice of Meetings

As Reads:

- 2.** Notice of special meetings must be given to the members no later than thirty-five (35) days from receipt by the President or Secretary of the request.

Change to:

- 2.** Notice of a special meeting must be given to the members no later than thirty-five (35) days from the time the President or Secretary receives the request for said meeting.

Reason. Reword for clarification.

E. Reports to the Members

As Reads:

- 2.** Two (2) weeks prior to the first General Membership meeting of each Membership year, the Board must report its actions regarding its annual review of the Resolutions and provide published copies to the Membership. A current copy of the Resolutions published on the Colonial Players website fulfills this requirement.

Change To:

- 2.** In the notice of the first General Membership meeting of each Membership year, the Board must report its actions regarding its annual review of the Resolutions. At the time of the notice the Board must provide published copies to the Membership. A current copy of the Resolutions published on the Colonial Players website fulfills this requirement.

Reason: To keep notification timelines consistent.

ARTICLE V: ADMINISTRATION – OFFICERS – DUTIES

A. Administration:

- 3.** The Board consists of the Executive Officers of the Corporation and six additional members of the Corporation ...

As reads (as of September 29, 2015)

(d) six (6) Directors, as set forth below, who are elected for two (2) year terms with a limitation of

two (2) consecutive terms in a given directorship, except as described in Article V-A.3.(e)...

(e) An incumbent who has held a position for two (2) consecutive terms may serve for a third and subsequent terms, following election or appointment procedures described in these Bylaws, if and as long as there is no other candidate for the position.

NOTE: due to Bylaw changes subsequent to September 29, 2015, paragraph numbering has changed in Article V; the information originally in V.A.3. (d) and (e) is now in V.A.3. The wording below would have originally been added to V.A.3. (e). Under the current paragraph structure, becomes the entire Paragraph V.A.3. (e).

Change To (e) the Operations Director, elected in even numbered years for two (2) year terms. 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.

(2) 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 election.

Reason: It was brought to the attention of the Board that the results of the September 29, 2015 vote on the original motion to change the Operations Director position did not meet the criteria to pass the change. Rather than bring the failed motion up for another vote, the Board supports this wording – suggested during the discussion of the original motion – as an alternative solution to maintaining stability of the Operations Director position.

NOTE: Wording in Article V.3. reverts to:

3. The Board consists of the Executive Officers of the Corporation and six additional members of the Corporation who, with the exception of the Treasurer, are elected by the Membership ...

Insert after 3 [new 4]

4. Seated Board. The Seated Board will consist of all filled Board Positions.

Reason: Clarification. To simplify any references to a situation when not all Board positions have been filled.

Renumber subsequent paragraphs accordingly.

C. Board of Directors Meetings

As Reads

1. Quorum: A 70% majority of the Board constitutes a quorum for the transaction of business at any meeting of the Board. Fractional numbers follow standard rounding rules. If less than a 70% majority is present at said meeting, a majority of the Directors present may adjourn the meeting.

Change to:

1. Quorum. **Attendance by 70% of members of the seated Board** constitutes a quorum for the transaction of business at any meeting of the Board. Fractional numbers follow standard rounding rules. If less than 70% is present at said meeting, a majority of the Directors present may adjourn the meeting.

Reason: add “the seated Board” to clarify the quorum applies even if all Board positions are not filled.

2. Meetings

(c) e-mail vote

As Reads:

- (3) A quorum is constituted by 70% of the Board members acknowledging receipt of the issue by sending an e-mail reply to the Executive Officer administering the vote.

Change to:

- (3) A quorum is constituted by 70% of the **seated** Board members acknowledging receipt of the issue by sending an e-mail reply to the Executive Officer administering the vote.

Reason: added “seated” to clarify the quorum applies even if all Board positions are not filled.

As Reads:

- (5) A written record of the vote cast by each Board member and/or member of the executive committee will be included in the minutes of the next regular meeting of the Board held following such vote.

Change to:

- (5) A written record of the votes cast by the Board members **voting** will be included in the minutes of the next regular meeting of the Board held following such vote.

Reason: to match definition in Bylaws

As Reads:

- (7) The same conditions and procedures described in Article V, Sections C.1.(c)(1) - (5) apply to votes required of the Executive Committee.

Change to:

- (7) The same conditions and procedures described in Article V, Sections C.1.(c)(1) - (6) apply to votes required of the Executive **Officers**.

Reason: to match definition in Bylaws; to include all conditions of e-mail vote.

Article VI: NOMINATIONS AND ELECTIONS

A. Nominations

As Reads:

4. Any member of the Corporation may, no later than the 15th day of February in each year, submit in writing to the chair of the Nominations Committee or to the President, the name or names of other members proposed for nomination as a Board member. These additional nominations will not be accepted unless endorsed in writing by four (4) additional members of the Corporation and must be accompanied by a statement of qualifications and intentions. The name of each nominee who has indicated in writing the intention to accept the nomination must be submitted in writing to the Membership no later than two weeks prior to the election.

Change To:

4. Any member of the Corporation may, no later than the 15th day of February in each year, submit in writing to the chair of the Nominations Committee or to the President, the name or names of other members proposed for nomination as a Board member. These additional nominations will not be accepted unless accompanied by:
- a written statement from the nominee indicating acceptance of the nomination, and
 - a statement of qualifications and intentions, and
 - written endorsement by four (4) additional members of the Corporation.

Reason: Clarification of requirements for additional candidates.

ARTICLE VIII: AMENDMENT TO BYLAWS

As Reads:

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by two thirds (2/3) vote of the members present and voting at any Membership meeting provided that the provisions of Article VIII, Sections A. and B. are both met:

Add:

[change colon after “met” to period] The vote count will be calculated as number of “yes” votes divided by number of “yes” votes plus number of “no” votes. Abstentions will be removed from the vote count.

Reason: Clarification of vote calculation method.