



**THE COLONIAL PLAYERS, INC.**

108 EAST STREET  
ANNAPOLIS, MD 21401

**MEETING AGENDA**

**General Membership Meeting - October 1, 2019**

1. Convene
2. Approval of Previous Meeting Minutes
  - a. General Membership Meeting - March 19, 2019
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 - Alex Brady
  - f. Human Resources - Fran Marchand
  - g. Marketing - Sarah Wade
  - h. Operations - Wes Bedsworth
  - i. Production - Tim Brown
5. New Business
  - a. None
6. Open Forum
7. Adjourn



## THE COLONIAL PLAYERS, INC.

108 EAST STREET  
ANNAPOLIS, MD 21401

### General Membership Meeting

Tuesday, March 19, 2019

**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)

**Absent:** None

**Additional Members Present:** 19

1. **Meeting Commencement:** The meeting was brought to order at 7:36 pm by Shirley Panek.
2. **Approval of Previous Meeting Minutes** (September 25, 2018)
  - a. **A motion was made to approve the minutes as amended. 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 - Shirley Panek
    - (1) Refer to written report within the General Membership packet.
    - (2) Shirley acknowledged the Nominations Committee on their efforts.
  - b. Vice President - Steve Tobin
    - (1) Refer to written report within the General Membership packet.
  - c. Treasurer - Kaelynn Bedsworth
    - (1) Refer to written report within the General Membership packet.
    - (2) A question arose regarding subscription numbers on the budget and other line items and investments.
      - (a) Kaelynn indicated that she will be looking into the investment portfolios from Benjamin F. Edwards in greater detail in the coming months to ensure they are following our risk tolerance policy as submitted.

#### 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 - Beth Terranova

- (1) Refer to written report within the General Membership packet.
- (2) Beth added that there have been some artistic issues (casting, etc) with *The Merry Wives of Windsor*, and *A New Brain*. They have been or are being resolved.
- (3) Auditions for *Towards Zero* are coming up in late March.
- (4) We got the rights for *The Children*, which required Studio Theater to write a letter on our behalf requesting that we be granted the rights. Studio is performing the show in June 2019, and they graciously sent the letter we asked. Thank you to Studio Theater!
- (5) We are still interviewing directors for the upcoming season.
- (6) Regarding the WATCH awards, Colonial Players received 18 nominations and 2 wins: Darice Clewell for Outstanding Make-up Design in a Play and Doug Dawson for Outstanding Hair Design in a Play.

e. Education - Joe Thompson

- (1) Refer to written report within the General Membership packet..
- (2) Joe added that a multi-week scene study workshop had to be canceled when we were unable to secure enough participants to make it viable. The instructor, Kris Shock, is open to offering the class again in the future, if enough of our members express an interest.
- (3) Regarding the CP history initiative, we need more volunteers for the committee who are comfortable with technology and interested in helping us digitize our voluminous archives.

f. Human Resources - Fran Marchand

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

g. Marketing

- (1) Refer to written report within the General Membership packet.
- (2) Sarah added that website visibility has gone up! We've tried different things this year such as a photo booth in the lobby, and she plans to hide tickets around town in a mystery-type teaser for *Towards Zero*. People in shows also come up with ideas, which is great! Please talk to Sarah about any ideas so she can work on helping to execute these ideas.

h. Operations - Wes Bedsworth

- (1) Refer to written report within the General Membership packet.
- (2) Wes added that the Box Office staff, particularly Lynda Cunningham and Kaitlyn Fish, have done an outstanding job.
- (3) Kudos to John Purnell for his work on lights in *Silent Sky*.

i. Production - Tim Brown

- (1) Refer to written report within the General Membership packet.
- (2) The Technical Consultant Team, created by Wes Bedsworth and Tim, now sets up a schedule for an "on-call" expert for every show in case something goes wrong. Regarding being "on call" in the Tech Booth, Tim emphasized that this means that you are available during a show, not just on the phone, but to be here at the theatre very quickly if the need arises. A log is being kept to record issues.
- (3) The Technical Consultant Team documents things that are done. Wes added that lots of background stuff is done that supports all shows. See more about this in the latest issue of the News and Cues.
- (4) For *Silent Sky*, we transitioned to new projectors: Mac Pro Towers
- (5) The work done by Connie Robinson on the Properties Handbook Manual is commendable.

## 5. New Business

### a. Bylaw Changes - Beth Terranova

#### **Proposed Bylaw Amendment:**

Per Bylaw Article VIII.B., the following Bylaw amendment — a result of Board-directed review — is presented to the membership for consideration. The amendment will be discussed and voted upon at the General Membership meeting on March 19, 2019.

#### **(Proposed) Article II.D.**

The Colonial Players, Inc. is not a political advocacy organization.

1. Members of the Colonial Players Board of Directors, in their official capacities, cannot take a position for or against a candidate for political office, whether at the local, state, or federal level. Volunteers and contracted employees of The Colonial Players, Inc. may not engage in election campaigning or other election-related or political activities in a manner that could be perceived as having support from the corporation. The Colonial Players, Inc. as an organization does not support specific political candidates or political positions.

2. This ban does not preclude corporation volunteers or contracted employees from engaging in advocacy or lobbying on behalf of Colonial Players and its mission. As approved by the Board of Directors, CP volunteers or contract employees may write, meet with, call, and otherwise contact elected officials at the local, state, and federal levels to make the position(s) of Colonial Players known to elected officials.

3. Volunteers and contract employees are free to participate in political activities as private citizens and without reference to their affiliation with Colonial Players, but may not use any Colonial Players' resources - including telephone, mail, and meeting space - for political activities.

*Reason:* after receiving comments of concern from several members regarding activities Colonial Players supported or provided information on, the Board of Directors decided it was prudent to clearly identify the position of this organization regarding politics. The wording proposed is consistent with wording used by other non-profit and not-for-profit organizations, and addresses situations which might impact our 501(c)3 status.

b. Beth Terranova and Shirley Panek gave a brief explanation of why the proposed change came about.

#### **c. A motion was made to approve the change.**

#### **d. A discussion ensued.**

(1) Richard Atha-Nicholls raised some points regarding the wording of the amendment, and that perhaps it needs some simplification.

(2) Joanna Tobin said that maybe the Bylaws is not the place to put this. It seems more like a policy statement.

(3) One suggestion was to put it in the Resolutions. But the problem with that is that the Board could change it at any time.

(4) Beth explained the genesis of the amendment: email and FB responses to posts on the Colonial Players Group Facebook page which made it seem prudent to clarify Colonial Players' stance.

- (5) Wes pointed out that people can't use Colonial Players to support anything political.
- (6) The wording of the Bylaws is templated in another 501(c)(3) document.
- (7) Someone suggested that maybe we need legal counsel on this.
- (8) It was recommended that this discussion go back to the Bylaws Committee for further review.
- (9) **The motion did not carry.**

## **6. Election Results**

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

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

b. Teller's Report: 28 votes were cast. 15 votes are necessary for election.

(1) Richard Atha-Nicholls, the elections chairperson, announced the election results as follows:

- (a) Vice President - Steve Tobin (28 votes)
- (b) Secretary - Janice Coffey (24 votes, 4 votes for No Suitable Candidate)
- (c) Artistic Director - Beth Terranova (25 votes, 3 votes for No Suitable Candidate)
- (d) Marketing Director - Sarah Wade (20 votes, 7 votes for No Suitable Candidate)
- (e) Education/Special Projects Director - Alex Brady (24 votes, 4 votes for No Suitable Candidate)

## **7. 8. Open Forum**

a. Regarding the WATCH awards ceremony, Charlotte Robinson expressed her thanks to the people who represented her and Connie at the ceremony and provided input for the "WATCH Party" she and Jim held with JoAnn and Mike Gidos. Also, Beth noted that the *Lucky Stiff* performance was outstanding!

b. Wes Bedsworth provided a demonstration of the capabilities and flexibility of the new LED lighting system.

## **8. Meeting Adjournment**

**a. A motion was made to adjourn the meeting at 9:11 pm. The motion was seconded.**

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

Respectfully submitted,

Rosalie Daelemans, Secretary



## Report to the General Membership

October 1, 2019

President

I want to take the opportunity to thank the current Board for their continued hard work. Being on the Board takes a lot of hard work, and it's exciting to have a board who are passionate and enthusiastic about making Colonial Players the best local community theater I've ever worked with.

### **Season Celebration:**

A big thank you to Fran Marchand and her Season Celebration Chair, Shannon Benil, for an amazing Season Celebration in August. The venue at the Chesapeake Bay Foundation was beautiful, and I've had many people tell me what a good time they had - the door prizes and special "Arsenic and Old Lace" cocktail were extra special touches! Thank you to the whole committee for your hard work and dedication putting together a tremendous gala!

### **Committees:**

**Nominations** - Jeff Mocho 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 Jeff. Positions open for election in even-numbered years include: President, HR, Operations, and Production.

**Election** - Looking for people to be a part of the election committee - including Election Chair. 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  
October 2019  
Vice President**

Once again, I wish to thank my fellow board members and all the members of the various committees listed below. The summer has been filled with activities and the opportunity to be involved in the acting side of things again. Many committee activities have been on hiatus over the summer, but are beginning to pick-up steam. If anyone is interested in serving on ANY of the committees listed below, please contact me at any time.

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, and Steve Tobin. Unfortunately, since our last general membership meeting, we have lost several long time contributors to the Corporation, including Dick Gessner, Dottie Meggers, Dick Whaley, and committee member Carol Youmans. The committee will be meeting to discuss these names and others; and to review criteria and procedures in the fall, with an expected memorial ceremony in late spring. Members are encouraged to contact me should they have names of other members that they feel may have been overlooked for consideration.

**Bequest Committee:** The Bequest Committee consists of Terry Averill, Steve Tobin, Dianne Hood, Kaelynn Bedsworth, Tom Stuckey, and Mary Beth Yablonski. The Committee will meet when CFAAC fund distributions are provided to the Corporation. With respect to 2018-2019 funds allocated for an Annex "stair lift". Wes Bedsworth (Operations) and I met with a local retailer to determine the best approach for installation. We also received word of a potential donation of a used chair lift, and confirmed that the local retailer could remove, refurbish and re-install the chair lift if that was desired. The project has been temporarily paused while operations completed its lighting board/network upgrade, and while I have been in rehearsal.

**Long Range Planning Committee:** The Long Range Planning Committee consists of Alex Brady, Darice Clewell, Eric Hufford, Herb Elkin, Tim Brown and Steve Tobin. I am still looking for additional volunteers to support the following LRP subcommittees:

- A. 75th Anniversary LRP Subcommittee: This subcommittee will lay the early groundwork for a board-level committee. It is expected to last 18-24 months before turning over to the "official" committee.
- B. Board Organization LRP Subcommittee: This subcommittee will review the current board structure and work with the membership to determine if any changes are needed to structure and/or governance.
- C. Data Analytics LRP Subcommittee: This subcommittee will review the box office

and subscriber data we have collected over the last several years to determine if there are useful insights and trends that can be provided to Artistic, Marketing, and other departments (Note: Data will not “leave” the Corporation).

- D. Outreach LRP Subcommittee: This subcommittee will work with the Education and Marketing departments to provide input on future approaches and efforts for the Corporation to work with our community.

**Real Estate Committee:** The Real Estate Committee still has not been fully re-constituted. There have been no real-estate actions to take during this period, but 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](mailto:Steve.Tobin@TheColonialPlayers.org)

Respectfully submitted,  
Steve Tobin





## Artistic Report to the Membership October 2019

### 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
- Sneak Peek: Ron Giddings
- Director Selection: Gwen Morton
- Director Orientation: Beth Terranova
- Reflections: Beth Terranova
- WATCH Representative: Craig Mummey
- Special Projects: Jennifer Cooper

### Season 70 Shows (Closed since March 2019)

- *The Merry Wives of Windsor* by William Shakespeare, directed by Steve Tobin. The bard made a gnarly return to the CP stage!
- *A New Brain* by William Finn and James Lapine, directed by Alicia Sweeny; Musical Director: Jessica Deskin. This poignant show about surviving a traumatic brain injury was enhanced by a talk-back featuring an expert medical panel...and a marriage proposal!
- *Towards Zero* by Agatha Christie and Gerald Verner, directed by Mark Allen. Dame Agatha's favorite story was popular with audiences and a strong closing show for Season 70.

### Summer 2019 Activities:

- Pub Readings. Coordinator/Director: Jennifer Cooper. Events in July, August, September were each attended by 20-25 enthusiastic and fun-loving theater fans. Offerings included a variety of one-acts and micro-plays (including opportunities for audience participation!), as well as an August preview of *Arsenic and Old Lace*.
- Script Development Project (previously Promising Playwright Showcase): *Generations*. Co-producers: Joan Townshend and Jeanie Mincher. The three one-acts by local playwrights were presented August 2 – 4, 2019 on a pay-what-you-can basis. Audience response was enthusiastic. The production brought in approximately \$2,700.00. The shows presented were:
  - *Monuments*, written by Stephen Evans, directed by Lois Evans and starring Jeffrey Miller and Katie Wheeler Stephan
  - *Last Laugh*, written by Morey Norkin, directed by Rick Wade and starring Robin Schwartz and Jerry Vess \*Selected to represent Colonial Players at the Maryland One-Act Festival in January, 2020.
  - *Late Nights in Cars*, written by Michael Gilles, directed by Frank Moorman and starring Erica Miller and Jim Reiter

### Season 71 Shows

- Running: *Arsenic and Old Lace* (Joseph Kesselring), directed by Dave Carter; Play Consultant: Jim Gallagher; Producer: Judi Wobensmith. Opened September 13, 2019 and running through October 5, 2019. This American standard – presented with a retro twist – kicks off our 71<sup>st</sup> season.
- In Rehearsals:
  - *The White Rose* (Lillian Garrett-Groag), directed by Alex Brady; Assistant Director: Janice Coffey; Play Consultant: Joan Townshend; Producer: Dona Weingarten.
  - *The Best Christmas Pageant Ever* (Barbara Robinson), directed by Erica Miller and Rowena Winkler; Play Consultant: Beth Terranova; Producer: Kaelynn Bedsworth

- Upcoming:
  - *The Children* (Lucy Kirkwood), directed by Mary Watko; Play Consultant: Jeff Sprague; Producers: Kaelynn Bedsworth and Heather Quinn. Auditions October 20 – 21, 2019.
  - *Book of Days* (Lanford Wilson), directed by Shirley Panek; Play Consultant: Scott Nichols; Producer: Judi Wobensmith. Auditions: November 17 – 18, 2019
  - *Freaky Friday* (musical) (Bridgett Carpenter; Tom Kitt and Brian Yorkey), directed by Kaitlin Fish; Music Director: Ron Giddings; Play Consultant: Steve Tobin; Producer: Heather McMunigal. Auditions: January 5-6, 2020.
  - *The Revolutionists* (Lauren Gunderson), directed by Jennifer Cooper; Play Consultant: Gwen Morton; Producer: Sarah Irving. Auditions TBD, March 2020.

#### **Team Activities:**

- Play Selection. The Committee's initial meeting was August 29, 2019, when the initial list of 135 shows was culled to 54. Committee members are in the process of reading and discussing these 54 shows.
  - Goal is to announce the Season 72 slate in December 2019.
  - Sneak Peek will be February 1, 2020.
- Director/Play Packages. 6 people submitted Director/Play packages and were interviewed September 1 by a 5-person committee. Three packages – 2 plays and 1 musical - were selected to move forward for consideration for the Season 72 slate. Those directors will have an opportunity to present their ideas to the Play Selection Committee.
- WATCH. Many thanks to my fellow WATCH judges and alternates: Richard and Amy Atha-Nicholls, Terry Averill, Danny Brooks, Dianne Hood, Craig Mummey (also CP rep to the WATCH organization), Pam and Ted Mussenden, and Judi Wobensmith. Among us, we will have seen 37 shows across the DC/MD/NoVA area by the end of the current WATCH season (January – December 2019).

#### **Other Artistic News:**

- I represented Colonial Players at a meeting of New Annapolitans on June 5, along with reps from Children's Theater of Annapolis, Annapolis Summer Garden Theater and Annapolis Shakespeare Company. I touched on Annapolis' rich theater history, talked about subscriptions and flex tickets, talked about and solicited volunteers, and provided a handout with information about the theater and Season 71.
- Ruby Griffith. Last season's *The Babylon Line* was awarded 1<sup>st</sup> Runner-up for Production of a Play at the 50th Ruby Griffith Awards ceremony July 14, 2019. Jennifer Cooper (Director), Dave Cooper (Sound Designer), Robin Schwarz (Actor) and Nick Beschen (Set Designer) attended. In addition, Colonial Players was presented a special award for Most Winners in 50 Years for All-Around Production Excellence.

Respectfully Submitted,  
Beth Terranova  
Artistic Director



**Report to the General Membership**  
**October 1, 2019**  
**Education**

1. The lobby display for *Arsenic and Old Lace* was completed and was well-received. Lobby displays for the current season are being planned. We are currently looking for volunteers to assist with the design and implementation of lobby displays for several shows. Anyone interested in helping should contact the Education Director.
2. We are planning several workshops for the current season, beginning with the Audition Workshops offered throughout October and November. Planning continues for a Stage Violence and Intimacy workshop to take place in the Spring. Several other workshop suggestions/requests are currently being considered.
3. We are currently working with Anne Arundel Community College to develop several potential internship and service learning opportunities at The Colonial Players. Additionally, we are currently writing a Memorandum of Understanding to develop a scenic construction relationship with the school. Theatre students at AACC are currently constructing a set of baluster railings for *The White Rose*. We hope that this relationship will eventually allow more college students the opportunities to share their design talents with The Colonial Players, while learning from our many experienced volunteers.
4. In conjunction with performances of *The White Rose*, we are communicating with the United States Holocaust Memorial Museum to schedule a forum discussion on "German Resistance to the Third Reich" to follow one of the matinee performances.
5. Review continues on a possible relationship with the Maryland Federation of Art to allow their resident artists exhibit opportunities at our theater. This relationship existed previously and the Maryland Federation of Art has proposed renewing it. The arrangement would allow artists to display their work in the lobby during the run of our shows.
6. The New York Trip continues to be planned and coordinated by Scott Nichols and will take place as usual.

Respectfully submitted,  
Alex Brady



**Report to the Membership  
October 2019  
Human Resources**

**HR Team**

Fran Marchand - Director  
Andy McLendon - HR Second  
Mickey Lund - Membership/Volunteers  
Loretta Lamar - Ushers  
Shannon Benil/Mickey Lund - Season Celebration  
Tom Stuckey - Opening Night Parties/Special Events  
Greg Anderson - Audition Coordinator  
Beth Terranova - News and Cues

**Parking for Volunteers**

An agreement has been reached with the parking contractor SP Plus for Colonial Players. Currently the recommendation for distribution of parking vouchers for volunteers is with the President, Shirley Panek, for review

Parking at the State Garage is available for free after 6:00pm weekdays and free on weekends. Cars parked in the garage Saturday and Sunday must be removed by 6:00am on Monday. The garage entrance is located on St. John's Street..

A new shuttle is available from the State Parking garage to State Circle. The shuttle stop is located at Bladen and St. John Streets

Hours of operation:

Monday - Saturday - 7:30am - 11:00pm

Sunday - 8:00am - 8:00pm

**Season Celebration**

The celebration was a great success. Watch *News and Cues* for next year's celebration.

Upcoming:

Holiday party. More info to come.

Thanks to all my team leads and their volunteers for a job well done.

Respectfully Submitted

Fran Marchand

HR Director



**Report to the Membership**  
**October 2019**  
**Marketing**

First, Arsenic and Old Lace has been going incredibly well to high praise. The audience loves it. Marketing has been straightforward and uncomplicated - the houses are full due to word of mouth.

Last season had its ups and downs - we tried some gimmicks, some things worked, some things didn't. The "ladies night" for MWOW had 0% attendance, but the shows sold well. The cardboard cutout of Shakespeare was a huge hit and did a lot of free marketing on social media - people posting and tagging themselves at the show. The lesson is that good shows sell themselves - if people enjoy it, they'll talk about it and tell their friends, encourage them to go.

We are losing Bay Weekly as a reviewer, leaving us with MD Theater Guide and DC Metro Theater Arts. I've reached out to Amanda Gunther at Theaterbloom to see if there's an issue, as they've stopped attending our shows.

I'm optimistic about the upcoming season - a lot of great shows, some well known names and other lesser known shows. We're off to a great start!

While I'm stepping down from my position, I will certainly be there to assist with the transition. I'm grateful to the Board and to the General Membership for their confidence and support. Thank you.

Respectfully submitted,  
Sarah Wade



## Operations Director Report to the Membership October 1, 2019

In my report below, there are names that *jump out* at you in bolded italic print. These are folks who have in some way assisted the behind-the-scenes operation of The Players in the past six months. Please take the time to thank them when you have the opportunity. Without their efforts, I simply would not be successful as your Operations Director and more notably, we would not be successful as an organization. I am truly thankful for the many volunteers who help to keep things running at CP! A sincere thanks for doing what you do *For The Love Of It!*

Additionally, I'd like to take the opportunity to thank the membership for the faith and trust you've placed in me over the past years as your Operations Director. I'm truly driven by the many technical and engineering challenges that this position provides, and I enjoy all of the relationships I've built over the years with various vendors, officials, and neighboring businesses on behalf of CP. It's an honor to represent CP in this way in the community, and support the organization in the way you, the members, allow me. So again, thanks to each of you for this opportunity. It continues to be an honor to serve such a well run organization with a dedicated volunteer base. Our volunteers are our lifeblood, and I'm thankful for each of your contributions.

**Assistant Operations Director:** *Emilie Holmstock* has been serving as my Assistant Operations Director for the past several months, learning the ins and outs of Theater Operations. Thanks to Emilie for her interest in this position and for her help!

**Departing Operations Team Members:** I'd like to express a final thank you to both *Dick Whaley* and *Carol Youmans*, two dedicated volunteers who our CP family lost this year. These folks served our patrons for many years in the Box Office on the Operations Team, among many other ways. Thank you both for your tireless support of the Players. You will both be missed, and your contributions will be felt for decades to come. Thanks especially to Dick for being a personal mentor to me for many years.

### **Box Office**

- **Box Office Manager:** As many of you may have heard me mention at the Season Celebration, *Lynda Cunningham* has taken some time away, at least temporarily, from the Box Office due to health concerns. *June Fordham* has been doing an exceptional job filling in as Box Office Manager in Lynda's absence maintaining continuity of operations, so I would like to express my sincere gratitude to her for that effort. Additionally, many thanks to Lynda for the selfless years she's given to CP. We look forward to having her back in the Box Office with us when she's able.
- **Box Office Staff:** Thank you to our regular Box Office volunteers who staff the office during each of our performances. They are the face of our organization to many of our patrons, and perform a very important and sometimes quite challenging role! Current

volunteers include: [Jane Chambers](#), [Cindy Dawson](#), [June Fordham](#), [Jeanie Mincher](#), [Mary Beth Yablonski](#), and [Ted Yablonski](#).

- **Subscription Mailing:** The Season 71 subscription mailing was successfully completed on Saturday, August 10, 2019. We had a great showing of volunteers to get all of the packages assembled, addressed, stamped, and sealed. Thanks to [June Fordham](#) for taking the reins and leading the crew this year in Lynda's absence. Thanks also to the following volunteers: [Kaelynn Bedsworth](#), [Cindy Dawson](#), [Emilie Holmstock](#), [Nancy Long](#), [Andy McLendon](#), [Edd Miller](#), [Jeanie Mincher](#), [Ce Ce Newbrough](#), [Charlotte Robinson](#), [Jim Robinson](#), [Tom Stuckey](#), [Mary Beth Yablonski](#), and [Ted Yablonski](#). And thanks to [Lynda Cunningham](#) for supporting June behind the scenes with answers to questions.



- **Complimentary Tickets:** Our very own [Kaitlin Fish](#) continues to manage our complimentary ticket program for us. This is an intense responsibility, and she makes it look easy. Thanks to Kaitlin for her continued efforts! She is a huge part of what makes the revamped membership model possible!
- **New Volunteers Needed:** Given several recent losses to the Box Office staff as well as Lynda's absence, we are in need of some new faces to help staff during shows so that our existing volunteers do not become overburdened. If you are aware of anyone interested in learning the Box Office and helping out, please let me know. This is an urgent need for a very important function at CP.
- **Showare Contract:** We have renewed our contract with our ticketing provider for another three years to lock in our existing ticketing fees which have been in place since 2006. Our Showare rep made us aware that corporate management was pushing them to raise the ticketing fees, but that if we extended our agreement we could lock in our current rates for up to three more years. As this is in our best financial interest and we have no imminent plans to change providers, it made sense to extend the agreement.

## **Safety**

- **In-House Safety Inspections:** Regular safety checks at both of our facilities continue to be performed by [Ernie Morton](#) and [Heather Quinn](#). They provide feedback to me on items that need attention. Thanks to both of them for their assistance in this area! Their efforts go a long way in making sure routine safety items do not go overlooked.
- **Fire Extinguisher Inspection:** Thanks to [Jim Robinson](#) for facilitating our required annual fire extinguisher inspection in April 2019! This is an important behind the scenes job that Jim has taken care of for us for many years.

- **Annual Fire Inspection:**

- On June 28, 2019, I met with the fire system inspection company to have our fire alarm and sprinkler system inspected. The system passed, however they noted that our backflow preventer (the check valve that ensures water from the sprinkler system can't flow back out of the building and contaminate Annapolis drinking water) had been overlooked during previous inspections and had not been inspected in a long time. An inspection by a licensed plumber was required.
- The same morning, Avery Jones from Annapolis Fire Department came by to do our annual building inspection. We passed, but he noted that we needed to have the backflow preventer inspection results submitted following the inspection.
- W. L. Staton Plumbing came out that afternoon to inspect the backflow preventer. The device was unable to be inspected successfully because the test ports were leaking. We rescheduled to have them come back to repair the test ports and retest. During the retest, the backflow preventer was determined to have failed, along with both of the system-original 4-inch fire main isolation valves.

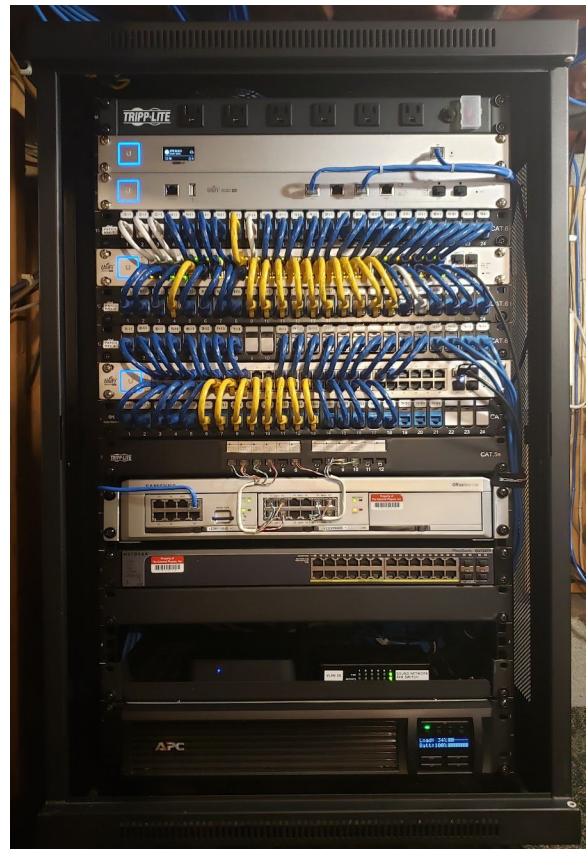
- **Theater Sprinkler System Backflow Preventer Replacement:** Following Board approval of the repair quote, W. L. Staton Plumbing arrived on site on Friday, August 16, 2019 for the fire system repair. Annapolis City Public Works arrived shortly after to shut down the water to our sprinkler system. The repair took longer than expected, but this was not surprising due to the complicated nature of the job. Two new 4-inch fire main valves were installed to replace the two leaking ones that were in place, and a new double check valve (backflow preventer) was installed between them to replace the failed unit. The plumbers did a great job on the project, and were easy to work with. The plumbers returned the following week to complete a final system purge and test of the fire suppression system. This was completed successfully and the new backflow preventer as well as both replacement valves are now in working (i.e., non-leaking) order. On August 23, 2019, I met the city inspector on-site to close out the job. All paperwork has been filed with the appropriate agencies.





## Information Technology

- **Theater Verizon FiOS Service:** We renewed our Verizon FiOS service for another two years. We now have gigabit internet service at the theater for roughly what we were paying for 50/50 Mbps service previously. We have increased the internal bandwidth limit on WiFi to 15 Mbps per user from 5 Mbps due to the broadband speed increase.
- **Annex Comcast Service:** We renewed our Comcast service for another two years at the Annex, locking in a new promotional rate with a higher speed than we had before (75/15 Mbps vs. 25/5 Mbps).
- **Network Upgrade:**
  - A complete overhaul of the network at the theater has been completed over the past few months. A significant expansion of capability was installed, landing network jacks throughout the building for flexible use of network-connected items without running special-use cables. All new cabling is Category 6 (Cat6) rated cable, and is run in conduit everywhere it's exposed (i.e., areas where it's not in a wall or drop ceiling). A total of 87 network cables have now been run throughout our building, totalling over 6,000 feet of cable. All wires were tested for continuity and proper connections following install. Thanks to **Bill Reinhardt** and **Jeff Mocho** for helping me with the large cable pulls through conduit and other prep work that went into this project. Thanks also to **Emilie Holmstock** for assisting with "punching down" the cables onto a number of the new network jacks.
  - As part of the upgrade, the network rack in the Box Office was completely reconfigured. All new cables are landed in one of four 24-port keystone-style patch bays. Each cable is tagged with a label indicating what it is (i.e., where the other end is in the building), and the patch bay is tagged under the cable's jack with the same label. Each drop is patched into one of two 48-port POE network switches or a 5-port AVB audio switch for final connection. Ports that are not in perpetual use are deactivated via software and can easily be turned on when needed.



- All building wiring has been documented in a spreadsheet, showing what cables go where and through which conduit run. This document will make future adjustments or additions much easier.

## **Security**

- **Access Control (Key Fob) System Upgrade:**

- Over the past two years, I've been exploring options for upgrading our decade-old access control system. The current system is very limited in functionality from an administrator perspective resulting in a lot of manual and tedious bookkeeping. Multi-administrator control is difficult. It's also not designed with our scale needs in mind; the current system is designed for an operation with a few handfuls of users where we typically have 80-100 users at any given time. Additionally, given the system's age and design architecture with a single point of failure, I've been interested in preventatively replacing the system so that we're not scrambling to replace it when the existing system inevitably fails due to age.
- A replacement product, Hartmann Controls Protector.NET, has been identified that will better meet our needs and allow much greater flexibility. One of the biggest improvements will be a simplified modern administration interface and the ability for delegated administrative control over the system, allowing for more than one key fob administrator. [Emilie Holmstock](#) has agreed to come on board as one of the access control administrators of the new system.
- Beyond that, the upgraded system will allow more advanced control over access, permitting things like automatic key fob expiration dates and time frames when key fobs are valid. These features will make giving temporary (e.g., contractor, etc.) access to our buildings more secure. For example, we will be able to give a contractor a code that's valid for one day only from 9am - 5pm. Right now, if we give out a code, it's valid until it's manually turned off with no ability to restrict the hours. We also have to manually turn off key fobs following each show now, whereas with the new system fobs can be programmed to automatically expire. These features save a lot of administrative burden.
- Programming the new system is accomplished via a web interface versus a specialized application installed on a single computer like occurs now. This enables programming to be accomplished from any device with a web browser, including a cell phone, marking a major improvement in usability.
- The control server lives securely on our network and is not publicly accessible. In the event that the server goes offline, all doors independently function on their



own unlike our current system where a controller failure results in all doors being inaccessible.

- The hardware required to complete the upgrade isn't all that expensive, so we've built the cost of the system upgrade into the Operations budget plan for FY20. Installation of the new system has already begun, and will continue over the coming weeks.

- **Theater Security Camera System:**

- As part of the theater network upgrade this summer, a security camera system installation was completed. The system is designed to cover public areas of the building for both safety and security. There are 13 hardwired cameras in the building and one wireless camera that can be moved around if needed for a specific purpose (e.g., for monitoring an unsupervised contractor working in the building).
- All hardwired cameras are installed in the least obtrusive way possible, and all cabling is protected by conduit or is installed in-wall or in-ceiling. A 5TB harddrive was installed in the network video recorder in the network rack. This harddrive gives us substantial video recording time, allowing the ability to go back in time to pull security footage should we ever have a need to do so.
- Small signs indicating that video recording is in use have been hung in the lobby both downstairs and upstairs, in the front window, and in the entryway to the theater. [Steve Tobin](#) aided in developing the sign.
- Thanks to [Kaelynn Bedsworth](#) for following me around and taking care of touch up painting where needed after the camera and wiring installs.
- **Privacy Note:** No cameras have been or ever will be installed in any backstage dressing areas, Prop Alley, or the Workshop, as there is an implied expectation of privacy in those areas. Additionally, no audio recording will ever be possible with this system.

## Heating & Air Conditioning

- **HVAC System Maintenance:** Our HVAC maintenance plans for both buildings have been renewed with the same company, OneHour Heating and Air Conditioning. Semi-annual maintenance was completed on May 30, 2019.
- **Backstage / Green Room HVAC Replacement:**
  - Three quotes were solicited for replacement of the 22-year-old Backstage / Green Room HVAC unit. Quotes with multiple system options each were received from all three vendors: One Hour Heating and Air Conditioning, Smith & Company HVAC, and Barstow & Sons Heating and Cooling. Following review of the quotes with the

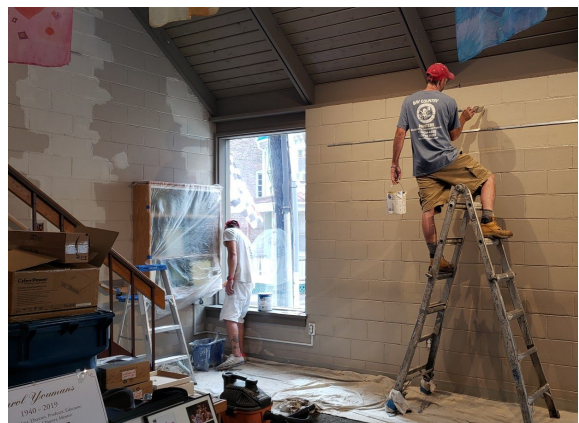


Board, we opted to proceed with Smith & Company HVAC due to lowest cost and best warranty offering.

- The replacement of the HVAC system was completed on August 23, 2019. Work went smoothly with the installation and there were no major surprises. The new system has been up and running well to date.
- **Lobby HVAC Repair:**
  - We've continued to be plagued by issues with the lobby HVAC evaporator coil not draining properly and leaking into the overflow drain pan. We may have finally mitigated the problem with a special coil cleaning recommended to our tech by one of his consultants that had worked on an identical system at a church. The water in the overflow pan appears to have dried up and no new water had been noted leaking from the unit. The tech's recommendation is to have this special coil cleaning completed annually prior to the cooling season, so he made a note of it on our account.
  - Additionally, we had the starting capacitor on the condenser replaced as well as the low ambient controller which turned out to be defective. All repairs were addressed under our service plan at no additional cost to us.

## **General Facilities**

- **Supplies:** *Jim Robinson* has been providing supplies for The Players for well over a decade, making near-weekly trips to Sam's Club to pick up paper towels, toilet paper, cleaning products, and the like. The cups you drink out of? Thank Jim. The soap you wash your hands with? Thank Jim. Recently, Jim has begun working with *Darice Clewell* who has offered to take on this important duty for us. Many thanks to both Jim for his years of loyal help, as well as Darice for stepping in and being willing to keep this work going uninterrupted as Jim "retires" from the supply business.
- **Lobby Wall Repair:** Paint has been peeling off of the block walls in the lobby for the past year or so. We contacted Bay Country Painters who we've used previously for exterior paint work to get a quote for having this interior paint issue repaired. They came back with a very reasonable price for the job, so we went ahead and scheduled it. The paint repair work was completed on Friday, August 16, 2019 leaving our lobby block walls looking much better than they have in quite a while.
- **Theater Roof Leak:** I met with our roofer on August 23, 2019 to go over issues with our roof that have continued to arise during significant and even occasionally light rainfall events. He recommended starting by trimming back the tree in our neighbors yard that drops a lot of debris on the Green Room area of the roof. That section of the roof was badly covered with organic material





and not drying properly. Additionally, he recommended covering areas that had been tar-patched with actual torched-down shingle material to ensure a better watertight seal. We've had both services completed, as well as cleaned out the short runs of gutters on the roof that frequently overflow. I intend to look into having gutter covers installed on those short runs to keep them clear of debris going forward. I also intend to construct a leaf guard to go around the roof drain to keep leaves away from it allowing water to better flow toward it without backing up.

- **Theater Workshop Air Cleaner:** [Ted Yablonski](#) made me aware that the theater shop air cleaner had stopped working. After taking a look at it, it turned out to be related to a wall switch that was hidden behind the wood rack that had gotten inadvertently switched off. The wall switch is unnecessary as the air cleaner has its own power control. The air cleaner receptacle has been rewired to remove the unnecessary wall switch control so that this doesn't happen again.
- **Ice Machine:**
  - [Jim Robinson](#) completed routine cleaning of the Ice Maker prior to opening of *Arsenic and Old Lace*.
  - [Emilie Holmstock](#) reported shortly after that the ice maker was not making ice properly. After taking it apart, the drain pump was found to have failed. A replacement pump was ordered and installed, and the ice machine is back online producing ice again.
- **Annex Water Cooler Replacement:** The water cooler at the Annex started leaking a few months ago. After taking a look at it, repair did not appear possible so it has been replaced with a new unit from Home Depot that is working well so far.
- **Annex Refrigerator Repair:** The Annex refrigerator froze up over the summer. Thanks to [Beth Terranova](#) for reporting it. Part of the door latching mechanism had become disconnected causing the doors to not shut the entire way, which allowed an ice dam to form in the channel that ports cold air to the refrigerator. Beth took care of defrosting it, and I was able to repair the door latch mechanism.
- **Production / Operations Projector Screens:** Per budget approval for *Arsenic and Old Lace*, we procured the four motorized projector screens currently seen in the theater. Custom brackets were constructed and the screens were hung in the theater with the assistance of [Emma and Holly Miller](#). Remote control operation from the Tech Booth is now configured and in use by the show's technical team. Following the close of the show, the screens will, over time, be installed in the following locations to support meetings and special events:
  - Lobby against the block wall
  - Green Room against (but not blocking) the decorative wall
  - Theater over Section C end of stage behind strip light
  - Annex Rehearsal space in front of set storage area



- **Lobby Window Replacement:** When looking at the building from the street, the right-most window had lost its vacuum seal and had substantial moisture intrusion which causes fogging of the glass. I reached out to American Glass, our standard vendor for door and glass repair/replacement, to obtain a quote. The window was successfully replaced on September 26, 2019.
- **Cleaning / Reorganization:**
  - The Box Office was cleaned out following the subscription mailing. All previous season materials have been removed and recycled. All shelving and storage bins have been cleaned and refreshed with current materials.
  - The Box Office Crawlspace has been cleared of all unneeded items that were being stored. The crawlspace was reorganized to ensure clear maintenance access to the network equipment rack, and required clear space was maintained around the natural gas meter.



- The second floor HVAC room has been cleared of unneeded items. The former dimmer packs that were being stored have been disposed of. The facility maintenance parts inventory has also been sorted through and purged of unneeded items.

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 any help is certainly appreciated!

Respectfully submitted,

Wes Bedsworth  
Operations Director



## Report to the Membership October 2019 Production

### Team Members:

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

### Activities:

- **Production Manual:** Review and update of Production Manual continues with the help of Shirley Panek, Beth Terranova, and Wes Bedsworth.
- **Articles About Production:** Backstage Several short articles about the production aspects of our shows were included in our programs last season to help educate the audience. This will continue as program space permits.
- **Technical Consultant Team:** During last season, we developed a Technical Consultant Team that ensures each production receives adequate technical support from the design stage through to performances. An on-call backup consultant is now available for every single performance to support our Technicians should any issues arise on a show night. A log now is populated after each performance by the technician that captures any technical issues as well as their respective solutions. Additionally, technical consultants use the log to document hardware changes, troubleshooting efforts, and other relevant Tech Booth information. This has proven very effective for keeping the technical aspects of our shows running smoothly.
- **Firearms Policy:** We have instituted a policy whereby CP will not maintain any firearms of any sort (toy, replica, non-firing, blank firing, etc.) in its Props inventory. When a Production requires a firearm, they will need to be rented (two local sources are available) and the cost will be charged to the show budget.
- **PAR-46 Lamps:** It has come to our attention that the main suppliers of PAR-46 lamps have discontinued manufacturing them. These lamps are used in the majority of CP's traditional-style (non-LED) stage lighting. While it appears that there is a manufacturer that is continuing to produce off-brand versions of these lamps, it is clear that the industry is phasing these lamps out sooner rather than later, mainly as a result of both the industry and national push toward energy-efficient LED lighting. In response, we decided to procure a substantial quantity of lamps (~60) to ensure we do not run out while new lighting options are being researched. This should give us roughly a five-year supply. Early next year, we will evaluate our options for replacing the lighting fixtures that use the PAR-46 lamps and develop a long-term strategy for achieving this upgrade.
- **Dimmer Repair:** During tech-in for *Arsenic and Old Lace*, we noticed that one of the new lighting dimmer packs in the Tech Booth was behaving erratically. After some troubleshooting and working with the manufacturer, we were able to obtain replacement "Power Cubes" for the

pack in question. We conducted the repair on-site prior to opening night (avoiding the need to send the unit out for repair), and we have kept the older working power cubes as spares.

- **LED Strip Repair:** Two of the 36 emitters in one of the LED Strip Lights have malfunctioned, causing poor color mixing in a section of that strip. The strip lights are the six large rectangular boxes hanging from the lighting grid that surround the stage. These are used in every production and are an important element of our lighting capability. We have organized for the repair of the malfunctioning LED Strip Light with the vendor (Parlights) and we plan to address this following closing night of *Arsenic and Old Lace*.
- **Custom Projector Dowzers:** With the new Projectors purchased in the last six months, Wes designed and custom built four new Arduino-based projector dowzers (lens shutters) that provide improved lighting control associated with the projectors. Additionally, they provide remote power on/off control from the Tech Booth over the network. By designing and building them in-house for under \$400, we were able to save the theater approximately \$2,000 over the cost of commercially available dowzers that actually have less capability.
- **New Light Board:** After 11 years, we've finally outgrown our ETC Element lighting console. Additionally, ETC has effectively "sunsetted" this console and will no longer be offering updates and patches to the software. Built into the Production budget this season was an upgrade to the ETC Ion XE lighting console. This new console will provide expanded capability as we continue to enhance our lighting instrument inventory with LED instruments, as well as easier programming and control of the new and the existing equipment. This console is the same one in use at Annapolis Summer Garden Theatre, ensuring consistency between the two organizations. This makes it easy for several of our designers who work at both organizations to float back and forth without having to re-learn a different console. Working with our vendor, 4Wall, we were able to negotiate a generous discount of approximately \$3,000 on the new console. We are also planning to resell the existing console to aid in paying for its replacement.

### Future Plans

- **Costume Loft:** New closet rods made of steel are planned to address the issue of the current wooden rods sagging under the weight they are carrying.
- **Flooring Evaluation:** In preparation for one day replacing the theater floor, some trials of alternate surfaces will take place.
- **Shop Closet Re-organization:** The hardware closet in the theater shop will be reorganized to make it easier to locate needed small parts and hardware. This should speed set related work during Tech Week and reduce the purchasing of duplicate items.

Thanks to all the Production Team members – they've been super!

**Respectfully submitted,**

Tim Brown  
Production Director