



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

General Membership Meeting Tuesday, Oct 1, 2019 at 7:30 p.m.

Board Members Present: Shirley Panek (President), Steve Tobin (Vice President), Kaelynn Bedsworth (Treasurer), Janice Coffey (Secretary) Beth Terranova (Artistic), Alex Brady (Education), Fran Marchand (Human Resources), Sarah Wade (Marketing), Wes Bedsworth (Operations), Tim Brown (Production)

Board Members Absent: None

Additional Members Present: 15

1. **Meeting Commencement:** The meeting was brought to order at 7:32 p.m. by Shirley Panek.
2. **Approval of Previous Meeting Minutes (Tuesday, March 19, 2019)**
 - a. Following the recommendation of corrections from several members, a motion was made to approve the minutes as amended. The motion was seconded.
 - b. The motion carried unanimously.
3. **Approval of Agenda**
 - a. A motion was made to approve the agenda. The motion was seconded.
 - b. The motion carried unanimously.
4. **Officer's & Director's Reports**
 - a. **President: Shirley Panek**
 - i. Refer to written report within the General Membership packet.
 - ii. President's Donation: Marta Jones from the Anne Arundel County Food Bank accepted a charitable donation check from Colonial Players for \$3000, and explained how the food bank contributes to the well being of the surrounding community.

Board of Directors

President: Shirley Panek

Vice President: Steve Tobin

Secretary: Janice Coffey

Treasurer: Kaelynn Bedsworth

Artistic: Beth Terranova

Education: Alex Brady

Human Resources: Fran Marchand

Marketing: Emilie Holmstock

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.

Colonial Players General Membership Meeting Minutes (cont'd)

- iii. Shirley Panek thanked Wes Bedsworth for the installation of security cameras in the Theater, and noted that they have already proved helpful due to a medical incident with an actor during a recent performance.
- b. Vice President: Steve Tobin**
 - i. Refer to written report within the General Membership packet.
 - ii. 75th Anniversary Celebration: A volunteer subcommittee will be formed to begin preparing for our 75th Anniversary.
- c. Treasurer: Kaelynn Bedsworth**
 - i. Refer to written report within the General Membership packet.
 - ii. Kaelynn Bedsworth noted that we had a financially successful Season 70, and that as a result, we were able to fund several important and urgent capital projects without using savings.
 - iii. Darice Clewell asked if we get bids for special projects. Kaelynn Bedsworth clarified that we do obtain multiple bids for large projects. Wes Bedsworth added that with respect to the Backstage HVAC project, we obtained three bids ranging from approximately \$5,500 up to \$17,000. The Board considered all bids equally and proceeded with a bid for \$6,500.
 - iv. Darice Clewell asked for clarification on what items are funded out of the \$2,000 show budgets. Kaelynn Bedsworth provided clarification.
 - v. Kaelynn Bedsworth confirmed that we acknowledge donors with a written letter, as well as in our production playbill.
- d. Artistic: Beth Terranova**
 - i. Refer to written report within the General Membership packet.
 - ii. Beth Terranova provided an update on the Play Selection Committee's work.
- e. Education: Alex Brady**
 - i. Refer to written report within the General Membership packet.
- f. Human Resources: Fran Marchand**
 - i. Refer to written report within the General Membership packet.
- g. Marketing: Sarah Wade**
 - i. Refer to written report within the General Membership packet.
 - ii. Sarah Wade shared with the membership that she has resigned as Marketing Director and will be working with Shirley to transition marketing duties to her replacement.
 - iii. Theater Reviews: Beth Terranova commented that the Baltimore Sun may be reviewing theater productions again. A discussion ensued regarding both websites and papers that provide reviews.
 - iv. Sarah Wade mentioned that we are in need of a new Webmaster as Wes Bedsworth is stepping down after serving in this role for the last decade.
- h. Operations: Wes Bedsworth**
 - i. Refer to written report within the General Membership packet.

Colonial Players General Membership Meeting Minutes (cont'd)

- ii. Wes Bedsworth thanked the Box Office staff for their exceptional dedication to the organization, demonstrated particularly during the run of *Arsenic and Old Lace* when we had to address a performance cancellation as well as the addition of a make-up performance.
- iii. Wes Bedsworth added that he has fixed the fan that stopped functioning in the handicap bathroom.

i. Production: Tim Brown

- i. Refer to written report within the General Membership packet.
- ii. Tim Brown discussed the role of the new Technical Consultant Team, and how that provides technical support and assistance to each production.
- iii. Firearms: A discussion was held regarding the use of stage firearms in our productions. Tim Brown clarified that going forward, Colonial Players will not maintain any inventory of firearms for a number of reasons. All productions that need to use firearms going forward will be required to rent them from a professional stage firearms company as well as receive training on proper firearm handling and safety.

5. New Business: No new business was discussed.

6. Open Forum

- a. Joan Townshend commented on how successful the Generations One Acts were. It was noted that audiences were particularly large for a special event in the summer. Several members commented on potential ways to market special events like this in the future.
- b. Darice Clewell inquired about Colonial Players Marketing emails. Kaelynn Bedsworth clarified that we typically send several Marketing emails out for each production, including the summer events. Kaelynn noted that there are regulations regarding email solicitation and marketing, and Colonial Players strives to follow those regulations to the best of our ability. To receive emails from Colonial Players, patrons are required to sign up to be on the mailing list which gives us permission to send email marketing materials to them.

7. Meeting Adjournment

- a. A motion was made to adjourn the meeting at 8:32 p.m. The motion was seconded.
- b. The motion carried unanimously.

Respectfully submitted,
Janice Coffey
Secretary