



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

General Membership Meeting Agenda

October 13, 2020

- 1. Convene**
- 2. Approval of Agenda**
- 3. Vote on By-Law Change Authorizing Virtual Meetings (Article IV. C. 1)**
- 4. Approval of Previous Meeting's Minutes**
 - a. General Membership Meeting- March 10, 2020
- 5. Officer & Director Reports**
 - a. President: Steve Tobin
 - b. Vice President: Scott Nichols
 - c. Treasurer: Shannon Benil
 - d. Artistic: Beth Terranova
 - e. Education: Alex Brady
 - f. Human Resources: Erica Miller
 - g. Marketing: Emilie Holmstock
 - h. Operations: Wes Bedsworth
 - i. Production: Tim Brown
- 6. New Business**
 - a. Vote on Additional 4 Proposed By-Law Changes
- 7. Open Forum**
- 8. Adjourn**



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

GENERAL MEMBERSHIP MEETING MINUTES

March 10, 2020

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), Emilie Holmstock (Marketing), Wes Bedsworth (Operations), Tim Brown (Production)

Board Members Absent: None

Additional Members: 16

1. **Convene:** The meeting was brought to order at 7:38 pm by President Shirley Panek.
2. **Approval of Previous Meeting Minutes**
 - a. A motion was made to approve the minutes of the October 1, 2019 Board Meeting as presented.
 - i. The motion carried unanimously.
3. **Motion to move Election vote**
 - a. A motion was made to move the election vote before the officers' reports.
 - i. Motion carried unanimously.
4. **Election Statements**
 - a. President - See attached statement by Steve Tobin
 - b. Operations Director - See attached Statement by Wes Bedsworth
 - c. Production Director - See attached Statement by Tim Brown
 - d. Human Resources Director - No Candidate
 - e. A motion was made to waive the reading of the election statements.
 - i. Motion carried.
5. **Officer & Director Reports**
 - a. President
 - i. Refer to the written report.
 - ii. No Additional discussion.
 - b. Vice President
 - i. Refer to the written report.
 - ii. Working on a conflict of interest policy for Board members.
 - c. Treasurer
 - i. Refer to the written report.

General Membership Meeting Minutes (cont'd)

- ii. Season subscriptions are down, but it is anticipated that Box Office sales will be higher (per pattern that has been developing over the last few years)
- iii. CP's financials are stable.
- d. Artistic Director
 - i. Refer to the written report.
 - ii. *The Revolutionists* auditions were successful with 36 people attending
 - iii. Play selection committee will convene this summer. Play suggestions can be sent to Beth
- e. Education Director
 - i. Refer to the written report.
 - ii. County High School Theater Festival to offer workshop programs to community HS theater teachers and students. Alex will look into this.
 - iii. Completed set up of internships for college and HS students.
- f. Human Resources Director
 - i. Refer to the written report.
 - ii. Tickets for the city garage will be purchased for tech and production crew.
 - iii. For short term parking outside the theater there will be a placard to put in the car and blinkers should be kept on.
- g. Marketing Director
 - i. Refer to the written report.
 - ii. Box office team doing a great job
- h. Operations Director
 - i. Refer to the written report.
 - ii. No Additional discussion
- i. Production Director
 - i. Refer to the written report.
 - ii. No Additional discussion.

6. New Business

- a. No New Business Items

7. Open Forum

- a. No discussions

8. Election Results - Tellers Report - 26 Votes were cast

- a. Richard Atha-Nichols, the elections Chairperson, announced the election results as follows:
 - i. President - Steve Tobin (25 votes)
 - ii. Operations - Wes Bedsworth (22 votes, 1 vote No Suitable Candidate)
 - iii. Production - Tim Brown (26 Votes)
 - iv. Human Resources - No candidate (3 No suitable Candidate)

General Membership Meeting Minutes (cont'd)

9. Meeting Adjournment

- a. A motion was made to adjourn the meeting at 8:22 pm.
 - i. The motion carried unanimously.

Respectfully Submitted,
Janice Coffey
Secretary



Report to the Membership
October 13 , 2020
President

Hello Everyone!

What a first couple of months. We have faced challenges over the past year - both individually and as an organization - that are unprecedented in the history of our theater. I want to once again thank our previous board members, Fran Marchand, Kaelynn Bedsworth, and of course, Shirely Panek. Their work over the past many years has left us a stronger and better organization. Fran's herculean efforts to come up with creative parking solutions and to coordinate memorable Season Gala's are legendary. Kaelynn's extraordinary service as Treasurer for the last EIGHT years (plus one year as Secretary) has provided a financial stability that many organizations just dream of. And then there's the dozens of tasks and projects she took on that had nothing to do with being a Treasurer. Finally, Shirley has led this organization through some remarkably difficult and unusual events: starting with the lawsuit and ending with our pandemic shutdown, Shirley's steadfast commitment and calm confidence saw CP through it all. We will miss Shirley and Jeff as they move West, but they know they have a home "back East".

I also want to thank the rest of our board, including new members Erica Miller, Shannon Benil and returnee Scott Nichols for stepping in when we needed help the most. The energy and commitment that the board has shown in dealing with all of the challenges we've faced has been amazing, and I'm truly grateful for their contributions.

While other board members will fill in the details of some of the specific activities that we have been doing to address our current situation, I do want to lay out some of my short and mid-term priorities:

1. SAFELY restart performances: We will NOT restart live theater on our stage until it is SAFE to do so - for both our volunteers and patrons. Being allowed to present live theater is not sufficient. We need to be sure that we can keep everyone safe. Until we are able to restart live theater, we will try to present works in alternate formats.
2. We have committed to be more inclusive as an organization: both with what we present and in who is involved. We will ACTIVELY seek to engage underrepresented communities, including our Black and Latin neighbors who are an integral part of our Annapolis-area life.
3. Improve the physical (non-technical) infrastructure of our spaces. We have taken the opportunity of "being dark" to do some minor, though significant, improvements in the Annex and theater spaces. We have some major projects to consider soon.

4. Finally, we want to CELEBRATE our upcoming 75th anniversary. Thanks to Darice Clewell for heading up the “advanced planning” team. As we get closer, there will be more ad hoc committees and plenty of opportunities to get involved in our “Diamond” anniversary

Committees: Here are the committees that the President is responsible for.

Nomination Committee: Ernie Morton has agreed to be the Nominations Committee Chair for the upcoming election cycle. Positions open for election in odd numbered years are: Vice President, Secretary, Artistic Director, Education Director, and Marketing Director. If anyone is interested in helping out with the nominations committee, please feel free to reach out to me or Ernie.

Election Committee: I am looking for a chairperson and other members of the election committee. If you are not currently on the board, and are not considering running for one of the available board positions, you are eligible. If you are interested, please contact me.

I am very grateful for how so many of you have stayed engaged and involved. As we continue to deal with the pandemic, I ask that you continue to do so. Our board members may be calling for volunteers to help out with committees, events, or other activities. AND If you have any ideas or suggestions, please feel free to contact me. I appreciate the incredible support that you all have given the board and me during these first extremely difficult and busy months of my tenure. It reminds me of how important The Colonial Players is to so many people, and I am truly honored to serve it.

Respectfully,

Steve Tobin
President



**Report to the Membership
October 13, 2020
Vice President**

Diversity Outreach

In early June, the theatre responded to calls for action in social media as to both diversity in our theatre community and outreach regarding social justice in the arts in general. Following this, I created a Diversity Outreach team including Mickey Lund and Marti Pogonowski so that the theatre can be more involved in community events, and reach out to a larger and more diverse community in the arts, namely in the selection of shows and directors. The outreach team will be meeting monthly and will coordinate with the Artistic Director and team going forward regarding this second initiative.

On July 25 Marti held a focus group for the CP Board, as a forum where they could hear from several diverse actors, directors and representatives of other theatres, to explore what CP could do to be more open, welcoming and effective in its diversity outreach. On August 8, the board debriefed and invited David Cooper to the meeting, as David will be assisting in our virtual board retreat to be held sometime in the next month.

Additionally, with the new board charge focused on exploring stories and themes focused on people of color, the Outreach team is creating a list of possible directors to whom CP can reach out for future Director Play Packages, such as recent directors from Bowie State University, TBD Immersive, ArtsCentric Theatre and Teatro de la Luna.

CP 75th Anniversary

I spoke with Darice on September 13 and again on October 8 about possible events for the anniversary season. Darice had previously sent out an Action List to prospective Committee Volunteers with subcommittee roles and tasks, and since then has met with the co-chairs in an effort to have a full plan together by the February board meeting. Our next meeting will be a brainstorming session before Thanksgiving to put together the event calendar, further define the scope of the activities and possible fund-raising activities.

Respectfully submitted,
Scott Nichols



Report to the Membership

October 13, 2020

Treasurer

1. Investment Accounts

a. 5-Year Review

- i. The Finance Committee recently conducted a review of CP's investment portfolios. Our portfolio managers from our three investment companies, Benjamin F. Edwards, Park Avenue Securities, and Tower Federal Credit Union, provided an overview of the accounts over their 5 (or more)-year lifetimes. This was in accordance with the Finance Committee's recommendation for five-year review of the invested bequest funds in our 2013 Investment Policy Statement.
- ii. The result was a recommendation to the Board to liquidate the three accounts now held at Benjamin F. Edwards with investment manager Robert Zimmer, as Mr. Zimmer left the firm and these accounts have been underperforming for a long time as they were not invested in accordance with our requested risk tolerance policies (though our principal has always been preserved). The Board approved this recommendation in August 2020, and the accounts were liquidated in September 2020. The balance of the portfolios were sent to us by check in early October, and have been deposited in our Merrill Lynch EMA "savings" account for holding.
- iii. The Finance Committee will be reviewing portfolio recommendations from Park Avenue Securities and Tower Federal that were provided in the event that we invest additional monies with them. A recommendation for redistributing the funds from the liquidated accounts will be made to the Board by the Finance Committee in the near future.

2. FY 2021 Budget

- a. As you can imagine, this year was a difficult season in regards to budget development. The budget approved by the Board in August 2020 for fiscal year 2021 (the 2020-2021 season) was a "best-case scenario" budget, assuming we will be able to launch income-generating in-person and/or streaming productions in 2021. Please note that a "worst-case scenario" budget was also created as a reference in case we are unable to open traditional productions.
- b. The Board as a whole has been taking measures to reduce operating expenditures to only what is necessary as we remain closed.

3. Treasurer Transition

- a. Kaelynn Bedsworth and I have been working to transition the Treasurer position, including shifting signatories on bank accounts and other needed adjustments. Kaelynn has begun a draft of a "Treasurer's Handbook" to help with this transition and those in the future, and to begin documenting processes that have not previously been written down.

Respectfully submitted,
Shannon Benil



Artistic Report to the Membership October 2020

Artistic Team:

Jennifer Cooper (Assistant Artistic Director), Ron Giddings, Chris Haley, Craig Mummey (WATCH Rep), Jeff Sprague, Judi Wobensmith (Artistic/Production Teams Liaison).

Colonial Players Season 71:

Closed (since March 2020)

- *Book of Days* (Lanford Wilson), directed by Shirley Panek; Assistant Director: Janice Coffey; Play Consultant: Scott Nichols; Producer: Judi Wobensmith.
 - *Book of Days* was able to complete its run before the theater closed down for COVID mitigation. It was the final show produced for Season 71.
 - *Book of Days* was our Ruby Griffith nominee this year. The show was awarded 3d Runner-up for Outstanding Achievement in a Non-musical at the virtual award presentation on September 13, 2020.

Postponed:

- *Freaky Friday* (musical) (Bridgett Carpenter; Tom Kitt and Brian Yorkey), directed by Kaitlin Fish and Ron Giddings; Music Director: Ron Giddings; Play Consultant: Steve Tobin. Producer: Heather McMunigal
Moved to Spring, Season 72. Tentative opening April 2021.
- *The Revolutionists* (Lauren Gunderson), directed by Jennifer Cooper; Plat Consultant: Gwen Morton; Producers: Sarah Irving/Judi Wobensmith.
Moved to Fall, Season 73. Tentative opening September 2021

Colonial Players Season 72

- COVID 19 restrictions have delayed the opening of Season 72 and required several changes to the planned schedule. In June the Board decided to suspend any in-theater production until 2021.
- While we will be unable to offer our traditional Wade/Gessner version of *A Christmas Carol* this year, long-time CP supporter and videographer Mark Hildebrand is providing us a streaming production of his own adaptation of the Dickens classic! For a nominal ticket fee, patrons will have access to a performance of this virtual production of *A Christmas Carol* with a live Q&A session following. As with all our holiday productions, a portion of the proceeds will be donated to charity. We thank Mark for donating the use of his show and thank him and his team (Lois Evans, Eric Lund, and Julien Jacques) for donating their time, talent, and labor to kick off Colonial Players' 72nd Season! Thanks also to David Cooper and Wes Bedsworth for handling the technical support for Colonial Players. The tentative performance dates are December 4 - 6, 2020.
- Pending the Board reopening decision, this is the *tentative* schedule for the shows remaining in Season 72. (Please note: *tentative* is the operative word!)

<i>Maytag Virgin</i> By Audrey Cefaly Directed by Edd Miller	February/March, 2021
<i>Freaky Friday</i> By Bridgett Carpenter, Tom Kitt, Brian Yorkey Directed by Kaitlin Arnold and Ron Giddings	April 16 – May 15, 2021
<i>The Lost Boy</i> By Ronald Paolillo Directed by Joe Thompson	June 6 – June 26, 2021
<i>The Curious Incident of the Dog in the Nighttime</i> By Simon Stephens Directed by Eric Lund	July 16 – August 7, 2021

WATCH:

- Colonial Players received 12 nominations (16 people) for the 2019 Season. Emilie Holmstock won for her category and was awarded Outstanding Lead Actress in a Play for her portrayal of “Henrietta Leavitt” in *Silent Sky*. (Jan – Feb 2019)
- WATCH adjudication for 2020 was suspended in March, with only a handful of shows having been adjudicated. Resumption of WATCH activities has not been scheduled as member theater schedules remain in flux.

Summer 2020 Activities:

- Pub Readings. Despite the limitations placed on the theater by the COVID 19 restrictions, Colonial Players was able to offer two “Pub Reading” sessions this summer via the magic of the internet. Each production was virtually attended by over 100 viewers!
 - July 26: A reading of *Over the River and Through the Woods*, written by Joe DiPietro, directed by Robin Schwarz, assisted by Laura Ivey.
 - August 23: A selection from the *Play At Home* collection - comedic one-acts about life in isolation – plus audience participation for a round of pandemic Mad Libs! Produced and directed by Ron Giddings.

Colonial Players Season 73:

- A Play Selection/DPP Committee is in the process of assembling a slate of plays for Colonial Players’ 73rd season (September 2021 – June 2022). Team members: Ron Giddings (chair), Cheryl Campo, David Cooper, Chris Haley, Jeff Sprague and me. Our goal is to include plays that explore stories and themes focused on and relevant to the experiences of People of Color, feature significant and challenging roles for performers from these communities, and/or are led by diverse creative and production teams.
- The slate will contain 6 main season shows, plus our traditional presentation of *A Christmas Carol* (postponed from Season 72). Due to the impact of COVID 19, several other of the slots are filled with shows postponed from Season 71 and 72, including *The Revolutionists*, *Agnes of God* and *Man of La Mancha*, but we are also seeking new productions. To that end we are committed to select as part of the slate a Director/Play Package (DPP) that helps us meet our diversity goal. I plan to send the DPP solicitation by the end of October, with November interviews.

Other Artistic Activities:

Diversity Commitment.

- In support of our theater’s commitment to better represent the diversity among members of our theater community, and to increase awareness of diversity issues in theater activities, I have participated in six Diversity Theater “Chat” sessions hosted by Rikkie Howie, a prominent African-American voice in DMV area theaters.
- Topics have ranged from strategic planning to production considerations to marketing. These friendly sessions have been attended by representatives from between 30 to 50 area community theaters (and a few from around the country!). Participants have shared concerns and ideas. Rikki and others have provided insights regarding the typical issues and challenges faced by our BIPOC play-makers, answered questions posed by participants, and provided resource references and handouts useful for planning.

Reopening Planning

- Since our March 2020 closing, I have helped develop two surveys sent to our members and other supporters regarding theater reopening activities. The responses have been invaluable in our planning efforts.
 - The first survey was sent in May, and received over 400 responses! 85% were 45 years or older, but for the most part, there were no significant differences between the answers of younger and older age groups. While 17% of respondents understandably will not feel comfortable coming back to the theater until there is a COVID vaccine, over one third of our patrons are ready to come back whenever we can safely open.
 - The second survey was sent in late June to our volunteers who work in our theater and annex spaces to support our productions. This survey received over 100 responses. We were very encouraged to learn

that over half our responding volunteers are ready and willing to come back into our spaces under whatever conditions are required by the state of Maryland to help us make live theater once again!

- If you would like detailed summaries of the survey responses, please contact me at artistic@thecolonialplayers.org.
- To further assist with reopening efforts, I have attended 23 webinars and roundtables hosted by The American Association of Community Theaters related to reopening strategies. The sessions have provided valuable information and resources I have shared with CP's planning committees. Sessions are approximately 1 hour each, including Q&A segments. A few of the many topics included strategic planning, legal and insurance liability issues, marketing, livestreaming, and licensing changes. Recordings of most webinar sessions are available at: <https://aact.org/webinars>.
- Once the Board decides the reopening date under the State of Maryland guidelines, we will need to move forward promptly with implementing protocols and procedures to ensure our patrons have a safe and enjoyable theater experience. If you are interested in working on our Production Reopening Subcommittee, please contact me at: artistic@thecolonialplayers.org

Respectfully Submitted,
Beth Terranova
Artistic Director



**Report to the General Membership
October 13, 2020
Education Director**

1. New York trip may be cancelled for 2021 due to COVID-19.
2. Workshops are on hold due to COVID-19.
3. All planning with Anne Arundel County Public Schools regarding student education opportunities are on hold due to COVID-19.
4. Formalized the internship/service learning arrangements with Anne Arundel Community College.
5. Implemented Memorandum of Understanding to collaborate with the Theatre at Anne Arundel Community College on scenic construction projects involving metalworking and other complex construction.
6. Community Restart Committee of Awesomeness has met several times. Education, Human Resources, and Marketing are continuing to work on opportunities to provide content while we are dark.

Respectfully submitted
Alex Brady



**Report to the Membership
October 2020
Human Resources (HR)**

HR Team:

Erica Miller - Director
Rowena Winkler - HR Second
Kaelynn Bedsworth- Membership
Loretta Lamar - Usher Coordinator
Tom Stuckey - Parties
Beth Terranova - News and Cues
Greg Anderson - Audition Coordinator

Unsung Hero Award

The nominating committee has chosen three very special recipients of this award. They will be announced during the General Membership Meeting.

Season Celebration

Unfortunately, we did not have a Season Celebration due to the restrictions on social gatherings because of the Coronavirus pandemic.

Holiday Party

To keep our volunteers and members safe, a virtual Holiday Party will take place in December. More information to come.

Opening and Closing Night Parties

At this point, we are not working on planning parties. The HR team will meet in the near future to discuss options and begin the preliminary plans, whether they are for in-person or virtual events.

Auditions

Depending on how we proceed with auditions, we may need additional volunteers to help out. We understand that not everyone will feel comfortable working indoors with others until there is a vaccine for Covid-19. There might also be a need for more volunteers who can operate in a virtual setting.

Thank You

HR would like to acknowledge and thank Beth Terranova for keeping the News and Cues going while the theater is closed. We appreciate her efforts to keep our members well informed and connected to the theater even when we are not officially open. I would also like to thank Loretta, Tom, and Greg for staying on the HR team, and waiting patiently to be called to action when the theater re-opens.

Misc

If you would like to join the HR team to help with planning our events or assisting at auditions, please email erica.miller@thecolonialplayers.org.

Respectfully Submitted,
Erica Miller
HR Director



Report to the General Membership

October 13, 2020

Marketing

I want to take a moment to say Thank You to everyone who has provided suggestions, content, and support as we have attempted to navigate through Marketing during the Pandemic. Special Thanks must be extended to Kaelynn Bedsworth, Wes Bedsworth, Erica Miller, David Cooper, Jennifer Cooper, Amy Atha-Nicholls, and Richard Atha-Nicholls.

Website Redesign: Jason Vaughan will be leading the subcommittee for the redesign. We will begin re-attacking this mission beginning in November.

Social Media Efforts: Though feedback indicates that 'word of mouth' remains our primary method of promotion we continue to capitalize on the Social Media market and capitalize on easy sharing across multiple platforms. Facebook, Instagram, Zoom and YouTube were all utilized in order to present original content during the Pandemic. Specifically the "Casual Conversations" "Pub Trivia" and "Pub Reads" that allowed us to continue to engage with our audience and membership. Social Media posts did go down significantly, however, after the first couple of months during the pandemic as the generation of original content became more pressing, specifically marketable event was not always in place, and it became clear how many tasks were put upon certain individuals. In response to this, Marketing has been working on a roadmap that highlights main efforts to focus on between October and March 2021. This roadmap includes creating a timeline for posts, types of posts, and special events, and other endeavors that will be undertaken. It is the hope of Marketing that taking the time to develop this timeline/outline/procedure will allow for large publication/social media gaps to be eliminated, reduce the content generation and posting responsibilities experienced by any one person, eliminate single points of failure, and allow for continuity in the future. I would like to highlight Kaelynn Bedsworth and Beth Terranova for their efforts in aiding with posts, and answering questions that came in during various online projects.

Ads: In general we will continue to take out Ads in multiple print and online sources. Timothy Sayles continues to act as "ad liaison." Due to COVID-19 we have predominantly refrained from paid advertising for the last six months. However, Marketing has an Ad plan in place as we begin to resume planning for productions in order to continue combining our print and online media advertising while determining the best advertising path forward for Virtual performances/Streaming should that be required.

Standardization: The Standard Form Beta test for marketing/meet the cast was fairly successful in its initial rollout during *Book of Days*. I have made some changes based on feedback, but unfortunately have not been able to test further due to the Shutdown. The form will be tested again over the next few shows. In addition, Marketing will continue to work on a Marketing Handbook, with the hope that the roadmap mentioned in "Social Media Efforts" proves effective as a baseline.

Additional Promotions: Marketing has discussed how we can adapt our live performances to be more COVID safe, and this may bring about some changes. However, it is exciting to note that many of these changes will involve learning and integrating new technologies that we will be able to utilize for additional marketing efforts

in the future. It is easy to mention a roadmap for Social Media and Virtual efforts going forward, but I also wanted to give a sneak peek specifically at what some of those will be for the next two months:

- Social Media posts/updates/content every Tuesday and Friday, with possible Special Content on Sundays and/or as needed
- November: "Give Thanks" series
- December: Meet the Board
- Resume/Continue "Casual Conversations"

Above All Else I want to reiterate my thanks to the membership, and board, during this Pandemic. While I was not as successful as I had hoped to be in increasing online presence, I have learned a lot of what hasn't worked, and have been able to expand the path we are taking in the future thanks to contributions, suggestions, and constructive critiques from our volunteers and members. Though I mentioned some names earlier in the report, I would be remiss if I did not mention those who contributed behind the scenes and volunteered their time for our special efforts during the Pandemic, and as regular members of the Marketing Team. Thank you again to Kaelynn Bedsworth, Wes Bedsworth, Beth Terranova, Constance Robinson, Darice Clewell, Timothy Sayles, Amy Atha-Nicholls, Richard Atha-Nicholls, Colleen Isaiah, Jason Vaughan, Robin Schwartz, Jennifer Cooper, David Cooper, Sarah Wade, Alex Brady, Jason Vellon, Ashley Gladden-Vellon, Erica Miller, Micky Lund, and all of our other volunteers.

Respectfully submitted,

Emilie Holmstock
Marketing Director



Operations Director Report to the Membership October 13, 2020

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. A sincere thanks for doing what you do *For The Love Of It!*

Box Office

- Completed cancellation of over 600 ticket orders between *Freaky Friday* and *The Revolutionists*. The vast majority of patrons chose to donate their tickets in lieu of requesting a refund. Thanks to ***Barbara Ahr, Kaelynn Bedsworth, Kevin Brennan,*** and ***Jeanie Mincher*** for their assistance with this effort.
- **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 challenging role! Please extend your thanks to these folks when you see them! Current volunteers include: ***Barbara Ahr, Kevin Brennan, Kris Brown, Jane Chambers, Cindy Dawson, June Fordham, Jeanie Mincher, Glenn Singer, Sarah Wade,*** and ***Ted Yablonski.***
- Box Office has been cleaned, organized, and repainted thanks to ***Kaelynn Bedsworth.***
- New more sturdy computer monitor wall mounts have been installed that are easier to maneuver.

Safety

- **Theater Fire System Inspection:** Scheduled and met with the contractor that inspects our fire monitoring system. The system passed inspection, however our smoke detectors have a factory recall on them. Working to facilitate replacement of these units.

Security

- **Access Control (Key Fob) System License Renewal:** Renewed the annual license for our access control system with our vendor (Kintronics).

Heating & Air Conditioning

- **HVAC System Maintenance:** Changed HVAC maintenance vendors to a smaller local business: Barstow and Sons. This vendor services both commercial and residential equipment, so has multiple staff trained on our equipment. New service plans are lower cost than our previous plans (by about 50%) and now include air filters, saving us additional funds.
- **Thermostats:** Thermostats have all been upgraded to commercial ecoBee networked thermostats allowing for automatic HVAC scheduling according to planned building occupancy. This change also removes the thermostats from the 10-year old automation system that is eventually going to be decommissioned.

Information Technology

- **Power Saving:** Following the shut down of our facility, powered off as many of the network-powered devices (phones, lighting controllers, etc.) as possible to conserve additional energy since they are not being used.
- **Security Updates:** Performed network hardware firmware updates as they have been released to maintain the security of our network.
- **Security Camera System:** Upgraded the network video recorder at the Theater to the higher capacity recorder, and moved the existing recorder to the Annex, increasing the capacity and performance at both facilities.
- **Dimmer Rack Lighting Controller:** The lighting controller for the dimmer rack failed since we've been closed. This was discovered during routine network maintenance and checks. The controller was sent to ETC for evaluation, and was able to be repaired rather than replaced. It has since been reinstalled and is functional again. Thanks to the lighting controller for failing while we were dark, rather than during a performance.

General Facilities

- **Facility Shutdown:** Executed a shutdown of both the Theater and Annex facilities to accommodate long-term non-occupancy. Power shut off to many areas of the buildings to minimize unnecessary power use/expense, as well as water and gas to prevent the chance for a leak. Additionally, suspended trash and recycling services at the Theater to eliminate an unnecessary vendor expense.
- **Renard Court Plumbing Inspection:** Thanks to [Fran Marchand](#) for meeting a plumber at the Annex at the request of the condo association to allow for a leak inspection.
- **Theater Roof:** Roof has been kept clean of debris to prevent water backup during storms and associated leaking into the building.
- **Repainting:** Thanks to [Floyd Tasker](#) (custodian) for working on repainting a lot of the public areas of the theater, including the restroom, lobby bar area, theater entryway, coat room, and doors.
- **Upstairs Restroom Update:** The upstairs bathrooms are in the middle of being updated with new flooring, new commercial toilets, better lighting, and new mirrors. This update will be completed in the coming weeks.
- **General Building Maintenance:** Replaced dead LED lamps in lobby and outside, replaced a failed light switch, replaced a leaking toilet valve in the downstairs bathroom, and continually monitored both facilities for other issues during the extended shutdown.

Respectfully submitted,



Wes Bedsworth
Operations Director



Report to the Membership
2020-10-13
Production

Team Members:

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

Activities

- **Production Manual:** Review and update of Production Manual continues with the help of Beth Terranova, and Wes Bedsworth. It is intended that this review ensure alignment with the Resolutions.
- **Technical Consultant Team:** The Technical Consultant team has been active in supporting various virtual events, such as Board meetings and Pub readings. Plans are underway to evaluate the skills and equipment needed to support the theater's broader support of virtual activity, such as streaming live performances in the future.
- **Costumes:** Fran and her team were involved in a continuing effort to purge unnecessary items from the Costume loft and to improve its organization. To help cut down unnecessary donations, please photograph items first and send a note to Fran before just dropping things off at the Annex.
- **Properties:** Prior to Covid-19, Connie and her team completed an effort to purge unnecessary items from the Prop Room and improve its organization. As with Costumes, to help cut down unnecessary donations, please photograph items first and send a note to Connie before just dropping things off at the Annex.

Future Plans

- **Deferred due to Covid-19:** Most of the efforts highlighted in the last Membership Report have had to be postponed due to the Covid-19 related restrictions. But they remain on our planned list of activities. If you have additional ideas, please reach out to me or any of the Production Team members.
- **Workshops:** The Production Team is planning on hosting a number of short work shops throughout the coming year to help keep prospective volunteers engaged as well as to share the latest design thinking and techniques.
- **Backstage Volunteer Event:** The Production Team is planning on hosting a gathering of Directors selected for next season and all people interested in supporting next season in any backstage capacity. While details are still being developed, the general idea will be to have the Directors or their representative present their vision for their show followed by activities to encourage a cross flow of ideas and enable people to express interest in working on specific shows.

- **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.
- **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

Proposed Bylaw changes for General Membership Meeting October 13, 2020

Per Bylaw Article VIII.B., the following Bylaw amendments — a result of Board-directed review — are presented to the membership for consideration. The amendments will be discussed and voted upon at the General Membership meeting October 13, 2020.

ARTICLE II: THE CORPORATION – SCOPE AND MANNER OF OPERATION

Change first sentence of II.A.

As Reads: The Corporation will be operated as a non-profit organization.

Replace with: The Colonial Players, Inc. is a non-profit corporation and will be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Add Paragraph D.

D. While representing, or perceived to be representing, the organization, Corporation members, volunteers and contract employees will not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Reason for changes. 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.

- A Bylaw change on this topic was initially presented to the Membership March 19, 2019. The proposal was withdrawn when there were questions about the wording, and the Bylaw was sent back to the Bylaw Committee for review.
- The new wording proposed is consistent with wording used by other non-profit and not-for-profit organizations, and addresses situations which might impact our 503(c) status. This covers the Ban on Political Campaign Intervention by 501(c)(3) organizations using the wording of the IRS code.

ARTICLE IV. MEMBERSHIP MEETINGS / C. 1. - Place of Meetings

Add Sentence

As reads: The Board will designate a place for any meeting of the membership of the Corporation within a fifteen (15) mile radius of the City of Annapolis.

Add: A virtual meeting space may be added to, or designated in lieu of, a physical space.

Reason: To acknowledge the capabilities of technical advances which gives us another option

ARTICLE V - ADMINISTRATION – OFFICERS – DUTIES /C. Board of Director Meetings /2. (c)

Insert new Paragraph Article V. C. 2. (c) and re-designate current paragraph on email voting as V.C.2. (d)

Insert: For any meeting of the Board of Directors, the Board will designate a physical location within a fifteen (15) mile radius of the City of Annapolis. A virtual meeting space may be added to, or designated in lieu of, a physical space.

Reason: To specify meeting location info for the Board of Directors meetings and be consistent with info for Membership Meetings.

ARTICLE V - ADMINISTRATION – OFFICERS – DUTIES / D.1.b. and throughout Bylaws.

Capitalize Board position title

As reads: If neither the Vice-president nor the Secretary is able to assume the office of president, an Interim President..

Replace with: If neither the Vice-president nor the Secretary is able to assume the office of President, an Interim President..

Reason: consistency.

Note: while we only found a single instance of this, approval of this Bylaw allows for the same correction for any other instance found and for future uses of Board position titles within the Bylaws document.

ARTICLE VI—NOMINATIONS AND ELECTIONS/ A.2. and throughout Bylaws.

Replace gendered language with non-binary designation using the singular they, their and them.

As reads: A member is considered to be in good standing if he or she has paid the annual Membership dues...

Replace with: A member is considered to be in good standing if they have paid the annual Membership dues...

Reason: Two major style guides now allow the use of gender-neutral singular “they”: *The Associated Press Stylebook* and the *Chicago Manual of Style*. The change removes awkward sentence constructions and is more inclusive for our community.

Note: while we only found a single instance of this, approval of this Bylaw allows for the same correction for any other instance found and for future uses of the singular “they” within the Bylaws document.