

THE COLONIAL PLAYERS, INC.
GENERAL MEMBERSHIP MEETING

Tuesday, October 1, 2013
Colonial Players'
108 East Street
Annapolis, MD 21401

Meeting Agenda

1. Approval of Agenda
2. Officers' & Directors' Reports
 - A. President—Terry Averill
 - B. Vice President-- Beverly van Joolen
 - C. Treasurer—Kaelynn Miller
 - D. Artistic—Carol Youmans
 - E. Education—Ron Giddings
 - F. Human Resources—Shirley Panek
 - G. Marketing-- Andrea Elward
 - H. Operations-- Wes Bedsworth
 - I. Production—Beth Terranova
3. New Business
 - A. Bylaw Changes-- Beth Terranova
4. Open Forum

PRESIDENT Report to Board for Oct1-2013 GENERAL MEMBERSHIP MEETING

BEQUEST COMMITTEE

- Committee under the guidance of the Vice President through the Long Range Planning Committee
- Focus of the committee shall be EDUCATION, SCHOLARSHIP and COMMUNITY OUTREACH
- Committee shall establish where interest from Bequest and Endowment Funds are to be spent.
- Committee responsibilities to be established in the Resolutions

ENDOWMENT FUND

- Board recommended to Finance Committee that 15% of the Roland Riley Bequest be placed in a permanent ENDOWMENT FUND. The Finance committee agreed to invest 15% of the monies [REDACTED] with the ANNE ARUNDEL COMMUNITY FOUNDATION
- Interest from the fund can be used each year for scholarships, education and workshops/community outreach.
- Donations can be made to the Endowment each year. These monies will then be permanently endowed. keeping our theater alive for years if not decades to come.

NOMINATIONS COMMITTEE

- Selection of three members have been selected with
 - Tim Sayles, Olga Petrovic and Ray Flynt
- Two alternate members are:
 - Dann Alagna and Beth Schmelzer
- Board positions being elected for 2014-2016 are:
 - President
 - Production Director
 - Human Resources Director
- Operations Director (Wes Bedsworth) is to be re-elected as long as there is no opposition, while I shall re-appoint Kaelynn Miller as Treasurer.

THEATER 2ND FLOOR BATH RENOVATION

- Drawings in progress to expand second floor for 4 Women stalls and 3 for men

WORKSHOPS

- Workshops for next year are yet to be determined. I would suggest we concentrate on technical advancement in the areas of Costume design, Direction or Stage management.
- Anyone wanting to work with organizing these workshops or having specific recommendations should contact Ron Giddings or Terry Averill

VICE PRESIDENT BOARD MEETING REPORT OCTOBER 2013

LONG RANGE PLANNING COMMITTEE:

I am currently recruiting a committee of five to eight people consisting of both long time and more recent CP members who have been active with both the back and front of house as well as on stage and subscriber members in a range of ages and experience with Colonial Players.

Call for ideas or volunteers: If you are interested in serving on the Committee or if you have ideas to be included for consideration by the committee please email me by October 15th.

Meeting Schedule: The LRP Committee will meet by early November and proceed as follows:

Agenda:

- * Review past Committee Plans & implementation or non-implementation.
- * Brainstorm our mission, goals, guidelines and deadlines.
- * Debate, define, outline and initiate implementation of a viable Long Range Plan using input from members and both the Bequest Committee and the Financial Committee.
- * Prepare a report for presentation to the Board and then to the membership at the next membership meeting.

Initial Main Considerations thinking ahead five years plus:

- * Who and What have we been to the arts, business and local community?
- * Who and What do we want to be to the arts, business and local communities?
- * What are our assets?
- * What are our weaknesses?
- * What are the options and possibilities from the most conservative ideas to the most outrageous?
- * What are the biggest constraints, challenges, and issues that could keep us from achieving each of these options and what, if any, are the solutions?

SCRIPT PROCUREMENT: Has been turned over to the Artistic Team.

Respectfully submitted,

Beverly Hill van Joolen
Vice President

Report to the General Membership
October 1, 2013
Artistic Team

The Artistic Team is comprised of the following members responsible for the following tasks:

Lois Evans – Play consultants, Play selection – American Standards

Joan Townshend – Promising Playwright contest – Play selection – American Standards

Andrea McLendon – Play Selection

Mike Gilles – Musical Play Selection

Darice Clewell – Reflections, Play Selection – Arc Shows

Doug Dawson – Musical Play Selection

Tim Sayles – Play Selection – Comedies

Jen Dustin – One Act Play Festival – Play Selection – Dramas

Carol Youmans Director, Chair

This next week we are interviewing 8 directors who submitted director/play packages for consideration. We will decide on 0,1 or 2 of these and then select from the 15 - 20 semi-finalists submitted by the genre sub-committees chaired by the members above. Each one of them has had a committee of 3 or 4 readers who have been culling wider lists to find 3 choices in each genre for the team to read. We hope to have a slate by the end of November.

The Promising Playwright Contest Weekend was a satisfying examination of the winning play, *Dancing Backwards* by New York playwright, John Fiorillo who told us that we were the best community theater he had encountered in many readings of his script. The audience response to the public reading was rich in discussion and the audience enjoyed the reading completely. Congratulations to Director Mike Gilles and his cast and to Joan Townshend for organizing a rewarding weekend and administering the contest without a hitch.

The 24-hour project was a great success. Audiences and participants enjoyed the challenge of producing a full play in 24 hours. A bravado demonstration of artistic and production muscle! While producing an abundance of *joi de vivre* and *esprit de corps*, I haven't heard anybody ready to try it again before five years pass!

The performance dates of the One Act Play Festival have been set for Thursdays – Sundays July 17 – 27th. If you are interested in working on the festival, directing or submitting a play for consideration, contact Jen Dustin. More details will be coming over the next few months.

We are re-examining the Reflections process, the means by which we look at the preparation and performance process of each show and discuss what went well and what we can learn from. The Surveys are not working very well. If you have ideas for creating a worthwhile Reflections process, please contact Darice Clewell or me and share them!

If you or anyone you know would like to resurrect the play-writing group, please let me know. The Artistic Team is ready to support and develop it, but not without eager writers.

Respectfully submitted,
Carol Youmans
Artistic Director

Education Director's Report to the Membership

October 1, 2013

Pub Readings – We had another successful season of Pub Readings at Harry Browne's, even mounting our first musical production. These events help us to stretch ourselves as an organization, become a presence in the community outside of our theatre home, and educate others as to what theatre is and can be. They are always great fun and wonderful community building experiences.

Bates Special Show – After the success of additional performances of Shipwrecked and 1776 for the Bates Middle School Arts Magnet program, we continue to foster this relationship by offering an additional show of Annie, our family fall musical this year. These type of connections allow Colonial Players to expand its audiences by inspiring young artists. Annie even features some Bates students and parents in its cast.

24 Hour Project – After a five-year hiatus, we took another trip to Crazy Town in August, producing our second 24-Hour Project, "While the Lights Were Out." Playing to audience of nearly 100, this event is always filled with such camaraderie and support as we welcome new friends and old to do an entire production in 24 hours. A huge thank you to everyone who helped out with this awesome task.

Forum – A wonderful forum was hosted by Fred Taylor and Gary Glossop, members of the 1776 congress, about the accuracy of the 1776 story and Maryland's role in the signing of the Declaration of Independence. We hope to have some more successful forums in the coming season, as shows permit.

Thank you for your support,
Ron

**Report of the Human Resources Director
General Membership Meeting, October 1, 2013**

2013 64th Season Celebration –

This year's Season Celebration was held on Sunday, August 11, at Quiet Waters Park and catered by Be My Guest Catering. Entertainment for the 137 attendees was provided by members of Free Range Improv (FRI). Feedback from those who attended the event was very positive, with some adding they felt this was the best celebration yet.

We are in the beginning stages of planning for next year's 65th Season Celebration Gala, and I welcome volunteers – especially those who enjoy planning great parties – to become a part of the Season Celebration committee. Andrea Elward has again volunteered to chair the committee and we are looking for lots of helpers as we hope to make this Gala the best one yet!

Suggestions for venues are also welcome. This year I am hoping to invite not only members, but the subscribers who have helped Colonial Players become a staple in the community for so long. With that in mind we are looking for spaces that have the capacity to hold a minimum of 200-250 people, handicap accessible and either have a dance floor or space available for one. Please send suggestions to hr@thecolonialplayers.org

Ushers –

Jeanie Mincher continues to do an outstanding job of coordinating and scheduling our usher team. We are in need of ushers as well, so if you can spare a night to volunteer and usher, please let us know. It's a great way to meet people, support a great theater, and see a show for free. You may contact hr@thecolonialplayers.org if you are interested in joining our list of ushers.

Volunteers –

Colonial Players is fortunate to have a number of dedicated and giving volunteers, but we are always looking for more. We would love to use your talents to continue to make Colonial Players the wonderful theater experience it already is. Our volunteers are a family, and we'd love to have you join us. We have many opportunities to use your special skills – from technical operations, to artistic, to production, to social events – you name it, and we can find a way to use your unique gifts. Please email me to find out how to become involved!

Respectfully submitted,

Shirley Panek
Human Resources Director

Meeting of the General Membership
Marketing Director's Report
October 2, 2013

The marketing manual and marketing plan is currently under review to maximize the theatre's exposure and increased participation by both volunteers and patrons. As there are now many theatre options in Annapolis, the focus of the marketing plan is branding. One of the largest campaigns is to return to referring to The Colonial Players using the full name of the organization instead of using the abbreviation of CP. The other campaigns include an increased electronic presence on the internet including our website and social networking sites, a revised theater logo to emphasize that we are the only theatre-in-the round and not only the oldest community theatre in Annapolis, but the premiere community theatre of Anne Arundel County.

Regular meetings for the marketing committee will be held the 3rd Wednesday of every month at 7:30 PM at The Colonial Players Annex. The volunteers for the committee are Lois Banscher, Dave Carter, Jennifer Dustin, Laurel Kenney, Kaelynn Miller, Jeff Sprague, Tom Stuckey, Beth Terranova, Beverly Hill van Joolen, Amy Wheaton, Judi Wobensmith, and Carol Youmans. In addition to the regular committee members, our webmasters Wes Bedsworth and Richard Atha-Nicholls and our contracted media partners Jim Gallagher of Drama Queen Graphics and Dave Colburn of Colburn Images will serve as advisors to the committee. Anyone who would like to volunteer for the marketing committee is encouraged and welcome to attend the first meeting scheduled for October 16, 2013.

The marketing committee will assist in the implementation of the overall branding of the theatre with the following new and continued marketing initiatives:

- Newspaper and Print Advertisements
 - The Capital Gazette Newspapers
 - Bay Weekly
 - What's Up Magazine
 - Home Town Value Magazine
- Radio Advertisements
 - WBJC
 - WRNR
 - WNAV
- Season Brochure
 - mailed to the current distribution list
 - distributed to local hotels, shops and businesses
- Rack cards
 - distributed to the local hotels, shops and businesses on a weekly basis

October 2, 2013

Meeting of the General Membership

Marketing Director's Report

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- Show Cards for Each Show
 - mailed to the current distribution list
 - distributed to local shops, hotels, and businesses
 - uploaded to the website for easy access and distribution
 - delivered to the Producer for each of the shows for distribution by the cast and crew
- Promotions and Packages:
 - eCruiser: has been engaged for the use of our patrons for the season and includes a banner ad on the vehicles
 - Pre-Show Announcements: prior to each performance of the first show of the season, a member of the Board of Directors is making a pre-show announcement to promote the season subscriptions and flex ticket packages
 - Hotel Theatre Package: Historic Inns of Annapolis is partnering with Colonial Players for a theatre hotel package to include accommodations at the hotel and tickets to the current show.
 - Dinner and Show: The program is in the final stages with only a few more details to work out and will hopefully be released in the near future
 - "Off Book" – The Blog: Jeff Sprague is our current blogger and is gathering a following and readership base on our website and facebook page
- Networking and Professional Organizations:
 - Annapolis and Anne Arundel County Chamber of Commerce: continued attendance and participation in networking events
 - Annapolis and Anne Arundel County Conference Center and Visitor's Bureau: attendance of regular monthly sales meetings
- Archival Videos & Photography
 - M5 Films has been engaged to film invited dress rehearsals and a possible "documentary" for promotion on the website other electronic formats
 - Colburn Images has been engaged to photograph head shots, promotional shots, and archival photographs for the season

Respectfully submitted,

Andrea L. Elward

Marketing Director

Operations Director Report to the Membership

The world of theater operations continues to keep my team and me busy. A summary of the past six months is listed below:

- **Fire Safety:**
 - The Annex was inspected by the Anne Arundel County fire marshall over the summer. We passed inspection with high marks, with the only major concerns being faulty emergency lighting and a few improperly stored items in front of fire exits. Following the inspection, I replaced the emergency lights with new units and installed signs on the doors to discourage storing items in front of doors. Thanks to Tom Stuckey for facilitating the inspection.
 - The fire extinguishers were all inspected and recharged in July. Thanks to Jim Robinson for continuing to facilitate these annual inspections.
- **Box Office:** The Box Office continues to run smoothly thanks to Lynda Cunningham and her staff's efforts. Thanks to Lynda for continuing to make the Box Office something I don't have to worry about!
- **House Lights:** Several months ago, the board approved funds to replace our House Lights (the lights over the seats). The current lights are improperly wired, waste energy, and some of the fixtures are broken creating a potential safety hazard. New lighting fixtures have been selected which are low-energy LED and controllable via the light board in the Tech Booth. These fixtures also allow for a variety of color options, which can be changed directly from the light board, making it possible to actually light the audience in various colors if desired. Each fixture can be individually controlled or they can be controlled as a group allowing for additional effect possibilities. Acquisition of the fixtures has begun and installation will begin in the next few months, as time allows around productions.
- **American Flag:** Following the events of September 16, 2013 at the Washington Navy Yard, I restrung our flagpole on the cupola and hung a flag. Temporary lighting has been installed until I can mount permanent lighting. The low-energy LED lighting has already been selected and donated by Frank Florentine, one of our lighting designers.
- **Theater Sign:** The sign which we had installed in December 2012 was experiencing degradation of some of the lower lettering. In working with the sign manufacturer, the defective lettering was replaced with a higher quality lettering which also looks nicer.
- **Maryland State Archives:** I've been in communication with a representative of the MSA regarding our special collection which they house. The collection is not formally inventoried, so they don't know what exactly we have in storage. My goal is to withdraw several boxes of the collection at a time to inventory it and digitize as much of it as is practical to make it available via our website. ***I have some initial interest from several volunteers to help me with this project, but I could use additional help. If you are interested in helping with this project or want additional details on what it entails, please contact me at wes.bedsworth@thecolonialplayers.org as soon as possible.*** I'm working to schedule an initial meeting with the MSA representative and the team in October or November.

- **Corporate Archive:** Earlier this summer, I purchased a large-capacity network storage drive to begin archiving all of our digital media (archive photos, archive videos, playbills, artwork, meeting minutes, corporate documents, etc.). The intent is to ensure that our history is preserved as time goes on.
- **Website:** The website and membership database framework continues to be maintained with current security updates.
- **Phone System:** The phone system continues to save us money each month on our Verizon bill. The Annex Verizon bill was eliminated altogether, as previously mentioned and the theater Verizon bill was significantly lowered. The VOIP (Voice-Over-IP) provider we're now using for the majority of our telephone traffic has been working out well for the past year and is incredibly inexpensive.

As always, thanks to my team for their ongoing support throughout the year to help keep our theater running efficiently. If you have any interest in joining the Operations Team, please let me know!

For The Love Of It,

~Wes



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Report of the Production Director

Submitted by: Beth Terranova

Production Policy and Procedure

- The *Colonial Players Production Manual* has received a long-overdue thorough update and revamp. Endless thanks to Wes Bedsworth for doing all the consolidation and formatting, as well as attending to the technical production areas. Thanks also to contributors Lois Banscher, Frank Florentine, Kaelynn Miller and Judi Wobensmith for countless hours of review and writing. The updated manual is posted on our website and available for download. Copies were distributed to Directors and Producers at the Executive Producers' meeting June 22.
- The Season 65 (2013 – 2014) Show Matrix was distributed at the Executive Producers Meeting on June 22. All shows for Season 65 have Producers.

Production Status:

- *Communicating Doors*. Director: Michelle Bruno. Producer: Kaelynn Miller. Open and running. Reviews have been complimentary about the production elements, in particular the set, lighting and special effects.
- *Annie*. Director: Joe Thompson. Music Director: Roger Compton. Producer: Tom Stuckey. Cast and rehearsing. Still looking for a dog to play "Sandy".
- *Coyote on a Fence*. Director: Edd Miller. Producer: Tom Stuckey. Preliminary stages. Auditions set for October 27 and 28.

Production Areas:

- **Technical Equipment (Wes Bedsworth):**
 - Bought 3 LED instruments after getting a demo from Parlights. Over the next few years we expect to expand our collection of LED instruments to enhance our lighting design capabilities, while still maintaining many of our legacy incandescent-style instruments for general lighting.
 - Purchased projectors and built projector dowsers (shutters) for *1776*; these are being used for at least two shows this year: *Communicating Doors* and *Annie*. We expect to be able to use them more often for various special effects, making them a helpful purchase for the long term.



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- Purchased a new "GO" button designed specifically for the tech control software (QLab) to run the automated shows. We also upgraded to the latest version of QLab over the summer, greatly enhancing our tech control abilities from the computer. The new version added automated live microphone control, computerized equalization, and significantly enhanced video capabilities to drive the projectors.
- Updated light board software to latest version.. This adds new features and corrects any software bugs.
- Restocked the booth with instrument lamps for the season.
- **Set**
 - Edd Miller and Tom Stuckey conducted an inventory and purge of set pieces over the summer. A large number of set pieces were donated to Second Chance in Baltimore and Goodwill in Annapolis to clear set storage space.
 - Wes Bedsworth procured new folding chairs to use at the annex to keep people from pulling set chairs for use.
- **Properties.** JoAnn Gidos and MaryBeth Yablonski conducted a purge, clean-up and re-organization of the Properties Storage room over the summer.

Other Activities:

- **Washington Area Theater Community Honors (WATCH) Nominations/Awards** (2012 Calendar Year). WATCH Adjudicators reviewed 126 productions in 2012; the top five scores in each category earned nominations in January 2013. Awards were presented in March 2013.
 - Colonial Players earned 7 WATCH nominations for the 2012 calendar year in Production areas: one nomination each for Light Design (*Chapter Two*– Frank Florentine and Shirley Panek), Set Decoration (*Chapter Two* – Edd Miller), and Hair Design (*Going to St. Ives* – Gina Quaye), and two nominations each for Costume Design (*Cinderella Waltz*, *Going to St. Ives* – Beth Terranova) and overall Outstanding Production (*Going to St. Ives*, *Moonlight and Magnolias*).
 - Colonial Players also earned 8 Artistic nominations: 6 for Acting (*Cinderella Waltz* – Dann Alagna and Monica Garcia; *Chapter Two* – Jo Sullivan, *Going to St. Ives* – Lolita Marie and Heather Quinn, and *Moonlight and Magnolias* – Kevin Wallace) and two for Directing (*Going to St. Ives* –Edd Miller, and *Moonlight and Magnolias* – Ron Giddings.)



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- *Going to St. Ives* won in the categories for Outstanding Production of a play, Outstanding Director (Edd Miller) and Outstanding Lead Actress (Lolita Marie).
- Participated in Designers discussion during Promising Playwright Weekend July 19-21, 2013.
- Produced staged reading of *Ben Franklin: An Ingenious Life* August 16 and 18, 2013.
- Supported nomination of Edd Miller for an Anne Arundel County “Annie” Performing Arts Award. The Arts Council of Anne Arundel County annually sponsors the Annie Awards to recognize individuals who have made a lasting and significant contribution to art form, an arts organization and to the wider community of Anne Arundel County. The awards ceremony will be held October 16, 2013. Thanks to Frank Florentine for the recommendation and for coordinating the submission packet.
- Participating on the Play Selection Committee for 2014-2015 Season per our Resolutions.

**Presented to the Membership of The Colonial Players, Inc. for Consideration:
Proposed By-law Changes:**

IV. A.1. (Membership Meetings)

As is:

Regular Meetings: Effective September 1, 2009, an Annual Meeting of the membership of the Corporation shall be held each year in March for the purpose of electing members to serve on the Board of Directors and for the transaction of such other business as may come before the meeting.

Proposed Change:

Delete: "Effective September 1, 2009". Start paragraph with "An Annual Meeting..."

Reason: the effective date was included to clarify the change of election meeting (previously May) would occur in the upcoming fiscal year and not in the fiscal year the change was approved. It is now current procedure.

IV.C. (Membership Meetings)

As is:

Place of Meetings: The Board of Directors may, from time to time, designate a place, either within or outside of the property of the Corporation as the place of meeting, for any meeting of the membership of the Corporation providing such a place is within fifteen (15) mile radius of the City of Annapolis.

Proposed Change:

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

Reason: Simplify language.

V. A. 3. (Administration- Officers – Duties: Administration)

As is:

The Board of Directors shall consist of the Executive Officers of the Corporation and 6 additional members of the Corporation who, with the exception of the Treasurer, are elected by the membership to fill the following positions in the Corporation for terms to begin on the night of the annual meeting so as to assume responsibility and full voting privileges at that time.

Proposed Change (in bold):

The Board of Directors shall consist of the Executive Officers of the Corporation and 6 additional members of the Corporation who, with the exception of the Treasurer, are elected by the membership to fill the following positions in the Corporation for terms to begin **on June 1st of the election year** with full responsibility and voting privileges at that time.

Reason: This paragraph was never updated to reflect the change of the election meeting from May to March approved in IV.A.1, and the purpose of the change, which was to allow several months of transition.

V. A. 3. (e) (Administration- Officers – Duties: Administration)

As is:

An incumbent who has held a position for two (2) consecutive terms may run for third and subsequent terms if and as long as there is no other nominee for the position.

Proposed Change:

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

Reason: Clarify application to the position of Treasurer, which is appointed, not elected.

V. A. 4. (Administration- Officers – Duties: Administration)

As is:

Removal of Officers: Any members of the Board of Directors may be removed from office by a two-thirds (2/3) vote of the members of the Corporation present and voting at any special membership meeting. Such dismissal shall be subject to appeal at the Board of Directors at a regular or special board meeting.

Proposed Change (in bold):

Change final sentence to read: "Such dismissal shall be subject to appeal **to** the Board of Directors at a regular or special board meeting."

Reason: correct grammar.

V.B.2.a. (Administration- Officers – Duties: Duties of Officers, Directors and Standing Committees)

As is:

Finance Committee: Shall be appointed annually by the President with the consent of the Board of Directors and shall consist of at least three (3) members of the Corporation or, in the alternative, a Certified Public Accountant. The Committee shall examine the Corporation's financial records as specified in Article VII.G. In addition, the Committee shall periodically analyze the financial condition of the Corporation, to include a review of the accounting system, the chart of accounts and the accounting and disbursing procedures for appropriateness, completeness and effective internal controls. The Committee shall review the investments of the Corporation and shall recommend to the Board all future investments to insure that maximum return, safety and soundness is maintained.

Proposed change:

Finance Committee. Finance Committee members shall be appointed at the start of each fiscal year by the President with the consent of the Board of Directors, and shall consist of at least three (3) members of the Corporation. Alternatively, a Certified Public Accountant may serve in lieu of one Corporation member. The Committee shall examine the Corporation's financial records as specified in Article VII.G. In addition, the Committee shall periodically analyze the financial condition of the Corporation, to include a review of the accounting system, the chart of accounts and the accounting and disbursing procedures for appropriateness, completeness and effective internal controls. The Committee shall research and recommend to the Board avenues for the investment and growth of our money, to include current and future "inheritance gifts" not otherwise specifically targeted by the donor, to insure that maximum return, safety and soundness is maintained. The Finance Committee will consider input from the Long Range Planning Committee and any special committee formed to advise on specific bequests and donations received.

Reason: Clarification; acknowledgement of bequest committee. (will be described via resolution.)

V.B.2.d. (Administration- Officers – Duties: Duties of Officers, Directors and Standing Committees)

As is:

Long Range Planning Committee: The Vice-President shall appoint and chair a group consisting of two (2) past Presidents of the organization, the current President, and two (2) former Board members for the purpose of long-range planning. With input from the membership, the task force will present a Five-Year Plan for the organization and oversee its implementation. Each year the Task Force will convene to evaluate and identify what remains to be accomplished and determine the means to extend the Plan into the future.

Proposed Change:

Long-Range Planning Committee. At the start of each fiscal year, the Vice-President shall appoint and chair a group for the purpose of long-range planning consisting of a past President of the organization, the current President, a member of any bequest committee, and a combination of at least one former Board member and at least two other organization members with varied theatre experience and knowledge. After consideration of input from the Finance Committee, any - bequest committee, and the membership, the Long Range Planning Committee will research, define, and

suggest to the Board the 5, 10, and 15+ year plans to include but not be limited to the artistic and physical goals and concept, projects and events of the Corporation.

Reason: revise membership; clarification of purpose, acknowledgement of bequest committee. (will be described via resolution.)

Note: Several changes to the e-mail voting provision (V.C.1.) follow and are recommended based on review of several years using the procedure. The changes reflect actual needs and align e-mail voting processes with voting procedures used at Board meeting.

V. C. 1. (c) (Administration- Officers – Duties: Board of Director Meetings - E-mail Vote)

As is:

E-mail Vote. When a situation requiring a Board vote arises between regularly scheduled Board meetings, the Board may vote by e-mail under the following conditions:

Proposed Change:

E-mail Vote. When a situation requiring a Board vote arises between regularly scheduled Board meetings, the Board may vote by e-mail using the following procedures:

V. C. 1. (c)(1) (Administration- Officers – Duties: Board of Director Meetings - E-mail Vote)

As is:

The Secretary will administer the e-mail voting process. If the Secretary is unavailable, another Executive Officer, in the order of President, Vice-President, and Treasurer, must administer the vote.

Proposed Change:

The Secretary will administer the e-mail voting process. If the Secretary is unavailable, another Executive Officer must administer the vote.

V. C. 1. (c)(3) (Administration- Officers – Duties: Board of Director Meetings - E-mail Vote)

As is:

Every Board Member must reply to the Secretary acknowledging receipt of the issue.

Proposed Change:

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

V. C. 1. (c)(4) (Administration- Officers – Duties: Board of Director Meetings - E-mail Vote)

As is:

Every Board Member must register a vote.

Proposed Change:

A majority vote of the quorum is required for a motion to pass, unless stricter criteria have been set.

V. C. 1. (c)(5) (Administration- Officers – Duties: Board of Director Meetings - E-mail Vote)

As is:

A written record of the vote cast by each board member and/or member of the executive committee shall be included in the minutes of the next meeting held following such vote.

Proposed Change:

A written record of the vote cast by each board member and/or member of the executive committee shall be included in the minutes of the next regular meeting of the Board of Directors held following such vote.

V.C.2.- Notice. (Administration- Officers – Duties: Board of Director Meetings)

Move to V.C. 1. (b) (1).

Reason: This paragraph only refers to V.C.1.(b) - Special Meetings [of the Board of Directors]

V.C.3. - Quorum (Administration- Officers – Duties: Board of Director Meetings)

Move to V.C.1. Renumber subsequent paragraphs.

Reason: This applies to all meetings and votes, following.

V.C.4. – Substitutions (Administration- Officers – Duties: Board of Director Meetings)

Becomes V.C.2. if changes to V.C.3. and V.C.4. are approved

VI. B. (Nominations and Elections)

Correct typo: Add “s” to the word “Election”

VI.B. 4. (Nominations and Elections)

As is:

Election shall be by secret ballot, and the officer determined by a plurality vote of the qualified members present and voting plus the qualified absentee ballots received prior to the election meeting.

Proposed change:

Add sentence at end: “Other than the names of the newly elected board members, no election results will be announced at the meeting.”

Reason: Clarification.

VII. A. – (Finances – Contracts. First sentence.)

As is:

Contracts: The Board of Directors may authorize any two members of the Board to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Proposed change:

Add to end of sentence: unless otherwise specified in the Resolutions of The Colonial Players.

Reason: Acknowledges exception described in resolution.

In General – throughout document:

Update language in Bylaws to use present tense or American standard of future tense, as applicable/appropriate. (Will also apply to language of any changes voted at the meeting.)

Reason: To improve readability and clarity of document.