



GENERAL MEMBERSHIP MEETING

**TUESDAY, OCTOBER 7, 2014
7:30PM**

108 EAST STREET, ANNAPOLIS MD 21401



The Colonial Players, Inc
General Membership Meeting
Tuesday, October 7, 2014

MEETING AGENDA

1. Approval of Agenda
2. Approval of Previous Meeting's Minutes
3. Officers' & Directors' Reports
 - a. President—Darice Clewell
 - b. Vice President—Herb Elkin
 - c. Treasurer—Kaelynn Miller
 - d. Secretary—Theresa Riffle
 - e. Artistic—Carol Youmans
 - f. Education—Scott Nichols
 - g. Human Resources—Shirley Panek
 - h. Marketing—Marguerite Jahns
 - i. Operations-- Wes Bedsworth
 - j. Production—Jennifer Dustin
4. New Business
 - a. Bylaw Changes—Beth Terranova
 - i. Bylaw V.A.3.
 - ii. Bylaw V.B.1.(c)
 - b. The Colonial Players Scholarship
 - c. In Memoriam
5. Open Forum



The Colonial Players, Inc
General Membership Meeting
Monday, March 31, 2014

General Membership Meeting- March 31, 2014

MEETING MINUTES

Attending- Terry Averill (President), Beverly van Joolen (Vice President & Acting Marketing Director), Kaelynn Miller (Treasurer), Theresa Riffle (Secretary), Carol Youmans (Artistic), Ron Giddings (Education), Shirley Panek (Human Resources), Wes Bedsworth (Operations), and Beth Terranova (Production)

Absent- None

1. The General Membership Meeting was brought to order at 7:42 pm by Terry Averill.
2. Approval of Agenda
 - a. **The agenda was approved by majority vote.**
3. Approval of Previous Meetings' Minutes
 - a. General Membership Meeting, March 26, 2013
A motion was made to approve the minutes as amended. **The motion passed unanimously.**
 - b. General Membership Meeting, October 1, 2013
A motion was made to approve the minutes as presented. **The motion passed unanimously.**
4. Officers' & Directors' Reports
 - a. President—Terry Averill
 - i. Refer to written report.
 - ii. Terry announced that Andrea Elward had notified the Board immediately prior to the start of the meeting that she was resigning her position as Marketing Director position.
 - iii. Terry stated that Beverly van Joolen has been named Acting Marketing Director until a suitable replacement can be found. Tom Stuckey is covering the Vice Presidential duties for Beverly in the meantime.
 - b. Vice President-- Beverly van Joolen
 - i. Refer to written report.
 - ii. Beverly asked that anyone who is interested in the position of Marketing Director, please contact the Board in order to pursue the process.

- c. Treasurer—Kaelynn Miller
 - i. Refer to written report.
 - ii. Kaelynn mentioned that Colonial Players has been doing well in regards to the budget. Colonial Players is on track to exceed its goal for the year.
- d. Secretary—Theresa Riffle
 - i. Refer to written report.
 - ii. Theresa thanked the Board for being such wonderful people with which to work.
- e. Artistic—Carol Youmans
 - i. Refer to written report.
 - ii. Carol announced corrections to her report- *Rocket Man* will be the first show of the season and *The Liar* will be the fourth show of the season.
 - iii. Mary Watko's name was accidentally omitted from the list of Director Selection Team members on Carol's report.
- f. Education—Ron Giddings
 - i. Refer to written report.
 - ii. Ron added that the Talkbacks have been very successful and have been gaining in popularity. The Talkback for *Bat Boy* will take place Sunday 4/13 after the show.
- g. Human Resources—Shirley Panek
 - i. Refer to written report.
 - ii. Shirley shared that the Christmas Party was a very successful event. Over 100 people attended.
 - iii. Colonial Players also has many new volunteers.
- h. Marketing-- Beverly van Joolen
 - i. Refer to written report.
 - ii. Beverly added that Colonial Players has had some great partnerships with community businesses during *Bat Boy*.
 - iii. There have been many positive articles published regarding *Bat Boy* and the Colonial Players' production.
 - iv. The audiences are enjoying the unique program that Tom Stuckey designed for *Bat Boy*.
- i. Operations-- Wes Bedsworth
 - i. Refer to written report.
 - ii. Wes gave a demonstration of the new House Lights.
 - iii. Wes gave a demonstration of the new Martin Mac Aura lights while the votes were being tallied.
- j. Production—Beth Terranova
 - i. Refer to written report.

- ii. Beth stated that any people interested in becoming a Producer for a show should understand that it a lot of work, but individuals can ask for assistance or co-produce, if they want a less-exacting workload.
- iii. Beth expressed her deep appreciation and thanks to many people who helped her during her tenure as Production Director. She specifically recognized Richard Atha-Nicholls, Lois Banscher, Jeannie Christie, JoAnn Gidos, Edd Miller, Heather Quinn, Frank Florentine, and Wes Bedsworth for their exceptional efforts in the realm of Production.

5. New Business

a. Proposed Bylaw Changes-- Beth Terranova

i. Article VI. A. 4 Nominations and Elections, Nominations

From the floor a recommendation was made to change "Chairperson to Chair throughout the Bylaws." A motion was made and seconded to accept the recommended change as amended. **The motion passed unanimously.**

ii. Article VI. A. 5 Nominations and Elections, Elections

A motion was made and seconded to accept the recommended change as amended. **The motion passed unanimously.**

iii. Article VI. B. 3

A motion was made and seconded to accept the recommended change as amended. **The motion passed unanimously.**

b. Elections

i. Theresa Riffle read a special announcement from Richard Atha-Nicholls, candidate for President, explaining the reason for his absence from the meeting.

ii. Dirk Geratz, Election Chair, explained the Election process.

iii. As per Article VI. B. 3. of The Colonial Players Bylaws, a motion was made and seconded to waive the reading of the candidate statements. **The motion passed unanimously.**

iv. Dirk Geratz asked the 2 required Election Chair questions

(a) "Have all voted who wish to vote?"

(b) "If no one else wishes to vote, (pause) the polls are closed."- Charlotte Robinson then collected the ballots, and the Election Committee left the room to count the ballots.

v. During the ballot count, Wes presented a demonstration of the new Martin Mac Aura lights used in *Bat Boy*.

vi. Dirk Geratz announced the names of the newly elected Board members. No motion was made to request the Teller's Report passes. As per Article VI. B. 4. of The Colonial Players Bylaws, no other election results were announced.

(a) 50 votes were cast, 12 of which were absentee.

(b) The new elected Board members were announced as follows:

Production- Jen Dustin

Operations- Wes Bedsworth

Human Resources- Shirley Panek

President- Darice Clewell

(c) As per Article VI. B. 4. of The Colonial Players Bylaws, the Teller's Report was recorded and included in the minutes of the meeting. (See attached report).

6. Open Forum

a. Beth Terranova brought up the concern that there are people who have stated that they do not know how to become a member of Colonial Players. The information is not on the website. Beth recommended that membership information be posted on the website.

7. A motion to adjourn was made and seconded at 9:18 pm. **The motion passed unanimously.**

Respectfully submitted,

Theresa Riffle
Secretary

Colonial Players' Board Elections 2014—Teller's Report & Declaration of the Result

For the position of President:

Number of votes cast: 50

34 Darice Clewell
16 Richard Atha-Nichols

For the position of Human Resources Director:

Number of votes cast: 46

46 Shirley Panek

For the position of Operations Director:

Number of votes cast: 46

46 Wes Bedsworth

For the position of Production Director:

Number of votes cast: 45

45 Jennifer Dustin

Illegal Votes: 0



The Colonial Players, Inc
General Membership Meeting
Tuesday, October 7, 2014

President's Report to the General Membership October 7, 2014

My plans at the start of this term were to a) get familiar with the board's directors and the members of the executive board, and b) plan an approach for us for this year. Due to three vacancies on the board when I moved into the position, my first month on the job was spent recruiting. The positions of Vice President, Marketing Director, and Education Director were accepted by Herb Elkin, Marguerite Jahns, and Scott Nichols, respectively. With these appointments complete, we are now moving to implement the approach I outlined for this year.

One word summarizes that approach: *involve*. I want to involve members in the work of the theater, involve the teams with the board, involve the directors with their teams, and involve the board with the productions.

My areas of focus are:

1. **Get all teams in place and functioning:** This is a mandate in the resolutions, and we are striving to build this infrastructure. At the start of this term some of the directors had teams in place, others had none. The best news is that the teams that are in place are peopled with diligent and hard working volunteers who are making the theater function. The directors are working on getting their teams fully staffed, and providing for some back up.
2. **Provide documentation for the team members:** This is also a requirement per the resolutions. I am pleased to announce that Dianne Andrew Smith is going to work with all of the teams to produce handbooks or manuals or best-practices collections (not every team needs a full-scale manual). The teams will supply the content, and Dianne will assist with creating the handbook.
3. **Start creating a line-of-sight for successors:** Some team members are not interested in serving on the board, which is fine. We have a need for many volunteers to serve in hundreds of capacities. But if no team members are willing to step forward and run for the board position, it is inevitable that we will always have people from outside the team running for a board position, to head a department that they know nothing about. I have asked each director to get two people on their team who are interested in learning about the team as a whole, and are willing to take on more responsibilities, with an eye toward running for the board in the future.

The board is spotlighting a different team at each of our monthly meetings, in order to give more people a chance to see how the teams, directors and board work together and through each other. Last month, the Education Team was invited to come to the board meeting, and Education Director Scott Nichols wrote a brief article for News 'n' Cues. Next month it will be the Production Team, and we will continue throughout the year. We are aiming for additional transparency between the board and the teams, and therefore the membership.

I have continued in recruiting mode in starting up some required committees.

1. **Nominations Committee:** Rick Wade (chair), Rebecca Feibel. There will be another name or two added to the list in the next few weeks.
2. **Elections Committee:** Dirk Gerant (chair). More names to be announced in the new year.

I am in discussion with several people regarding a few ad hoc committees/focus groups.

1. **WATCH judge debrief:** I have asked Craig Mummey, as CP's WATCH representative, to conduct an information gathering session with current and previous WATCH judges. Part of the original enthusiasm for engaging in the Washington Area Theater Community Honors was the belief we would be exposed to lots of other theater, learn best practices from other venues, other approaches, and other slates. That learning has been largely unrealized. Other than the nominations and awards, it's difficult to point to any way in which we are enriched as an arts organization as a whole through the WATCH process. Very little feedback is provided on individual productions. The few judges we have are the only ones that are out there seeing all these other productions, and therefore, I think we should glean from their experiences any suggestions that might make the theater experience at CP even better for our audiences.
2. **Membership:** A start has been made on assembling an ad hoc committee to assess membership at CP: do we need different levels, different definitions of membership, what are the benefits and requirements, and the costs? As we are still in discussion, I will not yet name any potential committee members.

There have been quite a few events I was able to participate in, including the Fox 5 Morning News broadcast from City Dock, decorating for and then conducting the ribbon cutting ceremony for the new light grid system, and serving on the Special Awards Committee for the annual gala.

I am using the President's Message space in playbills to inform and involve our theater-goers and our members in the goings-on beyond each performance they are about to see (the show directors do that in their messages). Instead, I am focusing more on what's going on behind the scenes in and beyond 108 East St.

There are a few further things I hope to make some movement on this year. The board got a workout when it came to learning new skills early on; many of the appointments, much of the discussion, and most of the voting related to board member appointments was conducted electronically. The board is also using more electronic communication for our reports and discussions. We are learning, though for a few of us it's a little slower than for others! This makes it easier for us to complete work, but it has also brought to light some gaps in our programs, software, and hardware. I hope that within the next year we will be able to: communicate with membership, subscribers and ticket purchasers via email. We will start looking at ways to post board meeting minutes for all members to see as soon as they are approved, and share documents readily among team members—we're getting better at this one. Wes is already researching some options to make these things happen, but it will take time and effort to get these systems selected and functioning.

I appreciate the support and assistance people have provided during these first few months in office. The members of The Colonial Players have an incredibly dedicated group of people serving on this board. It is an honor to work with them, and try to find ways to support their efforts to provide outstanding governance and leadership. There are many committee positions and tasks that need to be done on a regular basis; you don't have to be on a team to take on a task. Not every job is big, and many take just a few hours of your time. I urge CPers to ask board members what you can do to help take a task off their hands. And please let me know how I can serve you best.

Respectfully submitted,

Darice Clewell
President



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Vice President's Report

Summary of Activities for October 2014 Membership Report:

1. Appointed by Board as Vice-President in June 2014 to complete term vacated by Beverly van Joolen.
2. Selected Members to serve on the Bequest Committee. Bequest Committee consists of:

Terry Averill
Herb Elkin, Chair
Dianne Hood
Kaelynn Miller
Tom Stuckey
Mary Beth Yablonski
Ted Yablonski

Attempted to schedule meeting of Bequest Committee per CP Resolutions, but due to multiple members' unavailability was postponed.

3. Appointed Members to serve on the Long Range Planning Committee. Long Range Planning Committee consists of:

Terry Averill
Darice Clewell
Herb Elkin, Chair
Scott Nichols
Heather Quinn
Rick Wade
Judi Wobensmith

Seeking input from the General Membership to inform the Long Range Planning process. Please contact any Committee Member with suggestions or concerns.

Respectfully submitted,

Herb Elkin
Vice President



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**Treasurer's Report to the General Membership
October 7, 2014**

Information for the Membership:

1. Dr. Riley Bequest
 - a. The following Investment Funds have been set up with funds from the Dr. Riley Bequest
 1. The Colonial Players Roland E. Riley Endowment Fund for the Arts, through the Community Foundation of Anne Arundel County (CFAAC)
 1. On May 12, 2014, we donated [REDACTED] to CFAAC to create an Organizational Endowment Fund.
 2. [REDACTED]
 3. Annual disbursements from CFAAC funds typically occur during February of each year.
 2. Investment Account with Camden Planning Group, LLC.
 1. Robert Zimmer, an investment advisor recommended by several members, and reviewed extensively by the Finance Committee and approved by the board, has been entrusted with investing [REDACTED], in a moderate-to-conservative risk portfolio. This investment was only just made on August 13, 2014 and, therefore, has not had too much time to make any money [REDACTED]
[REDACTED] More earnings information will be provided at the Spring General Membership Meeting.
 - b. The Finance Committee is currently actively pursuing a portfolio proposal from Tower Financial Group.
2. Ticket Sales
 - a. Season Income Comparison
[REDACTED]
 - b. The potential Subscription income for our upcoming season is less than other 7 production years due to one of the subscription offerings being *A Christmas Carol*, with ticket prices set at \$10.
 - c. While we are still seeing a drop in Subscription sales, our Box Office Income pattern seems to be holding steady in an increasing pattern, most likely due to the attitude of people to wait-and-see as opposed to subscribing.

3. Herb Elkin, Mike Gidos, and David Thompson were appointed to the Finance Committee for 2014-2015 by the President and approved by the Board of Directors, in accordance with our Bylaws.
4. Other Activities
 - a. Facilitated a Basket Raffle consisting of items donated by local businesses. [REDACTED]
[REDACTED] Proceeds benefit future theater projects. Winners were announced on September 30. Thank you to all who assisted me in this venture by recruiting donations and selling raffle tickets! Congratulations, as well, to our winners: Pamela Brune, JoAnn Gidos, Dr. Ross Heisman, Judy McGroarty, Anni Schanbel, and Jason Vaughan!
 - b. While I have not been able to make any progress in my effort to sort through the years of Treasurer paperwork at the Annex, I am going to try to get that project started in the next 6 months. Danny Brooks has volunteered to assist me so far. Anyone else who may be interested, please let me know.
5. Attached documents:
 - a. Final budget execution status for 2013-2014 (Fiscal Year 2014)
 - b. Individual Production Accounting for 2013-2014 Season
 - c. Comparative Sales Data for last 7 seasons
 - d. 2014-2015 (Fiscal Year 2015) Budget
 - e. Current budget execution status for 2014-2015 (Fiscal Year 2015)
 - f. Current Status of Investment Funds of Dr. Riley Bequest

Respectfully submitted,

Kaelynn Miller
Treasurer



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Secretary's Report to the General Membership

October 7, 2014

My regular duties for the past 6 months included the preparation of 6 Executive Committee Meeting Agendas and Minutes, 6 Board Meeting Packets (agenda, minutes, reports and attachments) and the General Membership Meeting Packets (agenda, minutes, reports and attachments) for tonight's October 7th meeting.

One of my primary duties as Secretary is the recording of the motions at each Board of Directors Meeting. At each meeting, the Officers and Directors make a variety of decisions concerning the operation of Colonial Players. Some highlights of Board decisions since the March 2014 General Membership Meeting include:

- Approval of the appointments of 3 new Board members to fill unexpected vacancies
- Approval for the Theater Grid Renovation
- Approval to increase the Colonial Players Scholarship to \$2500 for this year

All Board Meeting Minutes and General Membership Meeting Minutes are on file in binders in the Board Room at the Annex. These Minutes are available for review by any current member of Colonial Players.

At the March 2014 General Membership Meeting, the Membership adopted 3 changes to the Bylaws. These changes are posted on Colonial Players' website.

At a special Resolutions Review Board meeting, which took place on September 13, 2014, the Board discussed changes to be made to the Resolutions. Twenty-three changes were approved by the Board at the September Board meeting. The updated Resolutions are posted on the Colonial Players' website.

The Governance Documents, General Membership Meeting Minutes, and other administrative documents which may be of interest to the General Membership are available on the Colonial Players website on the "Colonial Players Downloads" page which can be accessed from the Colonial Players' Home Page, or the page can be reached directly at this address:

<http://thecolonialplayers.org/index.php/downloads>

Beginning in August, upon my recommendation, the Board instituted “Less-paper” Board meetings. Meeting minutes, Officer and director reports and other documents are shared electronically and placed in a shared Google folder several days before a Board meeting. By sharing our information electronically, we are saving Colonial Players money in paper and toner, and we are being more Earth-friendly as well. In only two short months we have saved over 400 pieces of paper and the toner which would have been used on that paper.

I am currently creating a timeline for each Board members regarding deadlines for duties and events, as outlined in the Bylaws and the Resolutions. The completed document will assist Board Members in the timely planning and execution of their duties. I am also in the process of creating a Secretary’s Handbook.

Lastly, I had the privilege, as did the other Board members, to participate in greeting patrons and distributing patron appreciation packets during Patron Appreciation Month and in making subscription announcements during *Rocket Man*.

Respectfully Submitted,

Theresa Riffle
Secretary



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Report of the Artistic Director to the General Membership

Play Selection is the foremost activity of the Artistic Team at this point in the year. With the generous input from members and directors and drawing from the lists of plays considered and nearly selected in the past three years, Chairman Mickey Lund and his committee, Shannon Benil, Nathaniel Bowen, Laura Gayvert, Jim Gallagher, Eloise Ullman, board members, Jen Dustin, Marguerite Jahns, Carol Youmans have whittled down a huge list to 30, from which 18 will be chosen along with the proposed titles from 8 Director/Play package applicants to be the final selection list. Interviews with the directors who have proposed packages will be interviewed in late October and early November.

The Artistic Team members are Gwen Morton, who with the help of Andy McLendon and Carol Cohen, is administering the 2014 Promising Playwright Contest, Mike Gilles, who is editing the Handbook and managing the surveys that contribute to Reflections after each show, Mickey Lund, who is heading up Play Selection, Lois Evans and Carol Youmans. The team is still seeking another member who would like to help organize the revival of the regular meetings of the playwright's group and a program to nurture a playwright each year, with reader's workshops and support to develop a script for production.

Respectfully submitted,

Carol Youmans
Artistic Director



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General Membership Meeting
Education Report
October 7, 2014

Child Protection Policy

The theatre drafted its Child Protection Policy on August 6th and posted for the board to review. It was agreed that a committee with representatives from the education, human resources and production teams needed to make the final revisions and decide on its implementation. The team met on September 24th and will have the document finalized this month.

Workshops & Other Events

There are five workshops currently slated for this season and registration was launched on the CP website on September 17th. The workshops include: Voice & Diction, Stage Lighting, Costuming, Musical Theatre and Stage Management. Along with the workshops, several Directors' Round Tables are planned for the spring. These will be of a more open structure where new directors will have a chance to discuss topics and challenges with more experienced directors. However, each round table will have a specific topic and a facilitator to keep discussions on topic.

Internships

In an effort to expand our internship program we have reached out to the Performing and Visual Arts program (PVA) of the AA Co. public schools and the performing arts department of AACC. The PVA intern is planned to start during the spring 2015 semester. Our intern from AACC, Cody Smith has just started his 8-week internship specifically designed with a focus on musical theatre.

Scholarship

In an effort to expand our scholarship program we have moved the deadline to February 1st, have increased the amount of the award and are utilizing our marketing staff to spread the word to more applicants. Additionally, in an effort to raise awareness and interest, information spotlighting the scholarship and former awardees was displayed in the lobby during the run of the first show of the season.

Archiving

The Archives team has pulled several boxes from the approximately 20 boxes at the State Archives and met on September 26 to go through this sample and determined folder structure, designed a database as to what information will be tracked for each article and created guidelines for what materials will be

digitized. We continue to work in cooperation with the State Archives and will set the schedule for the process of going through the materials over the remainder of the season.

Respectfully submitted,

Scott Nichols
Education Director



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**Report of the Human Resources Director
General Membership Meeting, October 7, 2014**

2014 65th Season Celebration Gala -

This year's Season Celebration was held on Sunday, August 11, at Governor Calvert House Inn. 113 attendees attended a gala cocktail reception. There were, unfortunately, some hiccups with the venue and amount of food for the attendees, despite assurances from the catering staff. After discussions with Calvert House we received a small credit, and decided to use that money to extend memberships for one year to the attendees.

We are in the beginning stages of planning for next year's 66th Season Celebration, and I welcome volunteers – especially those who enjoy planning great parties – to become a part of the Season Celebration committee. We hope to make this Gala the best one yet! We are currently looking at one of two tentative dates - Sunday, August 9 or 16, but are certainly open to discussions for an alternate.

Please send suggestions and volunteer offers 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 - and have gained more this year, 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



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Marketing Director's Report to the General Membership October 2014 Membership Meeting

Marguerite Jahns, Marketing Director

Information for the Members –

Having been appointed Marketing Director, I've spent these past few months trying to get up to speed understanding the position and the many different responsibilities that come with the job. I am fortunate to have a fantastic team that really does all the work, but we are very much in need of additional volunteers for the team to assist in every aspect of Marketing for The Colonial Players. If anyone is interested in joining the team, please contact me or email me.

Some recent marketing news –

Ads in the Capital – We are doing a test run for larger ads for “A Few Good Men” in the Capital Gazette. If it appears that the larger ad attracts more visibility we will continue with the larger ad size.

Press Packets – Thank you to Jim Reiter for assisting me with developing new press packets that are now provided for all reviewers.

Fox News – Darice, Scott and I obtained a nice plug on Fox News, DC. The news clip can be found on The Colonial Players Facebook site.

DC Metro – We've decided to start advertising for the next few months in DC Metro. The costs were very reasonable and it reaches a different audience.

With being fairly new to the team, I welcome any and all suggestions on how we can better promote and sell The Colonial Players. To quote Peter F. Drucker “The aim of marketing is to know and understand the customer so well the product or service fits him/her and sells itself.”

This concludes my report.

Respectfully submitted,

Marguerite Jahns
Marketing Director

The Colonial Players

Operations Director Report to the Membership

October 2014

The world of theater operations continues to keep our Operations Team quite busy. A summary of the past six months is listed below:

Operations Team: I've been working over the last few months to expand the Operations Team to involve more of our membership in the day-to-day work involved in upkeeping our facilities. Our new larger team has met as a group twice, and meets next on October 13, 7:00pm at the Annex. **If anyone is interested in joining the Operations team, please let me know!** I'm including a complete list of the team at the end of my report, but have broken this report down into functional team sections and have listed each lead with their respective area.

- **Secretary (Hannah Sturm)**

- Hannah is now handling a lot of the administrative tasks for the Operations Team, such as maintaining our contact list, maintaining our team Action Item register, scheduling meetings, maintaining the Operations Team calendar, compiling documentation for our equipment, etc. Hannah is also assisting me with setup and maintenance of CP Google Apps accounts and distribution groups for board members and other members, as well as all of the other back end functions of our email system.

Google Apps for Work

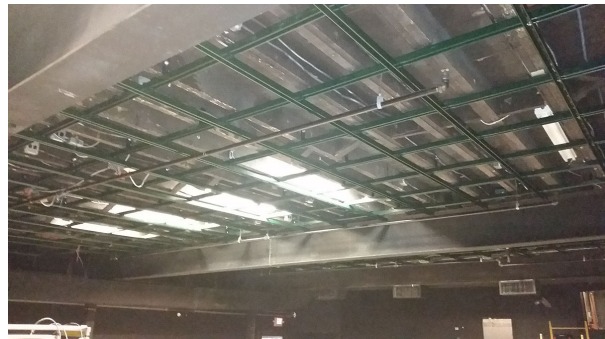
- **Facilities (Nick Beschen)**

- **Team Meeting:** Nick is working to schedule a Facilities team meeting to get the team together as a group and discuss how we can get everyone involved in the many routine maintenance tasks. This meeting is expected to occur in October. If you are interested in joining Nick's Facilities Team, let him know!
- **Maintenance Inspection Schedule:** Nick is also working to develop a maintenance inspection schedule such that members of the Facilities team can regularly check for maintenance concerns around our buildings and address them before they become major problems.
- **Tech Booth Lighting:** I replaced the Tech Booth desk lighting with better track lighting. Previously there were two inadequate track light heads on the wall above the theater window, however these did not put much light on the desk because of their location. I installed a light track the length of the room directly above the desk so that the track heads aim light straight down. The new track heads are LED and are very small. I also replaced the general overhead lighting in the booth with 4-foot fluorescent T-8 fixtures, adding a lot of work light for the designers. These are a long-needed improvement.

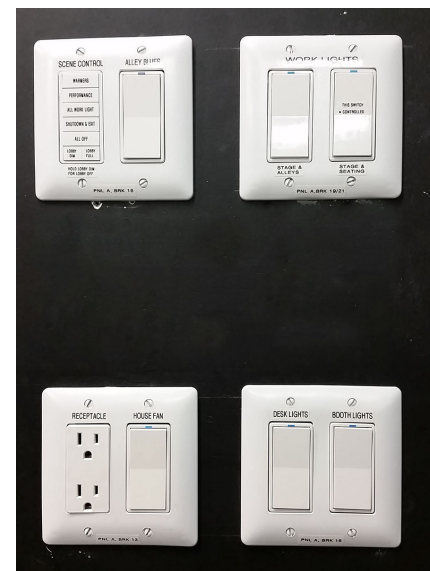


- **Theater Workshop:** Several members of the Facilities team worked to clean out the theater workshop, eliminating all unnecessary scrap lumber and other “junk.” In the future, they plan to ensure all scrap lumber is removed from the theater shop following the build for each production so that the space is maintained in a useable state at all times. They also cleaned out the overhead air cleaner and procured replacement filters for it. I’m planning to improve the storage options in the workshop closet over the next few months with Nick.
- **Ice Maker:** Before Opening Night of "Rocket Man", the icemaker was cleaned and restocked with fresh clean ice, courtesy of Jim Robinson. The next cleaning is scheduled for January 2015.

- **Light Grid & House Light Renovation:** The light grid and House Light renovation is complete, at long last. The contractor for the grid completed all work two days early and on budget. The new light grid is extremely durable, much safer than the previous light grid, and provides us with an enormous amount of flexibility for lighting our shows. All parts for the new House Lights arrived and were installed prior to opening night of Rocket Man. There are some dark areas in the seating still, so I have ordered a few additional House Lights to even out the light. These should tentatively arrive in time for A Christmas Carol as they are special order and have to be custom manufactured. We were able to secure a deep discount on these instruments when we ordered the additional lights, courtesy of both Jesco Lighting (manufacturer) and Maurice Electrical Supply (distributor). Thanks to everyone who helped with the light grid renovation, House Light installation, and tech maintenance efforts this summer. It was an enormous undertaking in a small amount of time, and could not have been accomplished without the many volunteers who stepped forward to help!



- **Work Light Upgrades / Repair:** As a result of installing a new light grid, I had to make adjustments to the Work Light wiring because the existing wiring was in the way of the new grid. Much of the wiring updates have been completed, with only a few areas remaining to be improved. The upgrade included a redo of the wiring in the Tech Booth wall that fed all of the switches. This update allows the booth technician much greater control over everything directly from the booth. A Scene Controller has been added (top left unit in photo to the right), very similar to the Stage Manager buttons backstage, providing the tech with the ability to make many lighting adjustments simultaneously by pressing a single button. We are also currently looking at procuring cages for around the lights to



guard against breaking bulbs during light hang events. These cages have already been added to the new overhead fluorescent lights in the booth.

- **Backstage Blues:** As it turns out, the old alley lighting was tied into the former House Light system, so when we removed the House Lights, the alley lighting had to be removed as well. Frank Florentine and I are discussing options for improved alley lighting. I hope to have a permanent solution installed by the end of the calendar year. We are temporarily using blue rope lighting, which is working very well and eliminates the light bleed over the top of the alley walls.
- **Theater Roof Leak:** Per approval of the Board during the August 2014 meeting, we contracted Academy Roofing to execute repair work on the theater roof over C-alley. The repair work was completed quickly, on budget, and looks good. Five moisture vents were installed (pictured), some roofing material was replaced, walls were sealed, gutters were cleaned, and many seals were replaced. We've noted no further leaks in the area of concern. I plan to discuss options for an annual maintenance contract with Academy Roofing to ensure problems are detected early and do not develop into future leaks. The roof has continued to leak in the same area because of the roof slope design, which cannot be (easily) corrected.
- **Annex HVAC Failure:** The rehearsal hall HVAC failed over the summer. The compressor turned out to be the problem. The component has been replaced, unfortunately out of warranty, and the HVAC was back online within two weeks.
- **HVAC Maintenance Plan:** We renewed our HVAC maintenance plan with Zindorf HVAC, now Griffith Oil, to have all 7 of our units serviced twice a year. All units have been recently serviced.
- **Work Light / Vent Fan Switches:** While upgrading the work light wiring, I moved the House Fan switch from near the A-alley door into the Tech Booth, which allows for control of the fan from the booth. This was necessary during *Bat Boy* when we used fog so that we could pull the fog out of the performance space more quickly. Moving the switch to the booth eliminates the need to run to the end of the alley and back during a performance. I installed a remote switch at the end of the alley for the fan, as well, so there is still control of the fan outside of the booth. I also replaced the double Work Light switches at the end of the alley with a single switch, which controls both "banks" of Work Lights together for simplicity.
- **A-Alley Walls:** During the light grid renovation and lighting instrument repair, Nick worked with me to "finish" the walls in A-alley near the Tech Booth. These walls were in very bad shape, so what remained of the wallboard was removed and replaced. We were also able to pull out a lot of old and unnecessary wiring in the



process, making the alley look much better. The Tech Booth door also got new trim. Everything still needs a coat of paint yet, but the hard part is done.

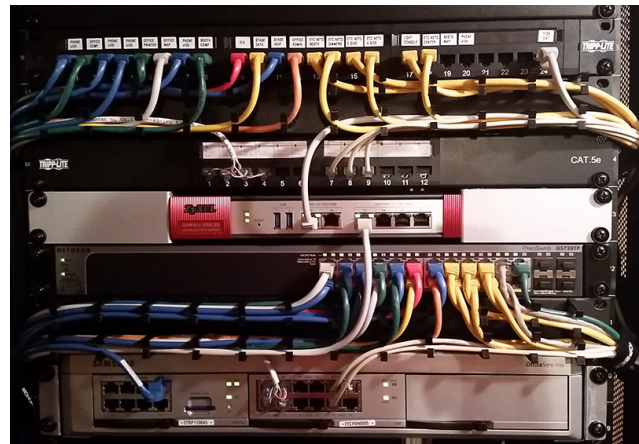
- **Facilities Documentation (Frank Florentine)**
 - Frank is working to develop complete CAD drawings of our theater facility. Our goal is to also begin documenting as much of the electrical and plumbing as possible for reference when there is a problem or when we go to do an upgrade. I came across a mostly complete set of drawings from when the lobby expansion was completed in the 90's, so this will be a big help to that effort.
- **Access Control (Dave Carter)**
 - I'm working to get Dave up to speed on how the Access Control hardware at our facilities operates so that he can assist me with adjustments to access and distribution of key fobs in the (hopefully) near future.
- **Box Office (Lynda Cunningham)**
 - 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 rarely have to worry about!
 - **Showare Summit:** Lynda and June attended the Showare Summit, which was held in Annapolis this year. This event is put on by our ticketing software company and provides informational workshops on various features, as well as an opportunity to meet with Showare staff directly to ask questions. Lynda and June were also able to get a feel for how other venues use the ticketing software.
 - **Ticket Site Slowness:** We are currently having an issue with the ticketing site operating slowly at the theater. We think we've narrowed it down to the Anti-Virus software we're using. I'm looking at switching it out to see if that solves the issue.
 - **Box Office Manual:** June Fordham has agreed to review my team's Box Office manual over the next month or two and bring it up to date with current practices, policies, and procedures. This will be helpful for training new Box Office staff as well as providing a reference guide for staff in general.
 - **Office Volunteers:** We have one new volunteer in the Office. If anyone is interested in getting involved with staffing our Box Office, we can always use additional help!
- **Assets (Stuart Johnson)**
 - **Equipment Inventory:** My goal for Stuart over the next few months is to develop an inventory of existing capital assets via spreadsheet at first and in doing so, determine what information we should capture for all assets. Once this initial effort is complete, we'll work to see if a spreadsheet is the most appropriate format to maintain this information or if something else should be considered.
 - **Backstage Water Cooler:** The backstage water cooler was replaced under warranty in April due to poor water taste. Rather than using a proprietary water filter, I procured one through Home Depot to be sure that replacement filters are always available locally.
 - **Lobby Water Cooler:** A countertop water cooler for the lobby has been procured. I've gotten a lot of positive



feedback on it. We are no longer buying plastic water bottles as the water cooler allows us to provide water for free to our patrons. This also eliminates the plastic bottle waste; people can refill their cups if they'd like more water instead of using another bottle. At the suggestion of one of our ushers, I added an emergency water shut-off valve near the lobby water dispenser. In the event that the water tubing becomes disconnected from the cooler, an easy way to stop the flow of water now exists.

- **Information Technology (Richard Atha-Nicholls)**

- **Lighting Network:** To support our many new LED lighting instruments, we have installed Ethernet-distributed DMX. This simplifies connecting LED instruments by providing several data jacks on the ceiling, avoiding having to run cables back to the booth or rely on wireless equipment for critical lighting. It also simplifies things during tech-in when the Booth equipment is set up on the stage floor. Now only one cable needs to be plugged in to control all of the lighting instead of multiple cables hooked up “just right”. This makes it easier for a less experienced designer to set up.
- **Network Conduit:** Some network cable has been pulled through the new conduit running down A-alley. There is still quite a bit that needs pulled before all of the remaining wire strung along the wall in the alley can be removed, but things are progressing well so far.
- **IT Team Meeting:** An IT team meeting was held on 16 Sep at the theater, led by Richard Atha-Nicholls. We discussed many aspects of IT as it relates to Colonial Players and we determined some initial steps to take as a team.
- **Website Framework Upgrade:** Eric Hufford is working to determine how complex it will be to bring our website up to date with the latest version of Joomla (our underlying Content Management System (CMS) which runs the site in the background).
- **Membership Database:** One of the actions from the meeting was to take a look at how we're managing membership information now and determine whether new features coming available via the Box Office ticketing software would be a better option for the future.
- **File Storage Infrastructure:** We are continuing to look at the best options for file storage and sharing. We are unique from an office where everyone has a company computer connected to a company server and can simply “pull things off the network” when needed. In our case, we have many volunteers with many computers needing access to various files. This provides an interesting challenge to be sure information can be made accessible easily while maintaining security.



- **Safety (Ernie Morton)**

- **Fire Alarm Testing:** The fire alarm at the theater continues to be tested regularly to ensure functionality as well as proper communication with the monitoring service. This is now handled by my Safety Team. No functionality problems with the system have been noted to date.
- **Alarm Sensor Repair:** When reconstructing the A-Alley walls during the light grid renovation, I found a damaged End of Line (EOL) resistor attached to the water pressure sensor on the fire main. I replaced it, because if it had broken it would have set off the alarm.
- **Emergency Light Recall:** I was notified by the manufacturer of our emergency lights (Lithonia) that some or all of our emergency lights may be subject to a recall associated with overheating circuit boards. I passed the notice to Ernie who inspected the lights and found that all of our units were all recalled. He has ordered no-cost replacements and we will install those as soon as they arrive in a few weeks.
- **First Aid:** The First Aid kits were reviewed and have been updated/replaced. My supplies team (Charlotte & Jim Robinson) purchased two first-aid kits at Sam's Club. One is for the Annex workshop and one is for the theatre lobby. The stage manager's kit will be stocked with as many basics as will fit in the existing case. The Sam's Club kits have most of the Red Cross and OSHA recommended supplies. My team will supplement them with the following: breathing barrier, instant cold compresses (to have on hand if the frozen peas aren't in the frig), Ibuprofen, hydrogen peroxide, Neosporin, and eye patches. These things should be in place shortly if they are not already.
- **Safety Inspections:** Monthly safety inspections are taking place at both the theater and the Annex, led by Ernie and Heather. All emergency lights and exit signs are tested, first aid kits are checked, and various other items are reviewed to ensure everything is in good order from a safety perspective.
- **Annex Smoke Detectors:** As part of the safety inspection at the Annex, we identified that there are no smoke detectors. We are in the process of procuring standard battery-operated smoke detectors for this location.
- **Theater Smoke Detectors:** During the safety inspection of the theater, we noted that the smoke detectors attached to the Fire Annunciator are at their end of life. In the coming months, we will be looking at replacing these units to bring them up to date. We may also add several units to the system. Stay tuned for more on this as we work through what upgrades we need to make.
- **Annapolis Fire Marshall Inspections:** We continue to get high marks from the Annapolis Fire Department when they conduct their annual visit. The worst thing for which we've been cited is a non-functional emergency light in the Green Room, which was already planned for replacement.



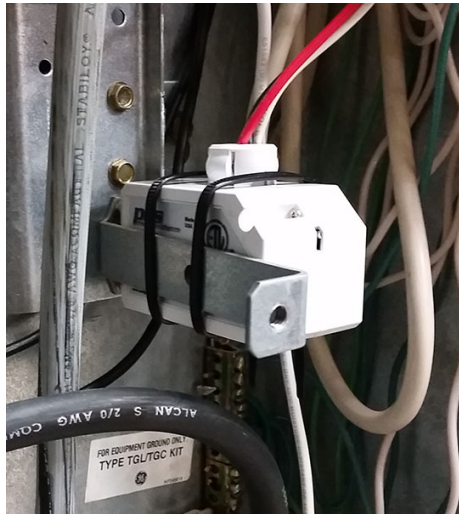
- **Supplies (Jim Robinson)**

- Jim continues the thankless job of providing supplies for our operation at both facilities. Without Jim's efforts, we would not have concession supplies, cough drops, paper towels, cleaning supplies, or toilet paper! While not a glamorous job, it is certainly a necessary one that I'm thankful Jim handles for us!

As always, thanks to our membership for allowing me to continue to serve in the position of Operations Director and trusting me to execute the duties of this position. I truly enjoy the work I do for our theater as well as the improvements I've been able to implement with the support of my team. If you have any questions or suggestions, or want to join our team, feel free to let me know! Thanks again!

For The Love Of It,

~Wes Bedsworth



Bonus: Since you read my whole report and got to here, there's an opportunity for you to **win something** tonight! If, by the end of the General Membership Meeting, you can identify the object in the photo at left (or at least a close guess as to what it might do) AND you can tell me where it can be found in the theater building, you can have my cast/crew comp tickets for our upcoming production of *A Few Good Men*!

Hint: This component is not normally visible because it's installed in a location that has to be partially disassembled to get to the component. You have to remove 12 quarter-inch diameter screws to get to it.

2014-2015 Colonial Players Operations Team

Operations Director: Wes Bedsworth (wes.bedsworth@thecolonialplayers.org)

- **Secretary: Hannah Sturm** (hannah.sturm@thecolonialplayers.org)
- **Facilities Manager: Nick Beschen** (nbeschen@gmail.com)
 - Dick Whaley
 - Ted Yablonski
 - Jim Robinson
 - Dave Carter
 - Jeremy Eckman
- **Facilities Documentation Manager: Frank Florentine** (fafloren@aol.com)
 - Terry Averill
- **Access Control Manager: Dave Carter** (david.carter@thecolonialplayers.org)
 - Wes Bedsworth
 - Tom Stuckey
 - Mary Beth Yablonski
- **Box Office Manager: Lynda Cunningham** (lynda.cunningham@thecolonialplayers.org)
 - June Fordham
 - Cindy Dawson
 - Carol Youmans
 - Jane Chambers
 - Mary Beth Yablonski
 - Dick Whaley
 - Kathryn Huston
- **Asset Manager: Stuart Johnson** (stuart.johnson@thecolonialplayers.org)
 - Eric Hufford
- **IT Manager: Richard Atha-Nicholls** (richard.atha-nicholls@thecolonialplayers.org)
 - Krisztina Vanyi
 - Eric Hufford
 - Dave Carter
 - Andy Serb
- **Safety Manager: Ernie Morton** (ernie.morton@thecolonialplayers.org)
 - Heather Quinn
 - Charlotte Robinson
 - Jim Robinson
- **Supplies Manager: Jim Robinson** (char_robinson@hotmail.com)
 - Charlotte Robinson
- **Operations At-Large**
 - Bob Marchand
 - Kaelynn Miller
 - Floyd Tasker (custodian)



The Colonial Players, Inc
General Membership Meeting
Tuesday, October 7, 2014

Report of the Production Director
Submitted by: Jennifer Dustin

Production Policy and Procedure

- The Season 66 (2014 – 2015) Show Matrix was distributed at the Executive Producers Meeting on May 17th.
- All shows for Season 66 have Producers, except *Watch on the Rhine*.

Production Status:

- ***Rocket Man***. Director: Scott Nichols. Producer: Tom Stuckey. Closed. Comments have been favorable, especially related to the caliber of acting.
- ***A Few Good Men***. Director: Jeff Sprague. Producer: Beth Terranova. Opening next Friday. Everything seems to be going well.
- ***A Christmas Carol***. Director: Carol Youmans. Producer: Joan Townshend. Casted and in rehearsals.
- ***The Liar***. Director: Steve Tobin. Producer: Barbara Marder. Auditions are scheduled for November 2nd, 3rd, and 4th, with callbacks on the 5th.

Production Areas:

- **Technical Equipment (Wes Bedsworth):**
 - Over the past few months, we have procured a number of new LED instruments, drastically enhancing our lighting capabilities. Following Bat Boy, we opted to purchase the four moving lights that we had rented for the production. These have been used in every production since. As part of the light grid renovation, we also procured new strip lights, which are LED. Having LED strip lights is a huge time saver as it prevents a designer from having to re-gel 90 different lamps when they want to adjust the colors. All color control for the new strips is achieved directly from the Light Console. We also have custom designed louvers in the works for the new strip lights, which should arrive in the next few months.
 - During the much talked about Light Grid Project, all of our lights and cables were carefully inspected, repaired, and cleaned. This required a huge volunteer effort, so thanks to all who were involved!

Other Activities:

- Washington Area Theater Community Honors (WATCH) Nominations/Awards (2013 Calendar Year). WATCH Adjudicators reviewed 114 productions in 2013; the top five scores in each category earned nominations in January 2014. Awards were presented in March 2014.

- Colonial Players earned 14 WATCH nominations for the 2013 calendar year in Production areas: two nominations for Hair Design (1776 – Beverly Hill van Joolen, *In the Next Room, or The Vibrator Play* - Shirley Panek), three nominations for Costume Design (1776 – Andrea Elward, *In the Next Room, or The Vibrator Play* - Julie Bays & Carol Youmans, *Shipwrecked* – Kaelynn Miller) two nominations for Set Decoration (1776 – Lois Banscher, *In the Next Room, or The Vibrator Play* - Edd Miller), one nomination for Set Construction (*Communicating Doors* - Dick Whaley), three nominations for Properties Design (1776 - Lois Banscher, *In the Next Room, or The Vibrator Play* - Connie Robinson, *Shipwrecked* – JoAnn Gidos), one nomination for Sound Design (1776 – Wes Bedsworth), and two nominations for Outstanding Production (*Shipwrecked* and *Trying*).
- Colonial Players also earned 8 Artistic nominations: 8 for Acting (1776 – Kaelynn Miller and Ray Flynt; *Communicating Doors* – Lillian Oben and Pamela Woodward; *Shipwrecked* – Robert Tucker and Christina Enoch Kemmerer, and *Trying* – Karen Grim and Michael N. Dunlop) and three for Directing (*Communicating Doors* –Michelle Bruno, *Shipwrecked* – Ron Giddings, and *Trying* – Darice Clewell.)
- 1776 won in the category for Outstanding Hair Design in a Musical (Beverly Hill van Joolen), *Shipwrecked* won in the categories of Outstanding Featured Actor in a Play (Robert Tucker) and Outstanding Featured Actress in a Play (Christina Enoch Kemmerer), and *Trying* won in the category of Outstanding Lead Actress in a Play (Karen Grim).
- Produced the 2014 One Act Festival: *This or That*.
- Participating on the Play Selection Committee for 2015-2016 Season per our Resolutions.

Respectfully submitted,

Jennifer Dustin
Production Director



The Colonial Players, Inc
General Membership Meeting
Tuesday, October 7, 2014
Colonial Players Theater

Proposed Bylaw Changes

Per Bylaw Article VIII. B., the following Bylaw amendments were reviewed by the Board of Directors and are presented to the membership for consideration and vote at the General Membership meeting on October 7, 2014:

Bylaw V.A.3.

As reads:

3. The Board of Directors consists of the Executive Officers of the Corporation and six additional members of the Corporation who, with the exception of the Treasurer, are elected by the membership 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. Retiring Board members will work in conjunction with Board members-elect through the June Board meeting. The Board of Directors is composed of:

- (a) the President and Vice-President
- (b) the Secretary
- (c) the Treasurer
- (d) six (6) Directors
- (e) An incumbent who has held a position for two (2) consecutive terms may serve for a third and subsequent terms, following election or appointment procedures described in these Bylaws, if and as long as there is no other candidate for the position.

Change to:

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

- (a) The members of the Board of Directors are:
 - (1) the President
 - (2) the Vice-President
 - (3) the Secretary
 - (4) the Treasurer

(5) six (6) Directors

(b) With the exception of the Treasurer, Board members are elected by the membership to fill the positions listed at 3.(a) for terms to begin on June 1st of the election year with full responsibility and voting privileges at that time.

(c) The candidate for Treasurer will be nominated by the new President and approved by the Board at the June Board meeting of that election year. To allow for transition, the term of the Treasurer will begin on September 1st of the appointment year and run through August 31st two years hence.

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

Reason:

1) To eliminate a functional gap between the end of the outgoing Treasurer's term (currently May 31) and the time a new Treasurer can be named by the incoming President, and the appointment approved by the Board.

2) To enable the outgoing Treasurer to close the fiscal year books and to allow a transition period for the outgoing and incoming Treasurer.

3) Sub-paragraphs renumbered for logic and clarity.

Bylaw V.B.1. (c)

As reads:

(c) Secretary: It is the duty of the Secretary to record and maintain the minutes of all meetings; maintain a copy of the Bylaws with all amendments thereto and all effective Resolutions of the Board of Directors in a location accessible to all members; handle all official correspondence; and perform other duties as set out in the Resolutions of the Corporation. The Secretary will serve as the chair of and appoint committee members to the Bylaws Committee.

Change to:

(c) Secretary: It is the duty of the Secretary to record and maintain the minutes of all Board and membership meetings of the Corporation; [no further change]...

Reason:

To clarify the Secretary is only responsible for meeting minutes at the Corporate level of the organization. (This change was already made in the Resolutions.)