

The Colonial Players, Inc.



GENERAL MEMBERSHIP MEETING

Tuesday, September 29, 2015

108 East Street, Annapolis, MD 21401



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

General Membership Meeting

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Meeting Agenda

1. Approval of previous meeting minutes (Wednesday, March 18, 2015)

2. Officers' & Directors' Reports

- a. President- Darice Clewell
- b. Vice President- Herb Elkin
- c. Treasurer- Kaelynn Miller
- d. Secretary- Theresa Riffle
- e. Artistic- Mickey Lund
- f. Education- Scott Nichols
- g. Human Resources- Shirley Panek
- h. Marketing- Timothy Sayles
- i. Operations- Wes Bedsworth
- j. Production- Jeannie Christie

3. Unfinished Business

Member-Proposed Bylaw Change- Article V.A.3.- Beth Terranova

4. New Business

- a. Proposed Bylaw Changes- Beth Terranova
 - (1) Article II.B
 - (2) Article V.A.3.(a)-(d)
 - (3) Article V.B.1.(a)
 - (4) Article V.B.2.(b)
 - (5) Article V.D.2
 - (6) Article VI.B
- b. Membership Model Presentation- Shannon Benil

5. Open Forum



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

General Membership Meeting Minutes

Wednesday, March 18, 2015

Attending: Darice Clewell (President), Herb Elkin (Vice President), Kaelynn Miller (Treasurer), Theresa Riffle (Secretary), Carol Youmans (Artistic), Scott Nichols (Education), Shirley Panek (Human Resources), Marguerite Jahns (Marketing), Wes Bedsworth (Operations) & Jennifer Dustin (Production)

Absent: None

1. Meeting Commencement: The meeting was brought to order by Darice Clewell at 7:35 pm.

2. Approval of previous meeting minutes (Tuesday, October 7, 2014)

a. The following changes were made to the meeting minutes:

- (1) Rebecca Flynt spelling
- (2) Kaeti Bradley spelling

b. A motion was made and seconded to approve the minutes as amended. **The motion passed unanimously.**

3. Approval of Agenda

A motion was made and seconded to approve the agenda as presented. **The motion passed unanimously.**

4. Officers' & Directors' Reports

a. President

- (1) Refer to written report.
- (2) In an effort to save paper, Colonial Players is hoping to have General Membership meeting packets available online in the future.
- (3) Colonial is also working toward putting the News & Cues newsletter online as well.

b. Vice President

- (1) Refer to written report.

Board of Directors

President: Darice Clewell
Vice President: Herb Elkin
Secretary: Theresa Riffle
Treasurer: Kaelynn Miller

Artistic: Mickey Lund
Education: Scott Nichols
Human Resources: Shirley Panek

Marketing: Timothy Sayles
Operations: Wes Bedsworth
Production: Jeannie Christie

The Colonial Players, Inc. is a 501 (c)(3), non-profit organization and donations are tax-deductible to the fullest extent of the law. For your records, our tax ID number is 23-7074203.

(2) Herb referenced an item in his report. He told the Membership that the Board had recently approved Bequest Committee's recommendation.

c. Treasurer

(1) Refer to written report.

(2) Kaelynn asked for assistance from anyone who has knowledge about commercial insurance, because she wants to review CP's insurance.

(3) Kaelynn mentioned the future possibility of a tax credit for people who donate money to CFAAC fund.

(4) Dr. Riley Bequest Update from Finance Committee- See overview (attached)

(a) Kaelynn recognized the members of the Finance Committee. Finance Committee members include: Herb Elkin, Mike Gidos, Dave Thompson & Kaelynn Miller.

(b) Members of the Bequest Committee were also recognized for their work. Bequest Committee members include: Dianne Hood, Tom Stuckey, Ted Yablonsky, Mary Beth Yablonsky, Terry Averill, Kaelynn Miller & Herb Elkin.

d. Secretary

(1) Refer to written report.

(2) Theresa revised the paper savings from "Less-paper" Board meetings. 1752 pages of paper have been saved in the last 6 months.

e. Artistic

(1) Refer to written report.

(2) Carol Youmans asked Beth Terranova to recognize the 3 WATCH award winners who were present at the meeting. Frank Florentine, Theresa Riffle & Ron Giddings.

f. Education

(1) Refer to written report.

(2) Scholarship Program—Gwen Morton gave input regarding the timing of the application due date. She suggested that the deadline be made later in the school year.

g. Human Resources

(1) Refer to written report.

(2) Shirley thanked everyone who works on HR. Kaelynn Miller as the Membership Chair, Beth Terranova as Editor of News & Cues. Shirley also had members who have worked on HR events stand and be recognized.

(3) Shirley announced that the Season Celebration will take place on Saturday, August 8th.

(4) Wes Bedsworth said that he will be asking for help with data entry once the SRS is ready.

- h. Marketing- Refer to written report.
- i. Operations
 - (1) Refer to written report.
 - (2) Wes thanked the Operations Team for all their hard work in keeping the theater operations running smoothly.
- j. Production
 - (1) Refer to written report.
 - (2) Jennifer shared that Colonial Players went to the State One Act Festival in January and won. Colonial will be going to the Regional One Act Festival, taking place 4/17-4/19/15 in LaPlata. Jennifer encouraged CP members to attend and show their support.

5. Election Statements

- a. A motion was made and seconded to waive the reading of the candidate statements. **The motion passed unanimously.**
- b. Dirk Geratz collected the election ballots from the members.

6. New Business

- a. Bylaw Amendment Discussion: The Appointment and Retention of the Operations Director- Proposed Addition Under Bylaw- Jim Robinson
 - (1) Jim Robinson introduced his ideas behind the Bylaw amendment which he had suggested at the October 2014 Membership Meeting. The demands of the Operations Director position are complex and arduous, and the need for continuity might be better suited by the position becoming an appointed position.
 - (2) The floor was opened for discussion.
 - (a) Mickey Lund suggested that perhaps this would be better accomplished by removing the term limits for the Operations Director position.
 - (b) Rick Wade stated that if we have a person who is willing to volunteer in this position we should be happy to have them.
 - (c) Mickey Lund and Richard Atha-Nicholls both stated that if people agree to this amendment to the Bylaws, they are giving up the right to vote for this position.
 - (d) Richard Atha-Nicholls stated that Wes has done an outstanding job and thanked him for his hard work. Richard suggested splitting the job into two separate positions.
 - (e) Herb Elkin suggested suspending the term limit on the Operations Director position as a solution without taking away the members' voting rights.

7. A Christmas Carol Donation: Creating Communities

a. Darice introduced Rob Levitt, founder of Creating Communities. Creating Communities is the organization chosen by CP President Darice Clewell to receive the charitable contribution from *A Christmas Carol*. Darice and Kaelynn presented Rob Levitt with a check for \$3500.

b. Rob Levitt spoke about Creating Communities and its outreach as an arts and social services organization. He said Creating Communities is deeply involved in the lives of the people they serve, and they are grateful for Colonial's donation.

8. Presentation: "Half-Boy, Half-Bat: Bat Boy Revealed Under Intelligent Lighting,"- Frank Florentine

9. Election Results

- a. 91 votes were cast, 13 of which were absentee ballots.
- b. The election results were announced as follows:
- (1) Vice President- Herb Elkin
 - (2) Secretary- Theresa Riffle
 - (3) Artistic Director- Mickey Lund
 - (4) Education Director- Scott Nichols
 - (5) Marketing Director- Timothy Sayles
- 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).

10. Open Forum-

Wes Bedsworth commented on Frank's presentation. Wes shared that Sasha at ETC spent hours on phone helping Wes learn to program the board for "Batboy". This assistance was free of charge.

11. Meeting Adjournment: A motion and was made and seconded to adjourn the meeting at 9:23 pm. The motion passed unanimously.

Respectfully submitted,
Theresa Riffle
Secretary

Colonial Players' Board Elections 2015—Teller's Report & Declaration of the Result

For the position of Vice President:

Number of votes cast: 89

78 Herb Elkin

10 Pat Reynolds

1 No suitable candidate

For the position of Secretary:

Number of votes cast: 88

86 Theresa Riffle

2 No suitable candidate

For the position of Artistic Director:

Number of votes cast: 91

62 Mickey Lund

29 Beth Terranova

0 No suitable candidate

For the position of Education Director:

Number of votes cast: 89

88 Scott Nichols

1 No suitable candidate

For the position of Marketing Director:

Number of votes cast: 89

88 Timothy Sayles

1 No suitable candidate



Report to the General Membership

September 2015

President

Much is happening with The Players... so not surprisingly, there is a lot to report. Once again, I started the term year off making an appointment; due to Jennifer Dustin's resignation, I nominated Jeannie Christie to the position of Production Director. Thank you to the several volunteers; we are truly fortunate to have willing contributors for these challenging jobs.

Committee Appointments and Progress: Last year, I promised we would begin to look at CP Membership; what it means, what benefits are provided, what qualifications should exist. Shannon Benil chaired the Membership Model Committee to benchmark CP membership with other theaters in the DC metro area. She will present the committee findings later this evening, along with their recommendations. While the Board is responsible for setting Membership levels and benefits (through our Resolutions), this is far too important a subject to leave solely to the Board. A task force is weighing the various options. The members are HR Director Shirley Panek, HR/Membership team member Kaelynn Miller, Shannon Benil, Richard Atha-Nichols, Andy McLendon, and me. We welcome your thoughts and comments over the coming weeks as we delve into the considerations and research what must be done.

1) The Nominations Committee will be chaired by Jason Vaughan. Elections will be held at the next General Membership Meeting, scheduled for Tuesday, March 22nd, 2016. Positions up for election are: President, HR, Production, and Operations (Treasurer is nominated by the incoming President, and takes office Sept 1).

2) The Finance Committee has been appointed for the 2015-16 year fiscal year. Members will work with Treasurer Kaelynn Miller: David Thompson, Mike Gidos, Herb Elkin, and Shannon Benil.

3) Former Elections chairs Dirk Geratz and Richard Atha-Nichols have been meeting with me to solidify the elections/balloting/voting process, and to document the procedures.

Executive Producers: The Board of Directors continues to discuss all shows on-the-stage, in-the-works, and waiting-for-godot-nly-knows-what at our monthly meetings. With a revamped and rejuvenated Reflections process from the Artistic Team, we are finally able to hear and consider the feedback from our play makers. The board will strive to make constructive use of that information throughout the coming season. As I did last year, I try to attend at least two rehearsals of every show as an executive producer.

Acknowledgements for CP:

British Players As noted in our member newsletter, the website, and the recent playbill President's Message, Director Steve Tobin and the cast, crew, and staff of *The Liar* brought home the Ruby Griffith Award for All Round Production. We were caught unawares; the custom

built, lighted trophy case many of us remember hanging in the lobby had been long-ago pitched! Thanks to Wes for getting a new one constructed and installed so the traveling trophy can be seen by our members and patrons until next July. And kudos to *The Liar*!

Community Fund of Anne Arundel County Three of our members were invited to attend a gathering to honor major donors. Due to our [REDACTED] donation, CP is in the “major” category. Herb Elkin, Shirley Panek and I will represent CP.

Annapolis & Anne Arundel County Chamber of Commerce This is our first full year as a member, and we’ve been nominated as *Nonprofit of the Year*! Thanks to Dave Carter, who completed the paperwork. Herb Elkin will represent us at the awards banquet on September 16th.

CP’s Promising Playwright Contest Workshop Weekend

Once again, CP did a magnificent job of creating a weekend of discussion, reading, intelligent conversation, socializing and creative design options for playwright Mark Costello and for all who attended. Accolades and glowing praise to Scott Nichols and Shirley Panek for overseeing the entire weekend. It was superb, and they did a *lot* of work. Thanks of course to director Gwen Morton, moderator Steve Tobin, and the readers, designers and all other contributors. You sure made us look good! And now...the challenge of documenting this first-ever foray into sharing projects across departmental lines!

Challenges: I would be remiss in not providing information to the membership of some of the difficulties we face as an organization. And there are some decisions that the board has made that many members might like to know more about.

- 1) We are stretched to the max. Right now, we run a seven show season, with a summer event each year, and at least a biennial holiday offering, a massive promising playwright contest followed by a full weekend workshop that requires several months planning, along with many other smaller projects, workshops, readings, gatherings, and undertakings. Our aging building and systems require a lot of care and cash. We are booked solid in our facilities and on our personal calendars. It seems almost sacrosanct to suggest we pull back a little; inevitably, the targeted activity is someone’s pet project. But fresh ideas cannot find entry when the doors and windows are locked. We can not continue to do more and more; instead, we must strive to do better and better.
- The board reduced the number of shows in our subscription season next year. The Artistic Team & Play Selection Committee are selecting a 6 show season for 2016-2017. By adding some performance dates we protect our income yet reduce the strain on many of our volunteers, especially producers, stage managers, designers, and tech staff.
- The board has approved a one-year hiatus for the summer One Acts. While we recognize it is a valuable training ground, the Artistic Team needs time to assess the feedback from last year and make some much needed changes to the process. In lieu of the One Acts, the Artistic Team promises something new and different for summer of 2016. The One Acts haven’t disappeared; they’re just getting some rest and a reboot.
- Major cleanup of the rehearsal space is ongoing at the annex. So much work being done; a huge “thanks” to the volunteers helping with this project.

2) There have been some difficulties in living up to the specifics of either Resolutions or Bylaws when it comes to Board responsibilities.

- Had we kept to the letter of the law, the Vice President, Marketing, and Education Directors, each appointed to the board in June of 2014, would have been out of office as of the March 2015 meeting, not serving to the end of the actual term, which is May 31st. The same is true for the current Production Director, who is serving by appointment. Once discovered, it took 13 months to get an amendment to the Membership. I have danced around it both years by appointing board members through a specific date, and the board approved it. Though technically not allowed under the current Bylaw, I believe it was the most reasonable course of action available given the circumstances. We could probably use some additional help on the Bylaws Committee so that they can undertake a thorough review of the Bylaws to catch flaws in some of the (admittedly less-frequently-referenced) Bylaws.
- A Board representative is to be in attendance at all auditions to greet auditioners, introduce themselves and other CP folks to any newcomers, make everyone--new and returning--feel welcome, and encouraged to be part of CP. They are representing The Colonial Players; not the show and not the director. A recent change to the Resolutions insures we have someone representing the theater even if current Board members are unavailable for all of the audition dates.
- Another important aspect of the Resolutions is the review of the Production Manual. While the Resolutions have been thoroughly combed through (4 ½ hours is the going rate, these days), the Production Manual remains to be updated and approved. Fortunately, the Production Director and Artistic Director and some of their team reps are going to make a first pass at it and come to agreement, which should greatly reduce the time spent by the entire board on it.

3) Getting handbooks prepared by each of the teams is proving to be an ongoing trial. We are running fast, with barely time to document and capture lessons learned. If anyone can volunteer time to work with one (or several) of the board directors or officers and help with pulling together project files, create timelines and find process amidst chaos, it would be very much appreciated! It is vital that we leave better records for our successors.

Opportunity calling: My “one word” this year is *Envision 360*, and I use it to remind me to plan for our future while honoring our past. Toward that end, I am seeking volunteers to serve on a history committee for the theater. So much is happening so quickly, and yet it is very difficult to find relevant information when it’s needed, often on short notice. Josie DuBois has agreed to be on the committee, and this month I am starting the search for about 6-8 other people. It is expected to be a big surge project for 6+ months, but will probably then settle down to three or so people meeting two times a year to do some summarizing and documenting, and making information available for our immediate and future use. Twenty eight years from now, when we start thinking about *For the Love of It* vol. 2.... you will have helped make it all possible!

Honored to serve,
Darice Clewell



Report to the General Membership

September 2015

Vice President

I am grateful for and impressed by the participation of our members serving on various committees throughout the organization. Their insight and input has been and continues to be critical in furthering our collective success. A brief summary of selected committee activities since the last Membership meeting follows.

Bequest Committee: The Bequest Committee consists of Herb Elkin, Dianne Hood, Kaelynn Miller, Tom Stuckey, Mary Beth Yablonski, and Ted Yablonski. The Committee's Spring 2015 recommendation for expenditure of investment earnings received during the past year were approved by the Board and incorporated into the 2015-2016 Season budget as follows:

- a. ■■■ to increase CP's current scholarship award to
- b. ■■■ for donation to an Anne Arundel County 501(c)3 organization as a replacement for CP's traditional "*A Christmas Carol*" donation due to that production's absence during the 2015-2016 Season.
- c. ■■■ to subsidize school children attendance at performance(s) of "*The Secret Garden*". Recommended selection criteria to include financial need and proximity (i.e. schools located in Anne Arundel County).
- d. ■■■ to subsidize CP representation at an American Association of Community Theatre Conference.
- e. ■■■ +/- residual earnings to further CP education programs at the discretion of the Education Director.

The Committee will next meet during January 2016 to review the status of CP investment earnings and recommend expenditures to the Board for the 2016-2017 Season. The Committee welcomes suggestions for future use of CP's investment earnings.

Long Range Planning Committee: The Long Range Planning Committee consists of Terry Averill, Darice Clewell, Herb Elkin, Judi Hilton-Hyde, Scott Nichols, Heather Quinn, and Rick Wade. The Committee continues its work towards an update of CP's long-range plan and looks to initiate a deliberate process including extensive membership engagement resulting in a final product by the October 2016 General Membership Meeting. The Committee welcomes

Membership participation in this important process, and looks forward to soliciting stakeholder input throughout the 2015-2016 Season.

Respectfully submitted,
Herb Elkin



Report to the General Membership

September 2015

Treasurer

1. Dr. Bob Riley Estate

- a. The final two investment accounts were opened with [REDACTED] in April and May. The Finance Committee will be reviewing all investments annually to make sure we are on track and recommend changes, if any, that may be needed.
- b. Community Foundation of Anne Arundel County
 - i. Our first distribution from The Colonial Players Roland E. Riley Endowment fund for the Arts was received from CFAAC on July 9, 2015, totaling [REDACTED]
 - ii. The funds have been allocated for Fiscal Year 2016 as follows, as recommended by the Bequest Committee and approved by the Board:
 1. [REDACTED] - Scholarship Program (to match the Board's annual scholarship amount of [REDACTED])
 2. [REDACTED] - Donation to an Anne Arundel County 501(c)3 organization as a replacement for CP's traditional "A Christmas Carol" donation due to that production's absence during the 2015-2016 Season.
 3. [REDACTED] - Subsidize school children attendance at performance(s) of "The Secret Garden" during the 2015-2016 Season. Recommended selection criteria to include financial need and proximity (i.e. schools located in Anne Arundel County).
 4. [REDACTED] -Subsidize CP representation at an American Association of Community Theatre Conference.
 5. [REDACTED] - Residual earnings to further CP education programs at the discretion of the Education Director.
 - iii. These funds and expenses have been incorporated into the FY2016 budget.

2. I am still looking for someone who knows/understands commercial insurance to join the Finance Committee. I met with our insurance broker for an overview of our policy, and understand it much better now, but feel we would benefit from someone with expertise in the area on the team. Please let me know if you, or anyone you know, may be interested.

3. Ticket Sales

- a. Season Income Comparison
 - i. 2009-2010 (7 productions plus *Christmas Doll* and One Acts): [REDACTED]

- ii. 2010-2011 (7 productions plus ACC): [REDACTED]
 - iii. 2011-2012 (7 productions plus One Acts): [REDACTED]
 - iv. 2012-2013 (7 productions plus ACC): [REDACTED]
 - v. 2013-2014 (7 productions plus One Acts): [REDACTED]
 - vi. 2014-2015 (7 productions including ACC): [REDACTED]
 - vii. 2015-2016 (7 productions): [REDACTED] YTD (incomplete)
 - b. 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.
4. Shannon Benil, Herb Elkin, Mike Gidos, and David Thompson were appointed to the Finance Committee for the 2015-2016 Fiscal Year by the President and approved by the Board of Directors, in accordance with our Resolutions.
5. Other Activities completed since March 18, 2015 General Membership meeting
- a. Serving on Membership Task Force Committee as Membership Chair and Fiscal Representative.
6. Attached Documents
- a. Preliminary Final budget execution status for 2014-2015 (Fiscal Year 2015)
 - b. Individual Production Accounting for the 2014-2015 Season
 - c. Comparative Sales Data since 2007
 - d. Budget for 2015-2016 (Fiscal Year 2016)
 - e. Current budget execution status for 2015-2016 (Fiscal Year 2016)
 - f. Current Status of Investment Funds of Dr. Riley Bequest

Respectfully submitted,
Kaelynn Miller



Report to the Membership

September 2015

Secretary

As Secretary, 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 September 29th meeting.

Administrative Documents:

The board approved 60 changes to the Resolutions during its annual review which was performed in August. These changes are reflected in the current document available on the Colonial Players' website.

All Board Meeting Minutes are on file in binders in the Board Room at the Annex. I have recently finished reorganizing the Minutes binders to make them more uniform and easier to handle. These Minutes are available for review by any current member of Colonial Players.

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>

Bylaws Committee:

As Secretary, I chair the Bylaws Committee. I would like to thank my committee members Richard Atha-Nicholls and Beth Terranova for their all hard work and expertise. The committee met in January to craft wording for a Board-directed review of a specific Bylaw. The Bylaw change recommendations were presented to the Board in February. After some discussion, the Board asked the Bylaws Committee to revise some of the wording and resubmit these recommendations to the Board at a later date.

After this experience, the Bylaws Committee proactively sought to streamline the review process and make it more efficient. To this end, we have worked with the Board to refine the review process for Board-directed review and feel our solution will facilitate a smoother process and will be more responsive to the ever-changing needs of Colonial Players.

Secretary's Handbook:

I am actively creating a Secretary Handbook, detailing the procedures and timelines for the office of Secretary. This handbook, when completed, will provide guidelines to help any future incoming Secretary more easily and effectively transition into the position.

"Less Paper" Board Meetings:

Our "Less-Paper" Board meetings are Earth-friendly and continue to save Colonial Players money. Since our March Membership meeting, Colonial Players has saved 2669 pieces of paper as well as the ink and toner that would have been used on them. This, added to our previous savings, gives us a running total of 4381 pieces of paper...over 8 reams of paper. All that paper saved in only one year! In one more year we will have saved an entire tree. Nice work, Board!!

Respectfully submitted,
Theresa Riffle



Report to the Membership

September, 2015

Artistic Director

Since the election last March, I have put together an incredibly strong Artistic Team to assist me with the work. Thank you to Shannon Benil, Nathan Bowen, Ben Carr, Lois Evans, Jim Gallagher, Chris Haley, Dianne Hood, Andy McLendon, and Jamie Miller for agreeing to serve on the A-Team. In addition, representatives from both the Production Team and Marketing Team will serve on the A-Team; and Andy McLendon will serve as the A-Team representative on the Production Team, and Nathan Bowen will serve as the A-Team representative on the Marketing Team. One of my goals in taking on this position was to provide continuity from one year to the next, and, as such, the A-Team has agreed to serve for the full length of my two-year term.

Spotlight on Productions

Sherlock's Last Case has opened to very positive reviews! Congratulations to Beth Terranova and her cast and production team for pulling this challenging little gem off. Scott Nichols served as the Play Consultant on this production and reported consistently back to me as Artistic Director on the issues related to the show (see role of the Play Consultant below). Scott demonstrated without question the importance of the Play Consultant's role and was of huge assistance to both Beth and to me throughout the process. As always, there were lessons learned and issues to be reviewed. Be sure to see the show - you won't be disappointed!

Casting is complete and rehearsals are in process for ***Side Man***. The cast includes Ben Carr, Jason Vellon, Ali Vellon, Richard Koster, Tim Sayles, Mary MacLeod, and Rick Estberg. Steve Tobin is the Play Consultant on the production and reports that all is moving along well at this stage. Costuming, set, and lights are all in process.

Casting is complete for ***Morning's at Seven*** and rehearsals will begin this month as cast members return from summer holidays. The cast includes Mike Dunlop, Lois Evans, Dianne Hood, Duncan Hood, Carol Cohen, Paul Velleau, Sherri Millan, Sharie Valerio, and Greg Anderson. Carol Youmans is the Play Consultant on the production and will begin reporting out once rehearsals begin. An initial read-through and production meeting were held earlier this summer to get planning started.

Auditions are set for ***Venus in Fur*** and will be held on October 18, 19 and 21. Eric Lund is the Play Consultant on the production and plans to attend all auditions as a member of the Casting Committee per the Production Manual rules. Two production meetings have already been held and prep work is in progress.

Play Selection

Jim Gallagher is serving as the head of the Play Selection Committee. It is the prerogative of the Play Selection Committee Chair to appoint members of the organization to his/her committee along with the Artistic Director, Production Director, and Marketing Director. Jim appointed all members of the current A-Team to his committee. A change to the resolutions was put into place allowing for a representative from the Production and Marketing teams to serve on the committee rather than the Production and Marketing Directors themselves. It just so happens that this year, both Jeannie Christie and Tim Sayles have opted to serve on the committee, just as they have opted to serve on the A-Team.

To alleviate concerns that the A-Team is too busy to also serve on the Play Selection Committee, Jim has taken two major steps:

- 1) Reduced the initial reading list of plays and musicals to no more than 40 plays and 10 musicals. To accomplish this, Jim and I did an initial review of all plays from past reading lists and all current director/member suggestions to confirm they met the charge, had not been previously eliminated from past lists, and were technically feasible on our stage. This review was completed by the end of July and a final list consisting of 39 plays and 7 musicals was presented to the Play Selection Committee for consideration. (See Reading List below)
- 2) A-Team and Play Selection Committee meetings have been scheduled separately to avoid the need to use A-Team time to discuss plays and visa versa. Additionally, it was determined that no more than 5 Play Selection Committee meetings were needed between August and December to select a slate.

The A-Team, also serving as the Play Selection Committee, has opted to continue the process of offering up Director/Play Packages. To avoid any complications, they decided that no Director/Play Package would be accepted for any of the plays or musicals on the initial reading list. Directors were provided this list when the letter inviting them to submit packages was sent out. Packages were accepted through September 16 and interviews will be held in October. We will select zero, one, or two packages.

The process of selecting which Packages will be produced is threefold:

- 1) The entire Play Selection Committee will read and review the plays and musicals offered up as packages, and create a list of questions/concerns they wish the directors to address in their interviews.
- 2) Directors will be provided a set of interview questions created by the full Play Selection Committee prior to their interviews. These questions are intended to take the place of the Director/Play Package application which was eliminated this year.

- 3) A select group of the Play Selection Committee will interview each director in October and select zero, one, or two of the packages to be produced as part of the 2016/2017 season. Directors will be notified by mid-November of the status of their package.

The initial reading list (see attached), will be reduced to a list of 12-15 “finalists” by the end of October at which time the Play Selection Committee will invite Directors and Members to comment. The Play Selection Committee will meet one final time in very early December to consider those comments and select a final slate in conjunction with any Director/Play Packages that have been selected.

Play Consultants

Immediately following my election last March, I met with a group of 12 past Play Consultants to revise the job description and clarify the role. The revised role description has been distributed to all Play Consultants, the A-Team, and has been inserted into the Production Manual. (See Role of the Play Consultant below)

Lois Evans has agreed to “manage” the Play Consultants and has worked closely with me to match up Play Consultants with Directors for this season as follows”

“Sherlock’s Last Case” - Director Beth Terranova, Play Consultant Scott Nichols

“Side Man” - Director Jim Reiter, Play Consultant Steve Tobin

“Morning’s at Seven” - Director Rick Wade, Play Consultant Carol Youmans

“Venus in Fur” - Director Jim Gallagher, Play Consultant Eric Lund

“Boeing Boeing” - Director Scott Nichols, Play Consultant Steve Tobin

“The Secret Garden” - Director Lois Evans, Play Consultant TBA

“Good People” - Director Edd Miller, Play Consultant Dianne Hood

Reflections

Nathan Bowen has agreed to be responsible for overseeing the Reflections process and providing summary reports. Nathan revamped the Reflections survey to allow for more anonymity, more quantitative data, and easier reporting. The A-Team determined that a higher response rate could possibly be achieved if the survey was sent out before the end of a production’s run while joys and concerns were fresh on the mind. To that end, the production team and cast of “Sherlock’s Last Case” received their survey on the Monday following opening weekend. To date, of the 17 people who received the survey, 8 responses have already been received.

Data from Reflections has not been made readily available to the Board over the past several years, so I’ve been working closely with the Board to ensure that the data is available to them, is presented to the proper people by the individual Board Directors, and that the Board’s actions on the data is visible to the membership. To that end, Nathan’s report on “Sherlock’s Last

Case” will be presented to the Board at our next meeting for review and action (if necessary), and Board Directors (specifically Production and Artistic) will determine the best and most appropriate manner to present the data to the show Director, Producer, Play Consultant, and others as needed. As the process for reporting out on Reflections is created throughout the season, it will be documented and inserted into the Artistic Team handbook as well as possibly the Production Manual.

Promising Playwright

Special thanks to Gwen Morton for leading the Promising Playwright’s Competition this past year and for her stellar direction of the reading that occurred this past July. Special thanks as well to Scott Nichols and Shirley Panek for planning, organizing and running the Promising Playwright weekend and workshop. Their leadership has once again shown what makes Colonial Players such a stand-out amongst community and professional theatres in the area.

A meeting was held this past week with Darice Clewell, Scott Nichols, Shirley Panek, Steve Tobin, and Joan Hamilton to review both the competition and the workshop weekend for the purposes of better defining roles and responsibilities for future competitions and workshop weekends, and to ensure that processes and procedures are better documented. Notes from that meeting have been provided to the Artistic Director who is in charge of the competition, and to the Director of Education and Special Projects who is in charge of the workshop weekend. Both Directors will work with their teams and with each other to read, review, and revise as needed both the competition and workshop weekend in time for the next competition to kick off in the summer of 2016.

One-Act Play Festival

As mentioned in the President’s Report, the One-Act Play Festival normally scheduled for alternating summers with the Promising Playwright’s Competition, has been postponed for a year and will not be presented this coming summer, the summer of 2016. Additionally, the wording of the resolution related to the scheduling of the festival has been changed to allow for it to be presented on any biennial schedule, not just the alternate summer to the competition; and ownership of the festival has been revised in the resolutions to include not just Artistic, but Education and Special Projects, and Production as well. This allows for the One-Act Play Festival to possibly be presented in the summer of 2017 along with the Promising Playwright Workshop.

The reasoning behind the festival postponement is twofold:

- 1) To provide time for the Artistic Team, Education and Special Projects Team, and Production Team to review, revise, and document the festival’s goals, processes, and procedures.

- 2) To provide time and space for a special project or two to be presented (see Special Projects below).

Look for more detailed information on both the revision of the one-act festival and the selection process for special projects in future News and Cues. Member comments and volunteers will be needed and more than welcome!

Special Projects for Summer 2016

In lieu of the One-Act Play Festival during the summer of 2016, the A-Team will be presenting to the Board for review a special project (or two) to be presented over two weekends in July of 2016. Several members have already informally presented ideas to the A-Team, and a formal decision on the process for inviting, reviewing, and selecting a special project (or two) will be established by mid-October with a final decision on said project to be made by mid-January of the new year. Member ideas, comments, and suggestions are more than welcome. Contact the Artistic Director any time. Stay tuned for more information!

Additional News

As mentioned in the President's report, the Board has formally approved a change to our overall production schedule whereby we will present a 6 show season with the option every December to present a separate two weekend run of "A Christmas Carol" or an alternate offering. The resolution also includes language clarifying the length of each of the 6 season production's runs to account for one show running for three weeks, four shows running for four weeks, and one show running for 5 weeks. With this change, Artistic, Production, and Marketing have been able to map out the season calendars for the next two seasons (16/17 and 17/18). Although not "set in stone" so to speak, having these schedules mostly in place allows all departments greater flexibility in planning moving forward. Upcoming season production dates have tentatively been added to the CP calendar.

I've volunteered to work with Production Director Jeannie Christie and Operations Director Wes Bedsworth to read, review, and revise the Production Manual in the coming months for presentation to the Board for approval. Taking into account Board and Member comments, the plan is to first reorganize the manual into the "rules" vs. the "guidelines", and then to reword and/or remove items that aren't necessary. We all appreciate that a lot of time and effort went into putting the manual together in the first place, but we also agree that a review is necessary to possibly eliminate rules that are consistently waived, and to simplify it specifically for new volunteers at Colonial Players.

Respectfully Submitted,
Mickey Lund

Reading List

<i>A Delicate Balance</i> by Edward Albee 2M/4W	Drama
<i>A Man of No Importance</i> by L. Ahrens, S. Flaherty, & T. McNally 11M/6W4	Musical
<i>An Enemy of the People</i> by Henrik Ibsen 10M/2W	Drama
<i>Animals Out of Paper</i> by Rajiv Joseph 2M/1W	Drama
<i>Beauty Queen of Leenane</i> by Martin McDonagh 2M/2W	Drama
<i>Calendar Girls</i> by Tim Firth 4M/9W	Comedy
<i>The Call</i> by Tanya Barfield 2M/3W	Drama
<i>Casa Valentina</i> by Harvey Fierstein 7M/2W	Dramatic Comedy
<i>City of Conversation</i> by Anthony Giardina 4M/4W/1C	Drama
<i>The Country House</i> by Donald Margulies 3M/3W	Drama
<i>Cripple of Inishmaan</i> by Martin McDonagh 5M/4W	Dramatic Comedy
<i>The Curious Incident of the Dog in the Night-Time</i> by Simon Stephens 8M/7W	Drama
<i>Das Barbecu</i> by Jim Luigis & Scott Warrender 2M/3W	Musical
<i>The Flick</i> by Annie Baker 2M/1W	Comedy
<i>Frankie and Johnny in the Claire de Lune</i> by Terrence McNally 1M/1W	Comedy
<i>God of Carnage</i> by Yasmina Reza 2M/2W	Dramatic Comedy
<i>Grey Gardens</i> by Doug Wright, Scott Frankel & Michael Kories 4M/3W	Musical
<i>Heroes</i> by Tom Stoppard 3M/0W	Drama
<i>I Am My Own Wife</i> by Doug Wright 1M/0W	Drama
<i>The Intelligent Design of Jenny Chow</i> by Rolin Jones 3M/3W	Comedy

<i>Kimberly Akimbo</i> by David Lindsay-Abaire 2M/3W	Comedy
<i>Living Out</i> by Lisa Loomer 2M/6W	Drama
<i>Lost Girls</i> by John Pollono 2M/5W	Drama
<i>Love Alone</i> by Deborah Salem Smith 2M/4W	Drama
<i>Meet John Doe</i> by Andrew Gerle, Eddie Sugarman 5M/1W	Musical
<i>The Oldest Profession</i> by Paula Vogel 0M/5W	Comedy
<i>Oleanna</i> by David Mamet 1M/1W	Drama
<i>Once</i> by Glen Hansard and Marketa Irglova 8M/5W	Musical
<i>110 in the Shade</i> by Harvey Schmidt, Tom Jones 13M/7W	Musical
<i>Other Desert Cities</i> by Jon Robin Baitz 2M/3W	Drama
<i>Parallel Lives</i> by Mo Gaffney and Kathy Najimy 0M/2W	Comedy
<i>Peter and Alice</i> by John Logan 5M/2W	Drama
<i>Posterity</i> by Doug Wright 4M/1W	Drama
<i>Rasheeda Speaking</i> by Joel Drake Johnson 1M/3W	Dramatic Comedy
<i>Sense and Sensibility</i> by Kate Hamill 3-8M/4-9W	Drama
<i>Shiloh Rules</i> by Doris Baizley 0M/6W	Comedy
<i>Shoplifters</i> by Morris Panych 2M/2W	Comedy
<i>Side Show</i> by Bill Russell and Henry Krieger 13M/9W	Musical
<i>Spike Heels</i> by Theresa Rebeck 2M/2W	Comedy
<i>Suddenly Last Summer</i> by Tennessee Williams 2M/5W	Drama
<i>The Sum of Us</i> by Dave Stevens 3M/1W	Dramatic Comedy

33 <i>Variations</i> by Moises Kaufman 4M/4W	Drama
<i>Vanya and Sonia and Masha and Spike</i> by Christopher Durang 2M/4W	Comedy
<i>Walter Cronkite Is Dead</i> by Joe Colarco 0M/2W	Dramatic Comedy
<i>Who's Afraid of Virginia Woolf</i> by Edward Albee 2M/2W	Drama
<i>Yankee Tavern</i> by Steven Dietz 3M/1W	Thriller

The Role of the Play Consultant

The Artistic Director, working with the Director of each show, selects a Play Consultant to serve on the Director's production team. The Play Consultant serves the Director as a resource to provide another set of eyes and ears during the pre-production and rehearsal process, and to suggest others who may be of assistance for both production and artistic issues should the Director feel others are needed.

Qualified Play Consultants should have previous directing experience and should be familiar with the inner-workings of The Colonial Players, Inc. and the specific issues related to directing theatre in the round. They should have a sound understanding of dramaturgy, play production, and directing, as well as have sound communication skills.

The Play Consultant should familiarize him/herself with the script, the playwright's intent, and with the Artistic Team's reasons for selecting the play; and should participate in production meetings and individual meetings with the Director where the Director's vision and plans for the show are discussed to preliminarily address any challenges particular to the show or the Director's vision. The Play Consultant should be prepared to advise the Director during the rehearsal process on whether these challenges are being addressed and resolved.

The Play Consultant serves as a member of the Director's casting committee. If the Play Consultant is unable to attend the auditions, the Artistic Director will work with the Director to select a replacement.

Directors are encouraged to introduce the Play Consultant to the cast as early on in the process as possible and to inform the cast of the Play Consultant's role as a resource and advisor to the Director.

The Play Consultant is a sounding board for the Director and needs to be accessible to the Director during all stages of the pre-production and rehearsal process. He/she should attend both blocking and post-blocking rehearsals to consult with the Director on whether the blocking is clearly supporting the story and whether the action is open and balanced on the CP stage; and to work with the Director to provide resources and ideas to resolve any potential problems, such as coaching, alternative communication or asking for help from appropriate consultants.

The Play Consultant should keep in touch on a regular basis with the Artistic Director who can assist both the Play Consultant and the Director if needed on providing additional resources, suggestions, and ideas.



Report to the General Membership

September 2015

Education

Overview: Last season was quite a learning experience for the Education Team and we received much feedback regarding the education initiatives we started. We are expanding some of the more popular ones such as the workshops and roundtables, we are launching some new initiatives like the mentoring program, and exploring future opportunities in community outreach. We also want to expand the number of team members on the Education Team, specifically those on the Archiving Project but also in other areas, so please let us know if you would like to be involved.

Internship Program: Our internship opportunity has been registered on the AACC internship database and I attended their first Theatre Club meeting to speak about the internship and scholarship programs. Sean Urbantke has told me that there are several students interested in interning with us. We should be interviewing prospective interns later this month.

Workshops and Roundtables: Our fall 2015 Workshops and Classes have been posted on the CP website and we have begun registering participants. The season kicks off with Sharie Valerio's acting class on September 19th. Other workshops include Stage Lighting (intro and continued), Lessac Technique for performers (intro and continued) and a Set Design workshop. We plan on expanding the Spring Roundtable Series in 2016 to include directors, designers, and performers.

Mentoring Program: In an effort to expand our pool of designers, producers and stage managers, we have initiated a mentorship program and currently have several mentor/assistant pairs assigned throughout the upcoming season.

Archive Team: Last season Hannah Sturm was very instrumental in getting the team started with archiving best practices and a standardized process for cataloging the enormous number of artifacts we have stored at the Maryland Archives. However, we need more volunteers on this team to help us process these materials.

Community Outreach: We are currently in discussions with Rob Levitt of Creating Communities about the possibility of the theatre's involvement in their performance activities during the summer. The idea would be to offer a theater camp opportunity as a follow up for their activities with Maryland Hall for selected participants.

Respectfully submitted,

Scott Nichols



Report to the General Membership

September 2015
Human Resources

66th Season Celebration

This year's Season Celebration was held on Saturday, August 8, at Quiet Waters Park in Annapolis. 128 attended the "Route 66"-themed event with centerpieces created by Kathryn Huston. Entertainment was provided by the Colonial Playerettes (Kaitlin Fish, Erica Miller, and Kaelynn Miller) performing an original (Andrews Sister-style) parody of the season written by Amy Atha-Nicholls with music edited by Richard Atha-Nicholls. Wes Bedsworth (our resident DJ) kept members dancing after dinner with tunes from the era. The Ruby Griffith Award had a place of honor at the event - congratulations again to the cast and production team for *The Liar*.

Each year, the Colonial Player's recognizes our "unsung heroes" - member volunteers who go above and beyond in their support of our theater. This year, there were a number of honorees. They include, Ernie Morton, stage manager extraordinaire, Safety Inspector, Operations team member; as well as members of the Endowment, Bequest, and Finance committees who have looked to the future and laid plans to make sure that our theater is financially sound for many years to come. Those members include - Terry Averill, Wes Bedsworth, Kurt Dornheim, Herb Elkin, Mike Gidos, Dianne Hood, Edd Miller, Kaelynn Miller, Jim Robinson, Tom Stuckey, Jo Sullivan (prior member), David Thompson, Dick Whaley, and MaryBeth and Ted Yablonski,

Many thanks to the committee for their wonderful ideas and hard work - Amy and Richard Atha-Nicholls, Danny Brooks, Carol Cohen, Kathryn Huston, Kaelynn Miller, and Krisztina Vanyi

Planning for next year's event will begin soon, so if you are interested in being part of the planning, or have suggestions for venues, please feel free to send your ideas and comments to hr@thecolonialplayers.org

Committees

Many thanks to all the members of my committees (Membership (Chair - Kaelynn Miller), News & Cues (Editor - Beth Terranova), Ushers (Chair - Jeanie Mincher)). All of these chairs to a wonderful job, and support me in many ways. I am looking for 2 additional chairs for the Audition Greeter pool and coordinating Opening Night Parties. If you have any questions on what those jobs entail - or are interested in signing up! Please let me know.

Volunteers

Our volunteers is what makes Colonial Players such a wonderful place to work. Their dedication and camaraderie is unparalleled. My sincerest thank you to all of you for the time and professionalism you put into everything you do.

Respectfully submitted,

Shirley Panek
Human Resources Director



Report to the General Membership

September 2015

Marketing

Advertising, Publicity and Spreading the Word.

Thanks to previous marketing directors, namely Marguerite Jahns and Beverly van Joolen, much of the marketing game plan is in place and running as smoothly as can be expected from a rookie quarterback (me, the undersigned). Our advertising and publicity efforts in the coming year will focus on (1) building relationships with the news media, (2) building relationships and regular contacts with local hotels, inns and tourist attractions, and (3) continuing to explore both print and digital avenues for promoting and advertising our shows and our “brand” in general.

Website and Facebook page

Over the summer we’ve increased our Facebook page following from 900-some “likers” to more than 1,400—mostly with relatively inexpensive page promotions that target “friends of likers”—i.e., Facebook friends of people who already follow our page. My goal is to increase the Facebook audience to 3,000 by the end of 2016. This is not merely a popularity campaign, as some Facebook detractors might think; it is a way of building a reliable online following for The Colonial Players. It allows us not only to promote our shows to a measurable and demographically tuned audience (i.e., known theatergoers), but also to point those same people to our website, speaking of which. . . .

Our Webmaster in Training

Until now, keeping our website up and running was one of the 807 things on Wes Bedsworth’s daily to-do list, but Anne Sharp (mother of Drew Sharp, of Christmas Carol and Watch on the Rhine fame, not to mention Pugsley fame at ASGT) is now cross-training with Wes to be the Colonial Players webmaster. As such she is automatically a member of the marketing team, speaking of which. . . .

The Marketing Team

The following Colonial Players volunteers and stalwarts have joined the marketing team or will continue their roles from the last term. (Special thanks to Connie Robinson, prop mistress extraordinaire, for agreeing to serve as assistant marketing director in addition to her role of guiding outreach to local hotels, inns and tourist attractions.)

Richard Atha-Nicholls—Typography and branding advisor

Nathan Bowen—Marketing representative to the artistic team

Lynda Cunningham—Box office liaison to the marketing team

Rosalie Daelemans—Reviewer packets

Marguerite Jahns—Utility infielder

Kaelynn Miller—Facebook page editor
Connie Robinson—Assistant marketing director, local business liaison
Tom Stuckey—Show programs and press releases
Beth Terranova—Photo librarian
Sarah Wade—Off Book author (website blog)
Carol Youmans—Audition postcards

Thanks to all for your wonderful volunteer spirit, which is the lifeblood of Colonial Players!

Respectfully submitted,

Tim Sayles,
Marketing Director



Report to the Membership

October, 2015

Operations Director

This report will be shorter than my normal general membership meeting reports, and will only highlight a few significant items due to my extended time away in South Carolina prior to the General Membership meeting.

- **Lobby Award Showcase:** A showcase for the lobby was approved by the Board for purchase and constructed through Justin de Gast, who also constructed our lobby benches and table. The showcase will be installed on the downstairs wall where the memorial plaque previously resided. The memorial plaque is tentatively being relocated to the second level of the lobby in a more prominent location. The new showcase will be able to house various things such as awards (Ruby Griffith, WATCH, etc.) and some show displays on an as-needed basis.
- **Lobby HVAC:** After months of work, the lobby HVAC system has been replaced. This was a major undertaking, both in effort and cost, to replace an almost 20 year old system that was quickly dying. A few odds and ends related to the replacement are still outstanding, but the critical items are all complete. Thanks to Nick Beschen for his assistance throughout this process.
- **Theater HVAC:** The Theater House AC failed in June due to a condenser fan malfunction. The fan was replaced within a few days, but the failure resulted in the cancellation of a matinee performance. Subsequently over the summer, the draft induction fan on the furnace portion of this system failed which would have resulted in a heat failure during the winter. This has also been repaired.
- **HVAC Maintenance Plans:** Due to very poor customer service from our previous HVAC maintenance contractor, I have been searching for a replacement company to perform biannual HVAC maintenance on all 7 of our systems. I am leaning toward one group in particular but have not made a final decision yet. I hope to have a contract in place in the next month or two.
- **Annex Shop Power Tools:** Thanks to Nick Beschen for coordinating with the shop team to acquire new commercial grade power tools for the Annex shop to replace our very unsafe and aged tools.
- **Theater High Cleaning and Duct Cleaning:** Thanks to Bob Marchand for handling the high cleaning and duct cleaning at the theater. The duct cleaning, in particular, was an incredible challenge due to very unreliable contractors, and took roughly 4 tries to get the job done correctly.
- **Safety Checks:** Thanks to Ernie Morton and Heather Quinn for continuing the execution of regular safety checks at the theater.

- **Fire Policy Review:** Ernie and I met with the Annapolis Fire Marshal to discuss safety concerns at the theater. Ernie is in the process of reviewing and editing the CP Fire Policy for inclusion in the updated Production Manual.
- **A-Section Riser Removal:** Thanks to Frank Florentine and his team for removing the 2-inch risers under the first row of Section A. These troublesome risers were unnecessary and caused frequent tripping by both patrons and members.
- **Subscription Campaign:** Thanks to Lynda Cunningham for yet again efficiently running the subscription campaign!
- **Operations Team Picnic:** In June, we held an Operations Team picnic, planned by Hannah Sturm and hosted by Frank Florentine. Thanks to everyone who was able to make it as well as to our planner and host.
- Thanks to all the other members of the Operations Team not mentioned by name for your continued support throughout the year, and my apologies for a brief report this time.

Respectfully submitted,

Wes Bedsworth
Operations Director



Report to the General Membership

September 2015

Production

Projects

Several projects have been done in and to the theatre during this summer;

- Rise in the front row of A section has been lowered to be flush with the rest of the flooring around the stage area.
- Edd Miller has done a set furniture cleanup at the annex.
- Kaelynn, Beth & Christina have continued their purge of the costume loft. On the 22nd August, Kaelynn hosted a giveaway of costumes to the local schools.
- Downstairs at the Annex is coming along, there is still quite a bit to clean out and remove so that the rehearsal hall can serve that purpose.
- I am actively participating in Play Selection & have been informed that Production is a standing member of the Real Estate Committee, which I will personally attend.
- The Budget for the year has been submitted.

Productions

The first show of the season, *Sherlock's Last Case*, has been well received by audiences and reviewers.

The next show scheduled to open is *Sideman*, directed by Jim Reiter.

Morning's at Seven is in rehearsal as well.

A Call for Volunteers

I am looking for people to help with clean up of the annex rehearsal space. Before I can schedule a day/days for this, I would like to coordinate with those volunteers to best determine the best date(s) and time(s).

Respectfully submitted,

Jeannie Christie

Member-Proposed Bylaw Change

Article V.A.3

Add:

Insert between (c) and (d):

(d) the Operations Director, who is nominated by the President and approved by a majority vote of the Board of Directors and, upon approval, is vested with full voting privileges for a two-year (2) term. Due to the requirements of this position and to allow this director to successfully maintain government, community, and vendor relationships unique to facility management:

(1) there are no specific consecutive term limits imposed on this Director position; a qualified candidate may be reappointed to serve the Corporation for as many terms as they are willing and able to complete.

(2) candidates nominated for appointment to this position must submit a resume for review by the Board of Directors detailing their qualifications.

(3) occupants of this position are required to fulfill the director substitution option described in Article V, Section C.3.(a) by nominating an assistant by the first full board meeting following appointment.

If adopted:

- The existing section A would be modified to read “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 and Operations Director, are elected”...
- The existing section A.3.(d) would be modified to change “six (6)” to “five (5)” and remove “Operations Director”.
- Paragraphs would be renumbered as appropriate.

Reason: As explained in Bylaw.

Proposed Bylaw Changes

Article II.B

As reads:

B. The Corporation will have and continuously maintain in this State, a registered office and a registered agent whose office is identical with such registered office, and may have other offices within or without the State of Maryland as the Board of Directors may from time to time determine.

Change to:

B. The Corporation will have and continuously maintain in this State, a registered office and a registered agent whose office is identical with such registered office, and may have other offices within or without the State of Maryland as the Board of Directors, henceforth referred to as the “Board”, may from time to time determine.

Reason: This change provides more concise wording for the “Board of Directors”. If this change is adopted, “Board of Directors” would be changed to “Board” throughout the document.

Article V.A.3 (a)-(d)

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, who are each elected in alternate years, as set forth more specifically in the Colonial Players Resolutions, and are each elected for a two (2) year term with a limitation of two (2) consecutive terms, except as described in Article V.A.3.(e); this limitation does not include election or appointment to complete a term vacated by a previously elected/appointed officer.

- (b) the Secretary, who is elected in the same year as the Vice-President for a two (2) year term, with a limitation of two (2) consecutive terms, except as described in Article V.A.3.(e); this limitation does not include election or appointment to complete a term vacated by a previously elected/appointed officer.
- (c) the Treasurer, who is nominated by the President and approved by a majority vote of the Board of Directors and, upon approval, is vested with full voting privileges for a two-year (2) term, with a limitation of two (2) consecutive terms, except as described in Article V.A.3.(e); this limitation does not include appointment to complete a term vacated by a previously appointed officer.
- (d) six (6) Directors, as set forth below, who are elected for two (2) year terms with a limitation of two (2) consecutive terms in a given directorship, except as described in Article V.A.3.(e); this limitation does not include appointment or election to complete a term vacated by a previously elected/appointed officer. Each director is elected to direct the titled area of responsibility for the Corporation: the Artistic Director, Education/Special Projects Director, and Marketing Director are elected in alternating years with the Human Resources Director, Operations Director, and Production Director.

Change to:

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, elected in even-numbered years for a two (2) year term with a limitation of two (2) consecutive terms, except as described in Articles V.A.3.(f)-(g).
- (b) the Vice-President, elected in odd-numbered years for a two (2) year term with a limitation of two (2) consecutive terms, except as described in Articles V.A.3.(f)-(g).
- (c) the Secretary, elected in odd-numbered years for a two (2) year term with a limitation of two (2) consecutive terms, except as described in Articles V.A.3.(f)-(g).
- (d) the Treasurer, nominated by the President in even-numbered years and approved by a majority vote of the Board of Directors, vested with full voting privileges for a two-year (2) term with a limitation of two (2) consecutive terms, except as described in Articles V.A.3.(f)-(g).

- (e) six (6) Directors, as set forth below, elected for two (2) year terms with a limitation of two (2) consecutive terms in a given directorship, except as described in Articles V.A.3.(f)-(g). Each director is elected to direct the titled area of responsibility for the Corporation: the Artistic Director, Education/Special Projects Director, and Marketing Director are elected in odd-numbered years and the Human Resources Director, Operations Director, and Production Director are elected in even-numbered years.
- (f) 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 approved candidate for the position.
- (g) The limitation of two consecutive terms does not include the first appointment or election to complete a term vacated by a previously elected or appointed officer. Subsequent consecutive appointments will count towards term limitation if no other person takes the office between appointments.

Reason:

The description of the office of Vice-President has its own paragraph to make it easier to read and to be consistent with the descriptions of the other Executive Officers. The condition of term limit exception regarding term completion of a vacated position was repeated in each position paragraph; it has been extracted and placed in a separate paragraph to give it more visibility and consistency; the condition of term limit exception for positions with no new candidates has its own paragraph. Language has been condensed for clarification and to eliminate repetitive phrases.

Article V.B.1.(a)

As reads:

(a) President: It is the duty of the President to enforce observance of the Bylaws, to preside at all meetings of the organization and Board of Directors, and to perform all other duties pertaining to the office as set out in the Resolutions of the Corporation.

Change to:

(a) President: It is the duty of the President to enforce observance of the Bylaws, to preside at all meetings of the Board of Directors, to preside at all Membership Meetings as defined in Article IV, and to perform all other duties pertaining to the office as set out in the Resolutions of the Corporation.

Reason: This wording clarifies that the President is not required to preside at all meetings of the organization.

Article V.B.2.(b)

As reads:

(b) Nominations Committee: Nominations Committee members will be appointed by the President by September 1, and be responsible for carrying out detailed duties specified in Article VI.A.

Change to:

(b) Nominations Committee: By September 1, the President will appoint Nominations Committee members who will be responsible for carrying out detailed duties specified in Article VI.A.

Reason: This wording clarifies who is responsible for carrying out the detailed duties.

Article V.D.2

As reads:

2. Other Vacancies: Any vacancy occurring on the Board of Directors will be filled by appointment by the President subject to the approval of the Board of Directors. The President shall announce the vacancy to the Board of Directors by phone, by mail, or by e-mail and allow one (1) week for members of the Board of Directors to provide input for the name of the appointee.

A member so appointed to fill a vacancy on the Board of Directors shall hold office until the next annual March meeting of the membership of the Corporation following the appointment and until a successor has been elected by the membership.

Change to:

2. Other Vacancies: With the exception of the office of the President, which is defined by Article V.D.1.(a)-(b), any vacancy occurring on the Board of Directors will be filled by Presidential appointment, subject to the approval of the Board of Directors. The President will announce the vacancy to the Board of Directors in person, by phone, by mail, or by e-mail and allow one (1) week for members of the Board of Directors to propose eligible appointees.

A member appointed to fill a vacancy on the Board of Directors may hold office for the remainder of the current term. If the vacancy occurs during the first year of the term, the position will be elected at the next election membership meeting to complete the remainder of the term.

Reason: This change clarifies the language and allows the Membership voting input for candidates filling vacancies for longer than a year.

Article VI.B

Add:

5. Write-in candidates are not accepted. A write-in will be considered invalid, and therefore not counted as a vote.

6. "No suitable candidate" will be included as a voting option for each position on the ballot. If "No suitable candidate" receives the majority of votes, the position will be filled by Presidential appointment, as described in Bylaw V-D.2.

7. The Teller's Report and election ballots will be held by the Secretary for three (3) months following an election at which time the Secretary will dispose of these materials.

Reason: Clarifies aspects of the election process.