



**THE COLONIAL PLAYERS, INC.**

108 EAST STREET  
ANNAPOLIS, MD 21401

**General Membership Meeting**

**October 4, 2017**

**MEETING AGENDA**

1. Convene
2. Approval of Previous Meeting Minutes  
General Membership Meeting - Wednesday, March 22, 2017
3. Approval of Agenda
4. Officers' & Directors' Reports
  - a. President - Shirley Panek
  - b. Vice President - Steve Tobin
  - c. Treasurer - Kaelynn Bedsworth
  - d. Artistic - Beth Terranova
  - e. Education - Joe Thompson
  - f. Human Resources - Fran Marchand
  - g. Marketing - Sarah Wade
  - h. Operations - Wes Bedsworth
  - i. Production - Tim Brown
5. New Business
  - a. None
6. Open Forum
7. Adjourn



## THE COLONIAL PLAYERS, INC.

108 EAST STREET  
ANNAPOLIS, MD 21401

### General Membership Meeting

Wednesday, March 22, 2017

**Board Members Present:** Shirley Panek (President), Herb Elkin (VP), Kaelynn Bedsworth (Treasurer), Fran Marchand (Human Resources), Wes Bedsworth (Operations)

**31 additional members were present.**

1. **Meeting Commencement: The meeting was brought to order at 7:36 p.m. by Shirley Panek.**
2. **Approval of previous meeting minutes (Tuesday, September 27, 2016)**
  - a. **A motion was made to approve the minutes as presented.** The motion was seconded.
    - (1) The motion carried unanimously.
3. **Election Statements**
  - a. **A motion was made to waive the reading of the election statements.** The motion was seconded.
    - (1) The motion carried unanimously.
4. **Officers' & Directors' Reports**
  - a. President
    - (1) Refer to written report within the General Membership packet.
    - (2) Congrats to the 6 winners of the WATCH awards this year, and kudos to those recipients of all 14 nominations.
      - (3) Shirley Panek informed the membership that The Light House shelter will be the recipient for the donation of the proceeds from *A Christmas Carol*. The total donation will be \$2,500.
  - b. Vice President
    - (1) Refer to written report within the General Membership packet.
    - (2) Herb Elkin maintains contact with the various committees under the Vice President's domain. The Memorial Plaque committee will be meeting later this spring.
  - c. Treasurer
    - (1) Refer to written report within the General Membership packet.
    - (2) Income and Expenses are proceeding as expected at the mid-point of the year.
  - d. Artistic
    - (1) Refer to written report within the General Membership packet.
    - (2) Thanks to those people who spearheaded the various committees under the Artistic team: WATCH, Promising Playwright, Reflections, and more!
    - (3) The deadline for submissions for the 2017 One Act Festival has been extended to March 29, 2017.
  - e. Education
    - (1) Refer to written report within the General Membership packet.
    - (2) The second NYC trip went great with 34 participants.

#### Board of Directors

**President:** Shirley Panek  
**Vice President:** Herb Elkin  
**Secretary:** Vacant  
**Treasurer:** Kaelynn Bedsworth

**Artistic:** Mickey Lund  
**Education:** Scott Nichols  
**Human Resources:** Fran Marchand

**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.*

- (3) The Director's Round Table series will kick off on March 28<sup>th</sup> at Harry Browne's.
- f. Human Resources
  - (1) Refer to written report within the General Membership packet.
  - (2) Save the Date for the Season 68 Celebration: Saturday, August 19, 2017 at the Unitarian Universalist Church of Annapolis.
- g. Marketing
  - (1) Refer to written report within the General Membership packet.
  - (2) Marketing efforts via social media, print and online ads, etc. continue.
- h. Operations
  - (1) Refer to written report within the General Membership packet.
  - (2) Remember you can renew your membership online at [tickets.thecolonialplayers.org](http://tickets.thecolonialplayers.org)! You can renew your membership beginning July 1, 2017 online, or early via the Membership
  - (3) A handrail on the stairway in the lobby will be installed on the right side of the stairs. Thanks to Frank Florentine for putting together the proposal.
- i. Production
  - (1) Refer to written report within the General Membership packet.
  - (2) The One Act Festival will be in need of a Stage Manager and a Technician. Please email [production@thecolonialplayers.org](mailto:production@thecolonialplayers.org) if you are interested, or know of someone who is.

**5. New Business**

- a. None

**6. Open Forum**

- a. Craig Mummey presented the trophy for 2016 WATCH award for Outstanding Play for *Who's Afraid of Virginia Woolf?* to the theater. Congrats to all those involved with that production.
- b. A suggestion was made to increase marketing efforts in medias like local newspapers, radios, and hotels/restaurants rather than online theater review sites. Kaelynn Bedsworth indicated that we do advertise with the local papers but the cost of the online ads is extremely nominal compared to print ads. Sarah Wade indicated that it is in her plans as the rising Marketing Director to expand the marketing strategies to include reaching out to places like WRNR, WNAV, a podcast, email marketing, etc.

**7. Election Results**

- a. Vice-President: Steve Tobin
- b. Secretary: Rosalie Daelemans
- c. Artistic Director: Beth Terranova
- d. Marketing Director: Sarah Wade

**8. Meeting Adjournment**

- a. **A motion was made to adjourn the meeting at 8:06 p.m.** The motion was seconded.
  - (1) The motion carried unanimously.

Respectfully submitted,  
Kaelynn Bedsworth, Treasurer



## Report to the General Membership

October 4, 2017

President

I'm happy that all of our board positions are filled with volunteers who are passionate and enthusiastic about their roles. I thank everyone for their hard work!

### Committees

**Nominations** - Joan Townshend has agreed to be Nominations Chair. She is looking for people to serve on her committee. If you're looking to make a difference in this theater family of ours, I encourage you to join a committee or take the opportunity to run for a board position, and make a difference!

**Election** - I have also begun asking for people to be part of the elections committee as well. Those names will be announced shortly.

I am available for any questions or concerns that you may have about the theater (or anything else, really!) and ask you to please let me know if there is anything I can do to serve you better.

Respectfully submitted,

Shirley Panek  
President



## Report to the Membership

October 04, 2017

Vice-President

I am very thankful for all of the time that Herb Elkin has spent with me assuring an effective transition. Even so, formation of some of the VP committees has been slow, as people (including me) have been dealing with summer conflicts and activities. I have done a comprehensive review of committee membership and while the Bequest Committee has been fully constituted and is meeting, the other committees still need to have their membership finalized. We will have several new members on the Long Range Planning Committee, and I am very much looking forward to rebooting the Memorial committee. To those individuals that are moving off committees, I want to thank you for your past service and your ongoing commitment to the organization. To those new and returning members, thanks again for your passion and effort. A brief summary of selected VP committee activities and plans follows.

**Bequest Committee:** The Bequest Committee consists of Terry Averill, Steve Tobin, Dianne Hood, Kaelynn Miller, Tom Stuckey, and Mary Beth Yablonski. The Committee met in September for its annual review of CP investment earnings and made recommendations to the Board for the allocation of funds in the 2017-2018 Season's budget. These recommendations were accepted by the board and have been included in the Treasurer's budget proposal. This year's recommendations included increased support to the scholarship program, including money to increase marketing/awareness of the program in the community, and to support an annual community non-profit donation. The committee has forwarded suggestions for various additional projects to the appropriate teams, and additional monies may be made available for a future project.

**Long Range Planning Committee:** The Long Range Planning Committee has not been fully re-constituted for the 2017-18 season as yet. I have received commitments from several new and returning members, but am still waiting on a few confirmations. When the committee membership is finalized, I will publish the names of the committee members. The Committee plans to continue its work toward an update of CP's long-range plan by the March 2018 General Membership Meeting. The Committee welcomes Membership participation in this important process, and looks forward to soliciting input throughout the coming months.

**Real Estate Committee:** The Real Estate Committee also has not been fully re-constituted. The Committee will be meeting for its annual assessment of CP's real property holdings, current and future needs, and input to the Long Range Planning Committee. The Committee seeks to be responsive to CP's evolving needs and welcomes Membership input.

**Memorial Plaque Committee:** The Memorial Plaque Committee has also not yet been fully re-constituted. I have received commitments from several returning members and have added at least one new member (and am looking for one or two more new members). Once the membership is finalized, I will publish the names of the committee members. The Committee will revisit nomination and approval procedures and will review and update the current list of nominations to determine names for recognition by the Board.

Respectfully submitted,

Steve Tobin



**Report to the Membership**  
**October 2017**  
**Artistic**

**Artistic Team:**

Ron Giddings, Diane Hood, Jamie Miller, Gwen Morton, Craig Mummey, Jeff Sprague (Artistic Team Board Alternate), Judi Wobensmith (Artistic/Production Teams Liaison)  
Tim Brown (Production) and Sarah Wade (Marketing) are ex-officio members.

Team assignments:

- Play Selection: Ron Giddings/Jeff Sprague
- Sneak Peek: Ron Giddings/Jamie Miller
- Play Consultancy: Jeff Sprague/Diane Hood
- Director Selection: Gwen Morton/Judi Wobensmith
- Director Orientation: Beth Terranova/Judi Wobensmith
- Reflections: Beth Terranova/Judi Wobensmith
- WATCH Coordination: Craig Mummey/Jamie Miller

**Summer 2017 Productions:**

- **Promising Playwright Weekend. June 23-25, 2017.**

Play: *Job Loss Figures*, written by Andrea Fleck Clardy.

- Joan Townshend coordinated the weekend, Darice Clewell facilitated workshop events with designers and playwrights, Carol Youmans directed the staged readings (rehearsal and presentation), and Fran Marchand coordinated hospitality events.
- Overall, the weekend was successful, and the playwright was impressed and delighted by the opportunity provided by Colonial Players.

- **One Act Festival: 7 Shades of Gray July 28-30 and August 4-6, 2017.**

Focus: new (to CP) directors working with published plays. The seven shows presented were:

- *'dentity Crisis* (Christopher Durang) directed by Alex Brady
- *Fourteen* (Alice Gerstenberg) directed by Sarah Wade
- *If Men Played Cards As Women Do* (George Kaufman) directed by Erica Miller
- *The Person I Once Was* (Cindy Lou Johnson) directed by Bernadette Arvidson
- *Quiche Isn't Sexy* (Gabriel Davis) directed by Brian Mellen
- *Universal Language* (David Ives) directed by Jennifer Cooper
- *Zipless* (Ernest Thompson) directed by Alicia Sweeney

The three Artistic Team members who viewed all 7 shows are meeting this week to determine which show to send to the Maryland One-Act Festival in January 2018.

## Season #69 Shows in Production

- *Shiloh Rules* by Doris Baizley, directed by Beth Terranova. Closed October 1, 2017. The show was well-received, though attendance numbers were fairly light.
- *33 Variations* by Moises Kaufman, directed by Terry Averill. After both a change in director and a cast change the show is on track and in rehearsals. The show is teching in to the theater this week. The show opens October 20, 2017.
- *It's A Wonderful Life: A Live Radio Play* Adapted from the screenplay by Joe Landry, directed by Scott Nichols. The show is cast and in rehearsals. The show opens Thursday, November 30, 2017 for a two week run (10 performances).
- *Quartet* by Ronald Harwood, directed by Darice Clewell, Auditions are set for October 15 and 16, 2017. Show opens January 12, 2018.

## Team Activities:

- Play Selection. The play selection team has been hard at work since July 31, 2017. An initial list - compiled from previously considered shows, Reflections responses and other surveys, recommendations of committee members, and submissions from various other sources - was cut initially cut down to 54 shows for consideration. Over three subsequent meetings the list has been refined further with cuts and additions. Currently looking at 39 shows. (Not including Director/Play Packages.) The Play Selection Team expects to have the slate ready to present to the Board at the December Board Meeting.
- Director/Play Packages. We received submissions from 7 directors for 10 shows. A small team will conduct interviews for these packages October 7 – 21, 2017. Packages selected to move forward will be considered alongside other “finalists” from Play Selection.
- Sneak Peek. Currently scheduled for February 3, 2018. The Artistic Team recommended, and the Board approved, that the Executive Producer’s Meeting be held in conjunction with the Sneak Peek this year. We felt a complete look at both performance and production aspects was a better approach to generating interest in the slate.
- Director Selection. We plan to request director applications by March 1, 2018 and have interviews complete by March 19, 2018.
- WATCH. We solicited for new WATCH judges for the 2018 WATCH season. We have received 4 inquiries. We will be setting up an orientation/information meeting for current and potential new WATCH judges in October.

**Other Artistic News:**

- Ruby Griffith Awards. *Who's Afraid of Virginia Woolf?* received first runner up for production of a play at the ceremony July 23, 2017.
- Summer 2018 Productions. I intended to get the Promising Playwright and One Act Festival activities back on alternating schedules by repeating one of the events in Summer 2018. However, there is required maintenance work scheduled in the theater this summer. This will make another One Act Festival unfeasible. At the same time, the Promising Playwright Contest process – which typically begins in January - is being reviewed and reworked and will not be ready for 2018. We are looking at alternatives for off-season productions, such as one or two one-weekend special presentations and the return of the Pub readings.

Respectfully Submitted,

Beth Terranova  
Artistic Director



**Report to the Membership**  
**October 4, 2017**  
**Education and Special Projects**

### **Lobby Displays**

I am trying for a new look in our lobby displays for the play in production. We are thinking of a more graphic presentation on the East Street Wall. This would entail a board similar (and yet not so similar) to the main presentation board when you enter the lobby. This would give a more unified feel to the lobby, and allow for greater flexibility in the images or dramaturgy that we can present. Until that gets off the ground (and on the wall) I tried to make the imagery seem more like a presentation at an art gallery, with larger images and a brief explanation below it.

### **Committee**

I have contacted a number of people excited to work on the education committee this year, and met with some of them personally. However I have been waiting to bring the team together later this month.

### **A few of the proposals we are looking at for education this year.**

1. **10 minute playwriting.** A multi week workshop on creating good ten minute plays. Each participant would create a new and unique 10 minute script, and perhaps we could end with a staged reading of the scripts.
2. **Feldenkrais workshops** A series of saturday morning or sunday morning workshops on posture and breathing techniques for actors, singers by a feldenkrais instructor. We could charge a small fee and hopefully underwrite the difference in cost.
3. **Increased outreach to disadvantaged youth** or different ethnic communities. We are quite interested in helping youth find their voices. What exactly this would look like is yet to be determined.
4. **More story telling events.** Scotty put some of these together last year, and they were very successful. I would like to expand them in the style of Moth Radio or The stoop. It might be interesting to host the stoop at our theater one night both for the publicity it would provide, as well as serving as a learning experience for us. Members of the Annapolis I remember have expressed an interest in the idea, since they have a wealth of stories already collected.
5. **Poetry** has always been a literary twin to theater, and we would like to have some poetry readings from area poets and perhaps a few monologues as well. Whether this becomes a stand alone event or is folded into the storytelling, is not clear at this time. I will shake the eight ball and see what it says later.
6. **Christmas Carol Reading** Although we are not doing Christmas Carol this year, some members of CP put on a reading of the Dickens original work every year, usually in one of the historic houses. They may have some trouble this year, since work is being done to some of the houses. Perhaps we could help out in some way to keep the event going.

7. **Bringing outside entertainment in** Many years ago when our annual holiday shindig was a bigger thing, We contacted some groups in the community to come and provide entertainment. I think it would be good in several ways to start doing that again. It might be a barbershop or Madrigal singing group, a dance group, or a small choir or gospel group from one of the local churches.
8. **The Cabaret for Kids** is not on the table at this time. (*sigh of relief or disappointment to be inserted here*) However, as I already mentioned, we do want to work with young people as part of our outreach.
9. **Scotty has shown an interest** in continuing some of his initiatives from the last couple of years, and I think it would be wonderful. I know the trip to New York will still be on the agenda, So keep your ears open.

Note to the Membership

If you are interested in see one or more of these events come to fruition, please talk to me tonight so I can add you to the Education Committee meeting later this month.

Respectfully submitted,  
Joe Thompson  
Education Director



**Report to the Membership  
October 2017  
Human Resources (HR)**

**HR Team:**

Fran Marchand - Director  
Andy McLendon - HR Second  
Kaelynn Bedsworth - Membership  
Jeannie Mincher - Ushers  
Marguerite Starsonneck - Season Celebration Chairman  
Tom Stuckey - Parties  
Beth Terranova - News and Cues  
Joan Hamilton Townshend - Audition Coordinator  
Paige Myers - Member at Large

**Parking for Volunteers:**

A meeting in the future with the City of Annapolis contractor for parking. I have requested an increase in the number of hours for parking. The increase is from 2 hours to 4 hours for free parking in City Garages. Needless to say this has been a real adventure.

Just a reminder: Parking at the State Garage is available for free after 6:00pm week-days and free all day for the week-end. The garage is located on Bladen Street.

Season Celebration was a success and well attended.

Promising Playwright and the One Acts week-ends were a success in relation to the refreshments, lunch, and opening night parties.

**Misc:**

HR mentor Maria Gonzales from the Community Support Services. Ms Gonzales training was a complete success. HR enjoyed mentoring and hopefully we will be able to provide mentoring in the very near future.

HR is currently searching for an Audition Coordinator. If interested please email the HR Director at [fran.marchand@thecolonialplayers.org](mailto:fran.marchand@thecolonialplayers.org).

I would like to thank all my committee chairmen and thank you Ms. Townshend for a job well done.

Respectfully Submitted,

Fran Marchand  
HR Director



## Report to the Membership

October 4, 2017

### Marketing

Overview: The first few months on the board have been very enlightening. I've enjoyed my new role, and am grateful for all of the enthusiastic support I've received. I'm looking forward to the upcoming months and maximizing our marketing capabilities. Currently, my focus is on how we can increase visibility in our own neighborhood, and make the most out of our resources.

Currently:

- Being featured in an issue of the Murray Hill neighborhood magazine *Life on the Hill*. It will feature *33 Variations*, as well as talking about the theater. We're looking forward to an ongoing (free!) partnership.
- Starting show-based marketing tactics (ie: reaching out to the ASO for interest in *33 Variations* and *Quartet*, Carpool Karaoke, etc.)
- Reaching out to the hotels, passing out rack cards, season brochures, etc.

Long-Term:

- Working with Ops to install a tv in the lobby (where/if possible, facing out into the street), which will be used to showcase upcoming productions, display archival photos, and give information about other goings-on.
- Doing research into the possibility of banners on Main Street.
- Coming up with a Graphic Standards guide. Not a major overhaul, but a guide to formatting, fonts, etc.
- Increasing internet presence (Youtube, Snapchat, Instagram)

How We Can All be Involved:

- You don't have to be on the Marketing Team to help out!
  - Grab a few postcards before/after a show and post at your local coffee shop/gym/bar.
  - See a post about another show? Feel free to like and share! Your participation is more important than you might realize.
  - Do you work in a hospitality setting? A hotel, visitor's bureau, museum? Recommend us to people.

Respectfully submitted,

Sarah Wade

Marketing Director



## Operations Director Report to the Membership October 4, 2017

### General Information

- **Box Office**

- **Subscription Campaign:**

- The Subscription Committee met in May to prepare the 2017/2018 season brochure to send to subscribers. They then met twice in June to process renewals. Reminder postcards went out later to those who had not yet renewed. Most orders were for 2 to 4 subscribers, but some were for as high as 19.
- Online orders for individual ticket sales began on Monday, July 24, 2017.
- Many thanks to Lynda Cunningham (Chair), Mary Beth Yablonski (Co-Chair), Ted Yablonski, Cathy and Dick Whaley, Bud Stupi, Cindy Dawson, Jim and Charlotte Robinson, Andy McLendon, Jane Chambers, Nancy Long, Kris Carter, Kevin Brennan, Jeanie Mincher, Tom Stuckey, Carol Youmans, June Fordham, and Kaelynn Bedsworth for their work on the committee.
- The Subscription Committee met again on Saturday, August 5 to check all subscription tickets and finalize postal mailing procedures. The tickets went to the Post Office for delivery on Monday, August 7.
- As of September 27, 2017, we have 446 subscription orders for 5482 seats for a rate of 32.3%. Subscriptions will continue to come in until the end of September, and FlexTickets will be available through the end of the year.



- **Comp Ticket Manager:** Thanks to Kaitlin Fish for continuing her efforts as our Comp Ticket Manager. She tracks comp ticket vouchers for each show and processes comp ticket orders, taking this burden off of regular Box Office staff. Kaitlin has this down to a routine now and the comp ticket process is working very well.
- **Showare Membership:** Membership sign-up and renewal as well as online donations continue to be available via the website thanks to Kaelynn Bedsworth. This has been a smooth transition from our previous tracking method, and has increased our membership renewals thanks to email renewal reminders and online sign-up.



- **In-House Safety Inspections:** Ernie Morton and Heather Quinn continue to perform regular safety checks at both of our facilities and provide feedback to me on items that need attention. Thanks to both of them for their assistance in this area.

- **Utility Provider Switch:**

- I was contacted by Maryland Gas and Electric, a utility provider in our area, who solicited us to switch from our current provider. I did some basic research and ended up accepting their offer of \$0.0739/kWh for our electric service at both buildings. This is cheaper than our previous service, which was \$0.0849/kWh. On our last BGE bill cycle, this would have



saved us \$48.52 at the theater and another \$9.67 at the Annex. While not a huge amount, it does stand to save us several hundred dollars over the coming year. There is also no contract, so we can switch away at any time if desired or if we find a better offer.

- In addition to the lower price per kWh, MG&E also offers a rebate (I believe 10%) on the supplier portion of the highest bill over the previous 12 months. This is generally our June or July bill. This past June, at the theater we racked up \$456 in supplier charges (not counting BG&E delivery fees and state taxes - total bill was \$778.15). This would have equated to a rebate of around \$45 for the theater account alone.
- **LED Fixture Upgrade Grant:** I became aware of a grant available through BG&E for upgrading select old fluorescent fixtures to energy efficient LED fixtures. We have a number of these fixtures at the theater and the annex, so I applied for the grant and hope to have approval shortly. The grant pays for between 80 and 95% of the per unit product cost of the LED fixtures. I'm working with a representative at Rexel in Annapolis on this project, and am hoping to be able to swap out most of our fluorescent fixtures over the next few months once approval is granted. For the fixtures not covered by the grant, Rexel has affordable options for replacement as well. Beyond significantly reducing our energy usage at both buildings, it will also eliminate the expense and hassle of replacing fluorescent lamps. I am very excited about this project and the potential energy savings involved. At this point, we are just awaiting approval of the grant to get started.
- **Google Team Drives:** Earlier this year, I worked to set up several Google Team Drives to serve as shared file archives for Board of Directors. One of the major advantages to the Team Drive (which is a newly released Google product) is that files stored on them are owned by the organization, not an individual user. The Team Drives act as a cloud-based file server for our organization's leadership. In addition, these drives remove a lot of the tedious permission settings associated with a file archive residing on a personal user-owned Google Drive like we did in years past. As a result, when we transition from Secretary to Secretary in the future, it will be a much easier and cleaner handoff of the file archive management.
- **Website Framework:** The website framework has continued to be kept up to date with the latest security updates as they are released in support of the Sarah Wade's Marketing Team.
- **Access Control:** As I mentioned in March, Hannah Sturm stepped down as my access control manager due to her move out of the immediate area. I have been managing this on my own since her departure, however I am looking for a reliable assistant to potentially take this on for me, or at least assist with this effort. *If you are tech-minded and have a strong attention to detail, this position might be for you. Contact me for details to see if you might be a good fit!*
- **@colonialplayersops Instagram:** You might have seen our @thecolonialplayers Marketing Instagram account, but did you know we also have one for the Operations Team? As various projects get done around the Theater and Annex, I post photos to this account providing people a fun way to follow along with what's going on "off-stage" at Colonial Players. If you're interested, "**Follow me on Instagram! @colonialplayersops!**" I also occasionally post a picture of a nice sunset or the life, just to add some color to the posts!



## Theater Information

### ○ **Ice Maker:**

- The ice maker continues to be maintained regularly by Jim Robinson. Jim had the ice maker repaired in July. The cutting grid inside had corroded due to water quality, causing the failure. The repair company recommended we install a water filter with scale prevention in line before the ice maker.
- Jim reached out to Mid-Atlantic Water Services for a recommendation on what was needed and provided the information to me. I met with them briefly at their office to take a look at what needed to be installed and determined I could do it myself to save the install fee. This installation was completed on August 5, 2017.
- In addition to installing the water filter, I also completely disassembled the ice maker and scrubbed all of the internal components clean of the years of grime that had built up inside. Jim regularly runs the prescribed cleaning solution through the machine, but as it turns out, the solution and recommended cleaning procedure doesn't clean all areas inside the machine. I am hoping, however, that the water filter will remove most of the contaminants from the water that lead to this type of build-up to begin with, and that the machine will stay clean and functional much longer now.



- **Water Filters:** Water filters for the lobby and backstage water cooler have been changed for the season, providing cleaner, better tasting drinking water.
- **Emergency Light Replacement:** All emergency lights and exit signs in the Theater building have been replaced with new units. Some exit signs have been upgraded to combo units that also have emergency lights built in for added light during a power outage. I have notified the fire marshall just so they are aware that all units are brand new. The new units are all LED, so can last longer during a power outage than their incandescent-style predecessors.
- **Annapolis Fire Department Inspection:** On May 2, 2017, the Annapolis Fire Department visited the theater for our annual inspection. Kaelynn Bedsworth met them to let them in. No major concerns were identified and all nonfunctional emergency lights had been replaced in advance of the inspection. We did have to have the sprinkler system serviced, so that was scheduled following AFD's visit.
- **Sprinkler System Inspection:** The sprinkler system and fire alarm have been inspected as of Friday, June 9, 2017 per the fire marshall's request. Jim Robinson met with the inspectors on my behalf. No concerns were identified. Copies of the inspection reports were provided to the Annapolis Fire Marshall. AFD has all that is needed from us at this point until next year's inspection.
- **Theater Exterior Painting/Refurb:**
  - Over the summer, Nick Beschen helped me solicit bids for having the exterior of the Theater cleaned, repaired, and repainted. After review of the bids, the Board selected Bay Country Painters at my recommendation.
  - The exterior painting work is largely complete. There is some minor work remaining to be done on the red alley side of the building related to wood replacement prior to completion of the job,



but I expect this to wrap up shortly. The painters were very professional, and I am very pleased with the results of their work. I would happily use them again or recommend them. Thanks to Nick Beschen for his support with this effort.

- While the painters were working, Fred Fishback happened to walk by the theater and noticed the restoration work taking place. Fred is the architect who designed our lobby addition. He followed up with a \$2,500 donation to Colonial Players in support of the work, and in memory of his wife Paula who loved attending our performances.
- **Bathroom Light Motion Sensors:** I have installed motion activated light switches in all of the bathrooms at the theater. The upstairs bathrooms, in particular, are frequently left on overnight because they're not tied into the building automation system that shuts everything down at night. Having occupancy sensors allows these lights to turn themselves off when the room is not occupied. The upstairs sensors are presently set to turn off after 15 minutes of inactivity, due to the fact that there are stalls that could block the motion sensor from detecting someone's presence. The four downstairs bathroom sensors are set to turn off after just 5 minutes of inactivity since there are no stalls that could obscure the motion sensors view of the room. I have received positive feedback on the bathroom light motion sensors, and they seem to be working well.
- **Green Room Light Motion Sensor:** The two Green Room light switches were also replaced in the past few weeks with motion sensor switches. You manually turn the lights on, as normal, but after 15 minutes of the room being empty, the lights will turn themselves off. The track lighting motion switch does have a built in dimmer so the brightness can still be adjusted.
- **Roof Cleanup:** I have cleaned a lot of debris off of our roof from both trees as well as the hotel. The hotel's roofers threw a lot of trash and debris on our roof over the summer and left it for us to clean up. It is unfortunately not the first time that the hotel has left a mess or trash on our property as the result of their renovations; it appears to be somewhat of a persistent problem.
- **Theater HVAC:** One of the two condenser fans on our package HVAC unit failed during the run of VSMS. Thankfully I was able to disconnect the failed fan and reconfigure the HVAC unit to a reduced cooling capacity mode such that we could at least hold the two shows the Sunday following the night it failed. Reconfiguring the unit involved disabling the second stage compressor, and then a highly technical process of putting a trash bag over the failed fan to block undesired airflow, allowing the remaining fan and primary compressor to operate as best they could. While warmer than normal, this temporary rig was able to maintain temperatures around 75 degrees in the performance space. It took several days to obtain the replacement parts (fan and starting capacitor) to repair the unit, but Bair (HVAC contractor) was able to get the repair completed in time for the following Thursday's show.
- **Stage Lighting Electrical Circuits/Dimmer Replacement** (in coordination with the Production Team):
  - Frank Florentine and I are continuing research on replacement options for our aging dimmer packs. We had some intermittent failures with our existing packs last season and given that repair parts are no longer available for them due to their age, we're looking at an update to more modern equipment.



- We've tentatively settled on ETC Sensor3 Dimmer series, which would involve replacing the existing dimmer rack in its entirety. We toured Signature Theater in Arlington, VA thanks to Tim Strickland, Master Electrician at Signature. They have a slightly older version of this system installed and we were very satisfied with the information we gained from that visit. Of note:
  - These dimmers are modular, allowing for a dimmer failure to be corrected by performing a "toolless" replacement of a "plug-and-play" card of 2 channels, rather than having to disconnect a 12-channel pack in the existing system, use tools to remove it, install a new pack, and re-cable it. The difference in down time is about 60 seconds to swap in a spare dimmer card in the proposed new system, versus potentially several days of downtime while one of our 12-channel dimmer packs is pulled for repair/replacement. As can be seen, the modular design of the proposed system limits the impact of a channel failure significantly compared to what we have now: a failure now could lead to cancelled shows while a failure with the proposed equipment would be a 60-second fix.
  - The proposed equipment is network-based, which is compatible and in line with the newer equipment I have installed elsewhere.
  - The proposed equipment is more intelligent and can report helpful failure and trouble information back to the console to aid the operator in diagnosing an issue.
- Beyond the dimmers, we're also researching what it would take to get this equipment installed, to include correcting some of the electrical work that goes out to the light grid. We are coordinating with Joseph Norton (an Electrical Engineer recommended by Cook Electric next door to the Annex) and ultimately an electrical contractor (probably Cook Electric) for this portion.
- We are considering applying for one or more grants and/or sponsorships to support this project as it will be a large expense, however this is an important project because when the existing dimmers start to really fail, we will have no significant stage lights, and therefore will impact our performance schedules. The goal here is to preventatively address the concern with our aging dimming hardware before it becomes an income-loss situation.
- **Floor/Seating Replacement Committee:** Steve Tobin and I are planning to resurrect the floor replacement committee and start taking a more serious look at that project over the next few months.
- **Backstage/Green Room HVAC:** This system is the last of our 7 HVAC systems that has not yet been replaced, is about 20 years old, and really starting to show its age. It still seems to be running ok, so I am going to try to hang onto it a bit longer to get the most life out of it possible before we replace it. We are prepared to replace it this season if necessary, though.
- **Backstage Sewer Line Repair:** We've been having intermittent issues with the main sewer line from backstage to the street clogging. I contracted Staton Plumbing to diagnose the issue. Originally it was determined via camera that there was a rock-hard blockage, potentially concrete, in the line which was going to cause part of the floor to have to be broken up backstage to repair the buried pipe. Upon further diagnostic work, the blockage was able to be broken up with motorized tools and the line flushed clean, which saved a lot of unnecessary repair work.



- **Headset Radios:** Both Production and Ops related, I purchased some inexpensive equipment to make our existing hand-held walkie talkies more useful. I acquired charging bases and rechargeable batteries, as well as over-the-head headsets and belt clips for use with them. This allows tech crew to make use of them during rehearsals and shows, and Ops Team members to use them for building maintenance tasks. VSMS staff found them to be very helpful. Thanks to Ernie Morton for the request.

## Annex Information

- **Board Room Mini-Renovation:**

- As you likely know if you've been to the Annex over the past few months, a mini-renovation of our Board Room took place over the summer to make it both more functional as well as more comfortable for our teams and members that use the space. The renovation was spawned by several requests for a conference phone on the table. In looking at ways to get the



phone connected, it became obvious that a number of other updates could be implemented to better serve groups that need to use the room for meetings, such as projection capabilities, tabletop power ports, better lighting, and more comfortable furniture. To that end, the updates to the Board Room include the following:

- **VTech VCS752 Conference Phone** with wireless extension mics
- **PowerDuct electrical, data, and USB conference table grommets** to provide wired resources on the table, rather than stringing a power strip across the room
- **Two power cord adapters on the table** that allow for larger transformer plugs to be plugged into the table outlets. These make it easier to have multiple laptops plugged in at the same time.
- **JVC LX-WX50 Conference Room Projector**, permanently mounted to the ceiling with a QualGear suspended ceiling projector mount, all appropriately supported from the building structure above
- **EliteScreens 106" 16:10 automatic motorized projection screen** mounted on the wall where the filing cabinets were formerly. The screen automatically raises and lowers based on the power state of the projector.



- **MINIX NEO Z-64W mini-PC at corner desk** set up to mirror its screen to the projector for meeting presentations or training
- **(10) height-adjustable rolling conference table chairs** with fold-up arms and reclining feature
- **(4) stationary "guest" chairs** for additional seating near the window
- **HDMI and VGA projector connections built into the table** with CableMatters VGA and gofanco HDMI extenders for driving the projector
- **Projector and screen remote controls secured to the conference table** with PiBridge "remote saver" devices
- **Laminated instruction sheets** on the table for using the phone and projector, along with informational labels on all new hardware

- **New overhead LED 2x4 panel lighting** to replace the old T12 fluorescent fixtures. The new fixtures are much brighter and provide a much more even light.



- **New dimmable LED recessed task lighting** over the conference table to provide directed lighting when using the projector with overhead lights off
- **Occupancy sensing switches** that turn off all lights in the room once it has been vacant for more than 15 minutes to ensure lighting isn't left on
- **New paint on the walls and trim** providing a warmer and much more soothing color
- **New receptacles throughout the room** to replace the worn ones that barely kept a plug in the wall, including quad-packs in some places where there were previously only 2 plugs.
- **New ceiling tiles** (installed last year, but mentioned here for completeness) to replace the stained and sagging tiles we had before
- **Conduit on bookshelf wall** to supply data cabling from ceiling down to table data connections
- **New stairway lighting** in both stairwells leading to the Board Room to ensure adequate light is available when using the stairs. A brighter LED light was also installed in the hall entryway between the Rehearsal space and the workshop.

- I would like to personally thank the following individuals for their on-demand contributions that made this effort possible:
  - Fran Marchand et al. for helping to declutter the room and file scripts. I know there were several people who met and chipped in on this endeavor, but I'm not exactly sure they were as I was not there when it happened. My apologies for not being able to name them individually!



- Jim Robinson and Ted Yablonski for taking the enormous number of cardboard shipping boxes that resulted from this work to the county recycling center before I could even ask for help. The entire garage door side of the shop was completely stacked full of boxes that needed broken down and removed. I was too exhausted from finishing the room to do it right away, but the guys took care of it for me. This saved a lot of cardboard from going to the landfill.
  - Steve Tobin for assisting with the installation of the new overhead and recessed task lighting.
  - Floyd Tasker for removing the old seating furniture and donating it on our behalf to people in need.
  - Kaelynn Bedsworth for assistance in picking out the new paint color and for help completing the paint work in the room.
- I've gotten very positive feedback regarding the Board Room updates. It seems to be working well for those who have had an opportunity to use the room and new technology.
- **Audition Desk PC:** The former Board Room computer has been moved to the audition desk for public use and convenience during auditions and meetings that are in the Rehearsal space.
- **Annex Rehearsal Door Pivots:** The Rehearsal door at the Annex was not properly closing due to worn door pivots. American Glass completed a replacement of the pivots and the door now works correctly again.
- **Roof Leak:** The roof at the Annex has leaked several times over the past few months. I had initially reported it to the condo association when it first happened and the association had a roofer inspect the roof. They found the roof to be ok, but found cracked masonry in an area where water could have been entering. The association did not further address the issue. After additional leaks into our unit, I contacted them again and requested that they repair the masonry when I found out they hadn't done this previously. This has been completed. If anyone notes any further leaks at the Annex, let me know so that I can further address this with the condo association. Thanks to those who made me aware of the leak.



If any of what you read about above interests you and you'd like to get involved with the Operations Team, please let me know! New team members are always welcome and the help is certainly appreciated!

Respectfully submitted,

Wes Bedsworth  
Operations Director



## Report to the Membership

October 4, 2017

Production

### Team Members:

Sound	Richard Atha-Nichols
Costumes	Fran Marchand and Paige Myers
Properties	Mike and JoAnn Gidos
Set Design	Edd Miller
Lighting	Frank Florentine
A Team Liaison	Andie McLendon
Technical Director	Wes Bedsworth
At Large	Heather Quinn

### Shows:

- Nine / Producer - Judi Wobensmith
  - Show in at budget (as amended)
- Vanya and Sonia and Masha and Spike - Producer - Tim Brown
  - Show in at budget
- Shiloh Rules / Producer - Judi Wobensmith
  - Currently in theater
- 33 Variations / Producer - Judi Wobensmith
  - In rehearsal
  - Additional funds requested - \$1,700 granted for costumes, projections, piano.
  - Special request related to set design that will lead to obstructed view seats. This will be permitted, but such seats will be sold as a last resort, and at half price.
- It's a Wonderful Life / Producer - Tim Brown
  - In rehearsal

### Planned Projects in Coming Months

- Replacement of Stage Lighting Electrical Circuits and Dimmers  
As described in the Operations Report by Wes Bedsworth
- Development of a standard set of blackout curtains for the entries and exits to minimize the recreation of these curtains for each show.
- Development of a new costume loan policy to help ensure timely return of costumes when loaned to other theaters. This is being drafted and will be reviewed by the Board before implementation.

Respectfully submitted,  
Tim Brown, Production Director