



Report to the Membership

March 2016

President

Committees: I extend thanks to several people who have served as Chairs and consultants for two committees that are very important to our Membership: Jason Vaughan, for his work as Nominations Chair, with support from Carol Youmans. In hopes of getting a candidate for HR Director on the ballot, there were four CP members who were “standing by” with me until midnight on February 15 to assist with any last minute paperwork. Dirk Geratz has chaired the Elections Committee for several years, with Terry Averill assisting on the committee this year. Dirk and Richard Atha-Nichols have worked to document the elections process, and I will continue to work on it after these elections to insure future chairpersons and presidents have a reference. Similar documentation has been started on the nominations process, but there is quite a bit more to be done.

The work of the Membership Model Committee, chaired last year by Shannon Benil, has resulted in a change to our Resolutions. Starting in the new fiscal year, Membership in The Colonial Players will be voluntary, rather than mandatory, with a few additional benefits for Members. We expect that within another year or so, those benefits will be even further enhanced, but it will take some time to identify workable methods for tracking eligibility, and for providing those benefits. Any additional benefit, however appropriate and well intentioned, inevitably taxes some aspect of our volunteer base; we have to figure out how to do it! I’m sure we’ll be hearing more from next year’s Board as they continue the effort to make membership at CP more valuable.

Board as Executive Producers:

- The early part of 2016 was action packed, with events and scheduling escapades presenting themselves on an almost weekly basis. Snow storms necessitated rescheduling of the final weekend of *Venus in Fur*, with tremendous effort by our box office staff and production teams, with cooperation from *Boeing Boeing* and the many volunteers who helped make the shift possible. It was a Herculean effort, and there are many people to thank.
- In January, the Executive Production Meeting focused on the shows CP will be producing next season. About 30 people provided recommendations to capitalize on the slate, and also the challenges that require special attention next year. These past two years of Executive Production Meeting, followed by Sneak Peek, then director selection, and finally a season kickoff, have established a reliable format for pulling the scripts into the lifeblood of the theater, and preparing the playmakers for success for the following year.
- WATCH announcements brought 26 nominations in 24 categories; this is a high for both CP and WATCH. There is a lot of time spent supplying the WATCH awards committee and

the nominees with all of the information they need, and with this volume of nominations, it's extensive, to say the least! Congratulations to the nominees.

- I continue to attend 2-3 rehearsals of every show.
- The Production Manual has been updated and streamlined. We hope it will make CP an even more appealing theater for directors, producers, and other playmakers to come join in on the joys of putting our productions on the boards.

Annual Community Contribution

For the first time, we were able to make a community contribution in an odd numbered year (not tied to *A Christmas Carol* and its proceeds). \$2500 was made available for donation, and I selected the Annapolis Musicians' Fund for Musicians (AM-FM) as the recipients. The money has been earmarked for their Tim King Scholarship Fund for music education for local junior high students. Matt McConville, president of AM-FM, attended a performance of *Venus in Fur* and accepted the donation check prior to the show. The announcement was warmly received by the audience.

Updates to Bylaws

You will see a large number of Bylaws up for modification at this meeting. It is important that we attend to these proposed amendments, to keep our governing documents in sync with the demands of everyday decision making. At our GM meeting in September, I suggested we convene for a review of Bylaws, as we have quite a few outliers that are not serving us very well. I appreciate that the committee and the board moved on these amendments so you could vote on them tonight, and thank you for your patience as we work through it all.

Out and about:

- Attended the annual meeting and presentation of annual report, *Poverty amidst Plenty*, of the Community Fund of Anne Arundel County, where I met a representative of STAIR (Start The Adventure In Reading) for youngsters who have low reading levels. She mentioned the reader's theater they sponsor in summer. Met twice with Sandra Olivetti Martin of Bay Weekly. Jim Gallagher, Steve Tobin, Scott Nichols, Tim Sayles and I were Sandra's guests for a discussion related to reviews, previews, and relationships between journalists and theaters. Sandra is tweaking the guidelines to reviewers, and has asked CP to contribute to previews. We have already had a two page spread for *Boeing-Boeing*, and she called me directly to get confirmation on our performance cancellations for *Venus in Fur* so Bay Weekly could help spread the word. There will doubtless be more synergies in the future.
- Terry Averill offered a lunchtime presentation on The Colonial Players to the local Kiwanis Club; thanks to Terry for rising to their request for a presentation.
- I am disappointed to report that no one has indicated interest in helping CP participate in some manner on the visit of Shakespeare's First Folio to Annapolis this autumn, and only one person indicated interest in a History Committee. After I have completed the documentation I feel is essential for future presidents, I may be in a position to make another run at establishing a History Committee.

My gratitude and very best wishes to those people with whom I've had the privilege of serving on the board these past two years.

I remain honored to serve,
Darice Clewell



Report to the Membership

March 2016
Vice President

I remain very appreciative of the support and involvement of members serving on various committees under the Vice-President's cognizance. Their contributions have been and remain critical in furthering CP's success. A brief summary of selected committee activities and plans follows.

Bequest Committee: The Bequest Committee consists of Herb Elkin, Dianne Hood, Kaelynn Miller, Tom Stuckey, Mary Beth Yablonski, and Ted Yablonski. The Committee will be meeting during Spring 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. Previous disbursements have helped several CP initiatives including the scholarship program, annual donation to a community non-profit organization, and furtherance of theater education programs.

Long Range Planning Committee: The Long Range Planning Committee consists of Terry Averill, Darice Clewell, Herb Elkin, Judi Hilton-Hyde, Scott Nichols, Heather Quinn, Jason Vaughan, and Rick Wade. The Committee continues its work towards an update of CP's long-range plan by the October 2016 General Membership Meeting. The Committee welcomes Membership participation in this important process, and looks forward to soliciting stakeholder involvement throughout the coming months.

Real Estate Committee: The Real Estate Committee consists of Terry Averill, Darice Clewell, Jeannie Christie, Herb Elkin, David Thompson, Ted Yablonski, and Carol Youmans. The Committee will be meeting during Spring 2016 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.

Respectfully submitted,
Herb Elkin



Report to the Membership

March 2016

Treasurer

1. With the current volatility in the market, the Finance Committee is remaining vigilant about our investment accounts but we remain confident that we should wait and see what happens over the next year. All of our investments have now been invested for almost one full year (at least) and we will continue to review portfolios for any changes that may become necessary. Our portfolios remain on the considerably conservative side with just a dash of the moderate tossed in.
2. Ticket sales have been better than expected this season, which is great! I hope to see this well-selling trend continue for the remainder of the season with *The Secret Garden* and *Good People*. A typical 4-week show averages around 70% in sales, but each show so far this season has sold at or (well) above 79%, which is great!
3. Other Activities completed since October 2015 General Membership meeting
 - a. Facilitated compilation of Statements of Financial Position for fiscal year ending August 31, 2015 in cooperation with our accountant.
 - b. Reviewed and filed Federal Tax Form 990 for the fiscal year ending August 31, 2015 as prepared by our accountant. Also separately completed and filed Federal Form 1096 and 1099-MISC with the tax authorities and affected recipients.
 - c. Filed annual renewal of charitable organization registration with State of MD, and MW508 and 1099-MISC with the State of MD and affected recipients.
 - d. Facilitated purchase of a new digital piano for the Annex Rehearsal space in conjunction with Mickey Lund and Jeannie Christie.
4. Attached Documents
 - a. Current budget execution status for 2015-2016 (Fiscal Year 2016), as of February 29, 2016
 - b. Current Status of Investment Funds of Dr. Riley Bequest (all portfolios), as of February 29, 2016

Respectfully submitted,
Kaelynn Miller



Report to the Membership

March 2016

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 March 22rd meeting. I would like to thank Wes and Kaelynn for helping me put together tonight's meeting packets.

Conservation of Resources:

Our "Less-Paper" Board meetings are Earth-friendly and continue to save Colonial Players money. Since our September 2015 General Membership meeting, Colonial Players has saved 3394 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 7775 pieces of paper...over 16 reams of paper. We also printed fewer General Membership meeting packets this year, thanks to electronic access to the packet materials. This focus on conserving resources means we have saved an entire tree since our "Less-Paper" meetings began in August 2014. Nice work, Colonial Players!!

Bylaws Committee:

As Secretary, I chair the Bylaws Committee. The committee members (Richard Atha-Nicholls, Beth Terranova and I) met in January to thoroughly review the Colonial Players Bylaws, as part of our annual Bylaws review. These Bylaw change recommendations were presented to the Board in January for its approval and will be presented to the Membership tonight.

Administrative Documents:

At the September 2015 General Membership Meeting, the Membership adopted changes to the following Bylaws: Article II, Section B., Article V, Sections A.3.(a) - (d), (f), (h), Article V, Section A.3., Article V, Section B.1.(a), Article V, Section B.2.(b), Article V, Section D.2. and Article VI, Section B.

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

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>

Respectfully submitted,
Theresa Riffle



Report to the Membership

March 2016

Artistic Director

Thank you to Shannon Benil, Nathan Bowen, Ben Carr, Lois Evans, Jim Gallagher, Chris Haley, Dianne Hood, Andy McLendon, and Jamie Miller for serving on the A-Team this past year. Additional thanks to representatives from both the Production Team (Jeannie Christie) and Marketing Team (Tim Sayles) who have also served on the A-Team. As one of my goals in taking on this position last year was to provide continuity from one year to the next, I had agreement from each member of the A-Team to serve for two years. Although this is still a possibility, it is my hope to discuss with the current A-Team the pros and cons to serving for two years, and to determine if new members should be signed on as of June, and some current members should step down.

Play Selection/Director Selection

The Play Selection completed its work in November of 2015 and announced the 2016-2017 slate in the December News & Cues as well as on the website. Director selection is currently underway with Director applications due by March 3 and interviews to be scheduled throughout the month of March. The goal is to have all directors selected by the end of the month so that all can attend and participate in the Season Kick-Off Meeting on Saturday, April 16. The Director Selection committee currently consists of Heather Quinn, Dianne Hood, Jim Gallagher, Jeannie Christie, and myself. Additional committee members are under review.

Special thanks to Jamie Miller for taking the lead on the Sneak Peek that was held on Saturday, February 27. Close to 100 people were in attendance to view scenes from each of the upcoming productions. The 2016-2017 seasons is as follows:

The Cripple of Inishmaan by Martin McDonagh - September 9 through October 1 - 2016
Who's Afraid of Virginia Woolf by Edward Albee - October 21 through November 12 - 2016
A Christmas Carol by Rick Wade and Dick Gessner - December 1 through December 11 - 2016
The City of Conversation by Anthony Giardina - January 13 through January 28 – 2017
Calendar Girls by Tim Firth - February 17 through March 11 – 2017
Nine by Arthur Kopit and Maury Yeston - March 31 through April 30 - 2017
Vanya and Sonia and Masha and Spike by Christopher Durang - May 19 through June 10 – 2017

Play Consultants

There's been general universal praise of the Play Consultants for all shows that have run so far this year. The Play Consultant position has GREATLY reduced the overall need for the Artistic Director to attend multiple rehearsals for each show and has allowed me to focus on a multitude

of other items. I am currently serving as Play Consultant for “The Secret Garden” and Dianne Hood is serving as the Play Consultant for the upcoming “Good People”.

There is also general consensus that the roles of Play Consultant and Producer lack clear delineation. The Production Director and I are in agreement, however, that better communication and better preparation by way of the Season Kick-Off are the more effective way to assist with this issue rather than modify or increase the overall documentation on both roles in the Production Manual.

Reflections

Special thanks to Nathan Bowen for taking the lead on this year’s Reflections. All in all, these have been hugely successful this year. The Board has received a Reflections report for each show so far with actionable items on each. Additionally, I have met with the directors of each of the closed shows to allow them an additional opportunity to share, as well as to share with them the comments made on the survey. These have proven to be not only very enlightening, but extremely educational as well for not only the Board, but for the individual directors as well.

Reflections survey responses have increased with each show this season. Nathan has made an attempt to send the survey out at different times during a show’s run to see if the timing of it would increase or decrease participation. When all is said and done, however, it seems that participation stems more from knowing that these are being seen, read, and responded to than by the timing of their delivery.

Promising Playwright

Meetings are currently on the calendar to put plans for next season’s Promising Playwright Competition into place in time for it to begin this summer. I’ll be working with Joan Hamilton to transition the leadership of the competition over to Dona Weingarten who has agreed to take the lead. The operation of the competition will be fully documented as it progresses over the next year such that transitioning it next time will be simpler and more efficient.

One-Act Play Festival

I met with the Production Director and Education Director earlier this year, as well as with my A-Team to review the objectives of the one-act play festival. Documentation of those objectives and the process whereby the festival should be run is currently underway. Once complete, the A-Team and the Board will review the documentation and put plans in place to run the festival during the summer of 2017, concurrent with the one-weekend workshop for the Promising Playwright Competition winner. Transitioning the two back to every other year can proceed from there.

Special Projects for Summer 2016

Week 1:

July 9 through July 17

Performances on Saturday, July 16 at 8:00pm, Sunday, July 17 at 2:30pm

One Week Musical Project

Directed by Mickey Lund

Musical Direction by David Thompson

Stage Managed by Andy McLendon

Choreography by Karen Lacy

Piano by Annie Flood

Lights/Tech by Shirley Panek and Eric Lund

Costumes by Fran Marchand and Paige Moyer

Set by Mary Butcher

Props by Joann Gidos

Similar to the 24 Hour Play Project produced in the past, we will do a one week Musical Project in which we fully mount and perform a full-scale musical within one week from start to finish.

David Thompson and I will select a musical based on the following criteria:

- Music is not hampered by being played on a piano only
- All roles are of similar size
- Can be performed in the round with minimal sets
- Does not require a large budget

Only David Thompson, Andy McLendon and I will know what musical we are doing prior to the week we produce it. We will of course inform the treasurer as well to ensure all royalties are paid in advance. Designers and technicians will be solicited and assigned prior to the production week, but they too will not know the show title. All advance publicity will notify auditioners and audience members that we are producing an unnamed musical in 1 week....that should the draw to get people to participate.

Auditions will occur on Saturday morning, July 9. Auditioners will sing a song of their preference and read from various scripts if necessary. Casting will occur immediately with a first read-through occurring the afternoon of July 9 at which time everyone is provided the name of the show. A production meeting will occur that same afternoon with designers.

Designers will proceed to do their work, inclusive of moving things into the theatre, as early as Saturday evening. Rehearsals will occur at the annex Saturday evening, Sunday all day, and then Monday - Thursday evenings. The theatre will remain in the hands of designers through Thursday evening. A dry run of the show will occur on stage on Friday evening, July 15 followed immediately by a cue to cue. Overnight, designers will tweak their work while the actors get sleep. Saturday morning, designers go get sleep while the actors work on stage to refine things. Saturday afternoon is a final dress rehearsal with a performance on Saturday, July 16 at 8:00pm.

The show's music will be done with a pianist only....and the pianist will be live on stage. The pianist will be notified of the show's title well before the production week to prepare.

Week 2:

July 18 through July 24

Performances on Friday, Saturday, July 22, 23 at 8:00pm and Sunday, July 24 at 2:30pm

Sex, Drugs Rock & Roll by Eric Bogosian

Directed by Paul Valteau

Production Team of Paul Valteau, Ben Carr, Kristi Valteau

Starring Jeff Sprague, David Thompson, Erin Hill, Tim Sayles, Ben Wolff, Pat Reynolds, Ben Carr, Kristi Valteau, Steve Bisset, and Josh Visnapuu

This play is set as a series of monologues providing different perspectives from unassuming individuals one may encounter on the streets of any big city. Each role is delivered from the individual experiences with an attempt at some form of manipulation to bring the audience to their understanding. Filled with comedic, emotional, irrational and conspiratorial vantage points, *Sex, Drugs, Rock & Roll* presents a fresh moment for actors to take responsibility in the relationship with the audience.

Additional News

I have worked closely with both the Production Director and the Technical Director to update and streamline the Production Manual. The manual is far more accessible now than in previous years, and indicates what are considered best practices versus what are considered rules. We all believe this will eliminate some of the confusion over what is required and what is not. The Production Manual will be distributed to all Directors, Designers, Producers, and Production Staff at the Season Kick-Off meeting on April 16.

I have worked with the Production Director to establish the 2017/2018 Season Schedule. Those dates are not set in stone so to speak, but they provide everyone a framework from which to start future planning. The schedule will be put on the calendar in early November once the 2017/2018 season has been officially selected.

Respectfully Submitted,
Mickey Lund



Report to the Membership

March 2016

Education Director

Internship Program: We have had two interns this season with varying degrees of interest and commitment. We have decided not to pursue the high school internship program as part of Anne Arundel County's PVA program as it requires more work and commitment to maintain the posting and we have not had much interest. We will continue to encourage interns from the AACC theatre department as we have had better intern experiences with the college students.

Mentoring Program: The mentoring program has had mixed success this season, with some assignments doing quite well but others not completing their assignments. Some of this I believe is due to lack of commitment on the part of either the mentor or the mentee but we still have had a significant number of volunteers who have been cross-trained as either designers, technicians, producers or assistant stage managers.

Workshops, Roundtables and Special Events: All five fall workshops have been completed I am soliciting input from CP members for workshop ideas for the 2016-2017 season. Our New York theatre trip is scheduled for the weekend of March 19th and 20th. Joan Townsend has expressed interest in assisting us in planning the next trip for the spring of 2017.

Scholarship Program: Our strategy of targeting a short list of applicants and in including explicit instructions has paid off. We received seven competitive applications this year and expect to name an awardee in May.

Archives: The Archive Team is currently on hiatus and we need to investigate the idea of getting an intern from the Maryland State Archives who will be able to continue the process that we have started and coordinate the archiving volunteers.

Community Outreach: After meeting with Rob Levit to review the scope, timeline and grant possibilities for the proposed summer camp, it was determined that the timing for Anne Arundel County Arts Council grant cycle would not work for a summer camp for 2017. We will start our application earlier for next year, as we still believe this camp would be an excellent community outreach initiative.

Respectfully submitted,
Scott Nichols



Report to the Membership

March 2016

Human Resources Director

Wanted: New HR Director - As you know, I have submitted my name for consideration for the position of President of Colonial Players. What that means is I am looking for someone to take on the role of Human Resources Director. If you're interested, or know someone who might be, please let me know. It's a fun and rewarding position!

2015-2016 Season Celebration - Planning for the 67th Season Celebration is starting. We will need numerous hands to help in a variety of roles, so I welcome volunteers – especially those who enjoy planning great parties – to become a part of the Season Celebration committee. The date is still being finalized, but like last year, it will likely be in August - either a Saturday or Sunday evening. If you have a strong preference, please feel free to let me know. We're also looking for a venue in which to host our fabulous members and volunteers. Please share any ideas you have!

Ushers - Jeanie Mincher continues to do an outstanding job of coordinating and scheduling our stellar usher team. We are always happy to have new people join the ranks, so if you can spare a night (or Sunday afternoon) to volunteer and usher, please let us know. It's a great way to meet people, support a great theater, and see a show for free. You may contact hr@thecolonialplayers.org if you are interested in joining our list of ushers.

News & Cues - A big thank you to Beth Terranova our N&C editor. She has done a great job keeping the news coming to our members. It's a big job, and Beth handles it by herself. If anyone is interested in becoming a part of our important news outlet to the members, please reach out to newsandcues@thecolonialplayers.org or hr@thecolonialplayers.org. We'd love to have you be part of this team!

Volunteers - Colonial Players volunteer pool is growing! Over the past year we have had a number of new people join us as part of our various teams – production, HR, etc. – this year. We are fortunate to have such dedicated and giving volunteers, but we are always looking for more. We would love to use your talents to continue to make Colonial Players the wonderful theater experience it already is. Our volunteers are a family, and we'd love to have you (and your friends) join us. We have many opportunities to use your special skills – from technical operations, to artistic, to production, to social events – you name it, and we can find a way to use your unique gifts. Please email me to find out how to become involved!

Respectfully submitted,

Shirley Panek
Human Resources Director



Report to the Membership

March 2016

Marketing Director

Advertising and Publicity

We continue to get good coverage and glowing reviews from most of the newspapers and online publications that matter. The main exception to that is the *Capital*, which, we've learned from an insider, has decided not to review plays anymore--or at least not to pay writers to do them, which has the same effect. I have reached out to the editor and entertainment section editor to ask if this is indeed the case, and to protest a bit. I haven't given up on them yet. On the upside, the *Capital* has provided quite good advance coverage of our shows, in the way of opening-week previews and publicity photos. The paper also, in my opinion, continues to be a sensible advertising vehicle for our shows, and has even crossed over in the digital world by including a four-week online ad as part of its print ad deal.

The *Bay Weekly*, meanwhile, has significantly stepped up its game, with regular reviews and, more recently both a review and a behind-the-scenes set design/build feature on *Boeing Boeing*. I think we can look forward to more such features in *Bay Weekly*; editor Sandra Martin is looking for new ways, in addition to standard show announcements, calendar listings and reviews, to shine the spotlight on the community pillars like The Colonial Players.

Website and Facebook page

We've added 150 more followers of our Facebook page since the last membership meeting. I want to encourage members who follow the Facebook page to feel free to not only comment on our posts but to also contribute your own--be they photographs from rehearsals, comments on current productions, suggestions or questions. The more posts we have on the page, the more quickly our following grows. As a reminder, our goal is to reach 3,000 Facebook followers by the end of 2016. We can do that, and members can help by sharing their (CP-related) notions and photos.

The PR Troupe

Assistant Marketing Director Connie Robinson is spearheading a new effort, beginning this spring, to hand deliver show postcards and rack cards to local inns, hotels, B&Bs and restaurants, as well as to visitor and tourism outlets. If you're the gregarious sort and would like to help in this effort, drop us a line at marketing@thecolonialplayers.org. We'll happily make you part of the CP Marketing Troupe!

Respectfully submitted,
Timothy Sayles



Report to the Membership

March 2016

Operations Director

Colonial Players day to day business continues to keep its Operations Team quite busy. Below I've summarized the accomplishments of the team over the past 6 months. Thanks to everyone involved in Theater Operations!

- **Lobby HVAC:**

- The Lobby HVAC replacement was successfully completed late last fall. It took much longer than anticipated due to the very complicated nature of the installation in the Tech Booth attic. I spent many hours over a month and a half coordinating with the contractor and working directly with the contractor on-site to ensure a satisfactory install. My knowledge of HVAC systems and control wiring turned out to be very helpful to work through many of the complications we encountered during the install. Thanks to Nick Beschen for his assistance with the Lobby HVAC project.
- Following the install, I added a remote temperature sensor for the lobby near the bar area. This sensor ensures better sensing and maintenance of lobby temperature as the actual thermostat location (the one installed when the lobby was built) is in direct sunlight and directly above a vent, significantly impacting its ability to properly control the HVAC system. The remote sensor is on the opposite side of the lobby from all vents and out of the sun, ensuring that the room has equalized temperature prior to system shutdown during each cycle.



- **Theater HVAC:**

- The theater HVAC package unit has been repaired. The draft induction fan motor on the furnace component had failed in the on position, which would have caused it to ultimately fail altogether this winter due to abnormal wear. Additionally, a failing control board and control transformer were replaced at the same time. Replacing the failed and failing components before it got cold hopefully guarantees we will not have any issues this winter. So far, so good.
- I moved the theater thermostat in the Tech Booth from the back wall onto the wall to the right of the window (when looking out) above all of the light switches. This was both due to the desire to have all of the building controls in one location in the booth as well as to get it out of the way of the swing of the new booth door (see notes later on this).

- **Backstage HVAC:** I have requested an informal quote on replacing the air conditioning portion of the backstage HVAC system, which is the same age, if not older than the lobby system. This sounds like it will be in the \$5K range, and is a simple one-day replacement. I'm also getting information on replacing the entire system, which would be both the air conditioner and the furnace so that we can make an informed decision. If we replace the air conditioner now and not the furnace and the furnace fails later, the new air conditioner has to be removed and reinstalled as part of the furnace replacement, which obviously adds unnecessary cost. I will likely make a recommendation to the Board for some kind of replacement within the next year to replace it before the 20-year old compressor fails leaving the Green Room and Backstage areas with no cooling.
- **HVAC Maintenance:** I signed a contract with Bair Necessities for annual maintenance of our HVAC systems. Due to the relationship I built with the contractor during the installation of the lobby unit, what should have cost us \$1,650 cost us \$1,350 for annual maintenance. In addition, the tech with whom I worked to complete the lobby system (the son of the company owner) has agreed to ensure he is our regular service tech at my request. This makes biannual maintenance visits easier as he can come in the buildings unsupervised to do the preventative maintenance work if I'm not available to meet with him. In speaking with the vendor, we are now their second largest account with seven HVAC systems, so we are supporting another small business which is important from my perspective. I have also switched my home HVAC maintenance contract to this vendor.
- **Cupola Repair:** Damage to the side of the cupola sustained as a result of the HVAC furnace flue installation was repaired. In addition, since all of the wooden sides of the cupola were rotting, all of the sides were replaced and repainted. The cupola door was removed and reconstructed as well, and new hinge hardware was installed to replace the former rusted hinges. Thanks to Kaelynn Miller for painting/staining for me after the installation.
- **Ice Maker:** The ice maker has been repaired thanks to Jim Robinson. One of the three internal pumps had gone bad. Now that I understand the common failure mode of these units after talking to the service tech, I can likely repair this myself next time which will save us a several hundred dollar repair call. Jim continues to regularly clean the icemaker after every show or two to ensure that harmful deposits do not build up in the system, but the pump that failed is known to wear out over time in these icemakers so I'd consider this an expected failure.
- **Trash Cans:** Our trash cans were stolen late last fall (we believe by Calvert House kitchen staff, as they've done it several times previously). We believe the cans were subsequently disposed of during the hotel's trash fire shortly thereafter when they disposed of all of their cans. Thanks to Kaelynn Miller for working with the trash company on my behalf to get new cans delivered to us. I have clearly labeled our new cans with our address, as well as a laminated notice that they are not hotel trash cans. So far this seems to have prevented additional disappearances.

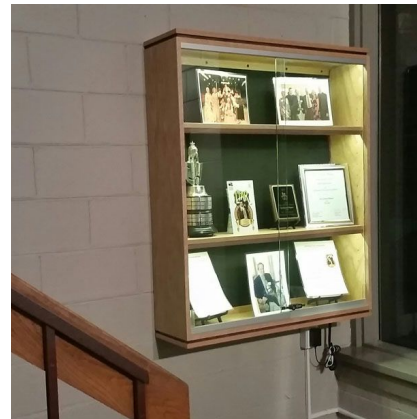


- **Tech Booth Door:** As a result of the HVAC installation, the door and frame on the Tech Booth had to be completely removed. Nick Beschen ordered a replacement door and took the lead on installing it. I've since gone back and installed the electronic lock hardware, trimmed out the door, and closed in the A-Alley wall again. The new door swings into the Booth, making it easier to open when coming up the Booth stairs. The downside of swinging it this direction is that it opens flush with the wall. As a result, the emergency light and thermostat on the booth wall had to be moved, and a framed opening in the wall to accommodate the doorknob had to be created. I framed in around the fire main as well, and put in a new booth stair handrail to complete the project. Thanks to techie Alley Martin for taking care of the trim painting.



- **Workshop Paint Table Manager:** Given the amount of work we have put into the Theater shop to make it a functional and organized workplace, and given the necessity for continued maintenance and cleaning of the space to ensure it stays that way, I have asked painter Mary Butcher to manage the paint table for me so the rest of my team can focus on the construction areas of the shop. Mary will keep the counter clean, the cabinets organized and fully stocked with supplies, and work with painters to ensure they understand where everything is kept. She will also be available to purchase supplies on the CP Home Depot card when necessary. My hope is this will keep the paint area of the shop clean and organized. Thanks to Mary!

- **Lobby Award Showcase:** The new award showcase constructed by Justin de Gast, builder of our lobby benches, had been installed in the lobby in the location approved by the Board. Following installation, I worked to install LED downlighting in the case to make the contents stand out better and reduce reflection from the lobby ceiling lighting. The LED downlighting is connected to the building automation system, and automatically turns on and off with the lobby lights so that no additional training of ushers or staff is necessary. Thanks to Steve Tobin for his assistance in mounting and installing the display case.



- **Memorial Plaque:** Once the display case installation was complete, the memorial plaque was re-installed on the front cinderblock wall of the lobby following several weeks of planning to determine the best location for it that met everyone's needs as well as required the least amount of complicated work. Thanks to Nick Beschen, Steve Tobin, and Alex Brady for their assistance with this challenging

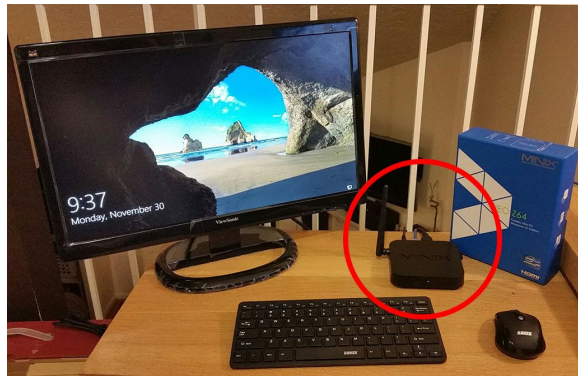


installation. The memorial plaque took three people to lift (them!) while another quickly installed mounting screws (me)!

- **Lobby Sign Holders:** I have procured clear acrylic sign holders for the lobby. These have been installed in the places where we normally post show content warning signs to make it easier to post the warning and make it look professional. We've been using laminated signs for each show, but these are time consuming to create and hang. This will simplify the process. When a show does not require a warning sign, the holders can be left empty and will blend into the wall and doors since they are completely clear.
- **Lobby Bench Repair:** Repair of two lobby benches was completed, one which was stained/burned and another with a broken leg. To try to prevent misuse of these benches in the future which is what leads to these expensive repairs, I've begun stacking them upside down on each other between productions to discourage use of them for piling set pieces, props, paint, and other items that can damage them. The benches tend to be a catch-all for all the "stuff" in the lobby between shows.
- **Coat Room:** Thanks to Hannah Sturm for recently cleaning out the coat room. It had, as usual, become a dumping ground for a variety of things. We've disposed of all unnecessary or unclaimed items and found homes for things we need to keep.
- **Theater Roof Door:** I have discussed and am investigating replacement of the roof door with Nick Beschen. The existing door is rotting apart at the base because it was not the correct door type for exterior installation.
- **Annex Garage Doors:** Per Renard Court Condo Association, we were in violation as two of the garage doors on our 2134 unit are damaged. As it turns out, this was the case of many units in the neighborhood. The association got a group rate on garage door panel replacement. We agreed to participate in the group rate to save money. Following the replacement at owner expense, the association is having all doors painted at the association's expense. The garage door panel replacement was completed by Metro Rolling Door in November and the association will be painting the doors once the weather warms. Thanks to Charlotte Robinson for supervising the contractors during the panel installation.
- **Computer Assets:** I'm in the process of upgrading some of our outdated computer assets, some of which were so old that they were nothing more than a paperweight (Board Room). I'm also considering adding a few additional assets to areas such as the Costume Cage desk and the Audition check-in desk.
 - **Box Office Wall Computer:**
About four years ago, Lynda Cunningham asked that I look into installing a computer near the door in the Box Office to allow volunteers to sell tickets without having to run back and forth to the office desk. At the time, there were

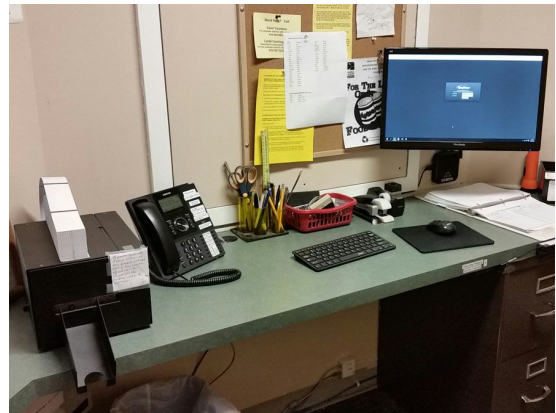


no good solutions for this, and it involved a bit of trickery because we needed to have two computers in the office able to print to a single ticket printer. Recently, “mini computers” have begun to emerge. I stumbled across something called a MINIX Neo Z64, which is a tiny fanless fully functional Windows 10 PC designed for cloud computing (*photo below, computer is in the red circle*). As it turns out, something like this was perfect for the office application because our ticketing software is all web-based. The best part was the price point: \$154. I got one of these and tested it out at home, then set it up in the office at the door. When



patrons buy walk-up tickets now (*photo above*), the volunteer can let the patron see the seating chart right on the screen, and process the sale right at the door instead of making several trips to the desk. This should save them time and effort, speed up the will call line, and make purchasing a walk-up ticket more interactive for the

- **Box Office Desk Computer:** Over the past few years, I've also received complaints that there was not enough desk space in the office to work comfortably. This was in part because there has always been some kind of computer taking up a lot of room on the desk. The computer purchased for the wall by the door was a perfect solution for this problem as well as it was very small, and would allow me to mount the monitor on the wall freeing up desk space under it. I went ahead and got one of these set up for the desk to replace the existing full size desktop computer. The new layout opens up much more workspace for the volunteers to process ticket orders and phone messages. In addition, I've installed the full suite of MS Office applications on this machine for times when we need to be able to make a sign or open an office document at the theater.



- **Board Room:** The former Box Office full sized computer was a perfect candidate to replace the dead Board Room computer. I took this one home, did a factory restore, and upgraded it to Windows 10. I also loaded the full suite of MS Office applications on this machine, making it a fully functional computer for anyone who needs it while at the Annex. The computer is now set up in the Board Room and ready for use.
- **Other Areas:** The mini computers purchased for the Box Office appear to be a great solution for our needs in other areas as well, such as the Costume Cage and the Rehearsal Audition Desk. I'm looking into potentially setting up a few additional machines now that I have them in the Box Office and can evaluate them for a bit. This is a very affordable way to provide a much-needed IT solution to other areas of our buildings.
- **Wireless Network Controller:** A mini-controller for our wireless network has been installed in our network rack. This dedicated controller will allow more secure management over our wireless network, and will allow us to deploy a few new security features in the future.
- **Workshop Donations:** Thanks to Dianne Smith who has donated a few of her late husband's and my former colleague's tools from his woodshop. We received a great drill press to replace the broken one at the Annex, a 20 gallon air compressor for the Theater shop, and a few other items. Nick Beschen assisted me in relocating the larger equipment with his work van. The air compressor has been installed in the back of the janitor closet under the rear stairwell at the theater to save workshop floor space, and has a control switch on the wall of the shop near the ceiling-mounted compressor hose reel allowing easy control of the compressor. A pressure regulator will be installed in the shop soon to allow easy adjustment of the air pressure for various tools. Thanks to Alley Martin for helping me pull cable and complete the electrical circuit for the compressor.
- **Safety Check Repairs:** A few batteries in theater emergency lights had gone bad and were identified during a routine safety check by Ernie Morton and Heather Quinn. These were replaced prior to the opening of *Morning's at Seven*. I've also replaced the fire alarm pulls at both exterior doors with new models that are easier to reset during testing. This model is commonly seen in new construction. I recently reviewed with Ernie Morton how the new pull stations operate and how to reset them.
- **American Flag:** I worked with the office of John P. Sarbanes to acquire a new American flag for over our cupola. The new flag was first flown at the US Capitol, and comes with a certificate of dedication. Darice Clewell and I met with Richard Koster, Paul Valteau, and



Ernie Morton, all former service members, who volunteered to assist with a ceremonial lowering of our existing flag, folding it, raising the new one in its place, and (hopefully) presenting the old one to a local boy scout for proper retirement. This ceremony was successfully integrated with our Holiday Potluck party. Thanks to Frank Florentine for loaning LED architectural lighting that I used to illuminate the roof during the ceremony, to Alley Martin for helping me set up and tear down the lighting before and after, to Dave Newell (a friend of mine from church) who arranged to have Boy Scouts participate in our ceremony, and to those mentioned above who were involved with the ceremony making it a special and memorable event!



- **Access Control:** Hannah Sturm has continued to do a stellar job of managing the issuance and cancellation of key fobs for me which is a never ending task. We've had a few people lose fobs in recent months, so it's fortunate we're not still using keys!

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 always appreciated!

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wes Bedsworth', with a long horizontal line extending to the right.

Wes Bedsworth
Operations Director



Report to the Membership

March 2016

Production Director

General Information to the Membership:

During the first part of the season, four successful shows have been produced: *Sherlock's Last Case*, *Sideman*, *Morning's at Seven*, *Venus in Fur*- and, now being performed *Boeing, Boeing*. All shows have done well, and, with the help of Artistic's reflections, several issues specific to Production are being taken care of by the Production Team. The next show up is *The Secret Garden*, which has a large cast as well as a large staff working to make production run smoothly.

Several Items to Note:

- In the fall, Wes Bedsworth and Frank Florentine purchased several new lighting instruments for the theater. These have helped to fill in the overall lighting design that has remained constant during this year's productions. (Specials are a separate design aspect.)
- The costume cage has been purged of many unused, unwanted, and/or unnecessary items. Several "give-aways" were held for area schools and other theater groups to come and add to their costume inventory. These events were extremely successful thanks to the many who worked them.
- The annex has been straightened and made more workable without the excess of costumes in the downstairs area as well as the removal of several set items. The construction of a chair rail to store chairs above the floor against the wall has been approved and is in the design stage. This will add more free space to our rehearsal hall. More to follow.
- A new rehearsal piano was purchased in the fall and a storage cabinet has been constructed to keep it safe when it is not being used. The old piano needs to be removed from the rehearsal hall- if anyone wants it, please let me know (I don't think it works.) If not, it will be removed to the landfill.
- And, lastly, as always, we are looking to add new members to our production staff; costume designers and constructors, technicians, set construction, set painting, properties, backstage crew, stage managers, lighting & sound designers, producers, production consultants, & any and all aspects of production I may have neglected to add. Please email me personally at jeannie.christie@thecolonialplayers.org or simply production@thecolonialplayers.org

Thank you.

Respectfully submitted,
Jeannie Christie