

THE COLONIAL PLAYERS, INC
BOARD MEETING

Tuesday, October 4, 2011

GENERAL MEMBERSHIP MEETING MINUTES

Attending:

The following board members were present: Terry Averill (President), Tom Stuckey (Vice-President), Herb Elkin (Treasurer), Kaelynn Miller (Secretary), Carol Youmans (Artistic Director), Fred Hallett (Education Director), Marguerite Jahns (Human Resources Director), Beverly van Joolen (Marketing Director), Beth Terranova (Production Director), Heather Quinn (Assistant Production Director), Wes Bedsworth (Operations Director). 12 more members also attended the meeting.

- 1) **The October 4, 2011 General Membership meeting of the Colonial Players Board was called to order by Terry Averill at approximately 7:34pm.**
- 2) **A motion was made and seconded to approve the minutes of the General Membership Meeting on Tuesday, March 29, 2011, as presented. The motion carried unanimously.**
- 3) **A motion was made and seconded to approve the agenda of the General Membership Meeting on Tuesday, October 4, 2011, as presented. The motion carried unanimously.**
- 4) Officers' & Directors' Reports – Board Directors and Officers presented written reports, included in the membership packet for the evening. If you could not make the meeting and would like a copy of the membership packet for review, please send an email to secretary@thecolonialplayers.org.
 - a) President –
 - i) Terry Averill presented his written report.
 - ii) *The Diviners* was chosen as this year's Ruby Griffith candidate, though no award was presented.
 - iii) We are working on signage for the theatre, which is allowed by this district.
 - iv) Promising Playwright was a tremendous success for this year's play. We are looking at it and several other entries as possibilities for future slates.
 - v) *A Christmas Carol* donations were presented to a few groups. See first item under New Business.
 - b) Vice-President –
 - i) Tom Stuckey presented his written report, with Rebecca Feibel (former VP), regarding Long Range Planning.

- (1) Please see Tom Stuckey if you are interested in serving on any of the possible committees we could create: Real Estate Committee, Community Outreach Committee, Volunteer Committee, Governing Committee.
- c) Treasurer –
- i) Herb Elkin presented his written report.
 - ii) Carol Youmans will be organizing an evaluation of the ramifications of changing from a 5- to 7-show season.
- d) Artistic Director –
- i) Carol Youmans presented her written report.
 - ii) Please let Carol know if you would like to help with the committee working on the full review of the 7-show season.
 - iii) The Play Selection Committee is taking suggestions for comedies at this time for the 2012-2013 season slate. Please email suggestions to playselection@thecolonialplayers.org or artistic@thecolonialplayers.org.
 - iv) Playwrights are welcome to submit One Acts to the A-Team for review for the upcoming summer's One Act Festival. Please email scripts to artistic@thecolonialplayers.org.
- e) Education –
- i) Fred Hallett let us know that the Maryland State Arts Council has awarded us a grant of \$4500 for the 2012 year.
 - ii) Fred will be beginning to reach out to high schools and drama clubs, fostering a relationship between CP and the educational community.
 - iii) A potential Auditioning Workshop is in the works. If anyone has any workshop ideas, please email education@thecolonialplayers.org.
- f) Human Resources –
- i) Marguerite Jahns presented her written report.
 - ii) Please let Marguerite or Jeanie Mincher know if you are willing to help as an usher. Thursday and Friday nights are particularly in need of help. Please email hr@thecolonialplayers.org if you can assist.
- g) Marketing –
- i) Beverly van Joolen presented her written report.
 - ii) We are working on starting up a Restaurant Program and other community businesses to increase our community awareness.
 - iii) A question was posed to Marketing about show cards getting to casts to promote their shows, as well as getting the show cards to the businesses for individual shows in addition to the rack cards. Marketing/Artistic will work on this, as well as getting the information (playbill and show cards) on the website for electronic distribution.
- h) Operations –
- i) Wes Bedsworth presented his written report.
- i) Production –
- i) Beth Terranova and Heather Quinn presented their written report.
 - ii) Light Hang for *Little Women* will be Sunday, October 9. All are welcome! They will also need assistance with painting the floor – please email heather.quinn@thecolonialplayers.org if you can assist.

- iii) *Chapter Two* is still looking for staff and crew! Please email production@thecolonialplayers.org if you are interested.
 - iv) A special, special thanks to Heather Quinn for taking on the role of Production Director (however unwillingly) in the 3 years of interims when the Board has been Production Director-less.
 - v) Beth will take on this position until the May elections.
- 5) New Business
 - a) *A Christmas Carol* donations were presented to the following groups:
 - i) Anne Arundel County Food Bank – Bruce Michalec from AAC Food Bank presented some information about the Bank and its services. They really appreciate the money in this economic downturn, when they have their funding cut by the government. www.aafoodbank.org
 - ii) Colonial Nursery School – Lynann from Colonial Nursery School presented a little bit about the school, which is a cooperative nursery school that fosters arts education for children, ideally helping them to grow up to be confident and creative people. They are planning to use the donated money to build a small stage and purchase a puppet tree and musical instruments. www.colonialnurseryschool.org
 - iii) Sarah's House of Fort Meade – Bruce Clopein of Sarah's House was not able to attend the meeting, but expressed his sincere thanks for the donation to the Board. www.catholiccharities-md.org/sarahs-house
 - b) 2012 Budget
 - i) Herb Elkin presented the approved budget for the 2012 Fiscal Year.
 - c) Bylaw Change
 - i) A bylaw change regarding Article IV.B.4 was presented to facilitate seamless operation of Board business in regards to quorum and voting. **A motion was made and seconded to accept the Bylaw change, with section (b) amended as follows:**
 - b. A Board Director may appoint a member of his/her team as Acting Director to cover a known absence. If notification to the Board occurs *at least one week prior to a meeting*, the Acting Director may attend the meeting in lieu of the Director as a voting member. The presence of the Acting Director in lieu of the Director will count toward quorum.
 - ii) **The motion carried unanimously.**
 - d) We are looking for people to be on the Nominations committee for the March elections. If you are interested, please email president@thecolonialplayers.org. President, Human Resources, and Operations will be up for re-election in March.
- 6) Open Forum
 - a) A few new members were introduced, and warmly welcomed!

- b) Some ideas to increase General Membership attendance were discussed. Beth will try to run a survey of members through the website to increase interest in meetings in the future.

7) A motion to adjourn was made and passed unanimously at 9:11pm.