



THE COLONIAL PLAYERS, INC.

108 EAST STREET
ANNAPOLIS, MD 21401

**General Membership Meeting Agenda
March 23, 2021**

- 1. Convene**
- 2. Approval of Previous General Membership Meeting's Minutes**
 - a. General Membership Meeting - Oct. 13, 2020**
- 3. Approval of Agenda**
- 4. Officer & Director Reports**
 - a. President: Steve Tobin
 - b. Vice President: Scott Nichols
 - c. Treasurer: Shannon Benil
 - d. Artistic: Beth Terranova
 - e. Education: Alex Brady/Jennifer Cooper
 - f. Human Resources: Erica Miller
 - g. Marketing: Emilie Holmstock/Jason Vaughan
 - h. Operations: Wes Bedsworth/David Cooper
 - i. Production: Tim Brown
- 5. Election Statements**
 - a. Vice President
 - b. Secretary
 - c. Artistic Director
 - d. Marketing Director
 - e. Education Director
- 6. New Business**
 - a. None
- 7. Open Forum**
- 8. Election Results**
- 9. Adjourn**



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General Membership Meeting Minutes

October 13, 2020

Attendance:

- **8 Board Members Attending In Person:** Steve Tobin (President), Scott Nichols (Vice President), Shannon Benil (Treasurer), Janice Coffey (Secretary), Beth Terranova (Artistic), Alex Brady (Education), Wes Bedsworth (Operations), Tim Brown (Production)
- **2 Board Members Attending Virtually:** Emilie Holmstock (Marketing) Erica Miller (Human Resources)
- **9 Members Attended in Person:** Kris Brown, David Cooper, Laura Gayvert, Kaelynn Bedsworth, Jason Vaughan, Shirley Panek, Edd Miller, Ernie Morton, Barbara Marder
- **16 members attended virtually:** Frank Florentine, Greg Anderson, Glenn Singer, Meredith Chilvers, Charley Rogers (left early), Richard & Amy Atha-Nicholls, Bill Mitchell, Dianne Hood, Sue Ebbitt, Darice Clewell, Heather Quinn, Jennifer Cooper, Kevin Brennan (left early), Mickey Lund (arrived after voting) Sarah Wade

Minutes:

1. **Meeting Commencement:** The meeting was brought to order at 7:31 p.m. by President Steve Tobin.
2. **Approval of Agenda**
 - a. Shirley Panek made a motion to approve the meeting agenda.
 - b. The Motion was seconded by Barbara Marder.
 - c. The motion carried unanimously.
3. **Vote on Bylaw Change Article IV. C.1 Authorizing Virtual Membership Meeting**

“For any meeting of the Membership of the Corporation: the Board will designate a physical location within a fifteen (15) mile radius of the City of Annapolis. A virtual meeting space may be added to, or designated in lieu of, a physical space”.

 - a. Ernie Morton made a motion to approve the bylaw change as presented.
 - b. The motion was seconded.
 - c. The motion carried with 17 votes.
4. **Approval of Previous Meeting**
 - a. Shirley Panek made a motion to approve the minutes of the March 10, 2020 General Membership Meeting as presented.
 - b. The Motion was seconded by Jason Vaughan.
 - c. The motion carried unanimously.
5. **Officer & Director Reports**
 - a. **President**
 - i. Refer to the written report.
 - ii. Steve Tobin thanked the Board for its work during the past months as well as the members who supported the Board and Colonial Players.
 - iii. Steve bid farewell to Shirley Panek who is relocating.

b. Vice President

- i. Refer to the written report.
- ii. No additional discussion.

c. Treasurer

- i. Refer to the written report.
- ii. Shirley Panek asked about the availability of a financial statement. Kaelynn Bedsworth replied that there is a link to the report that was sent in an email.

d. Artistic Director

- i. Refer to the written report.
- ii. Beth Terranova reported that the Board will be meeting in a week to discuss Season 72.
- iii. Steve Tobin thanked Beth and the artistic team and stated that many factors will be taken into account before reopening the theater.
- iv. Beth commented on questions regarding ticket prices for the streaming version of Mark Hildenbrand's *Christmas Carol*.

e. Education Director

- i. Refer to the written report.
- ii. No additional discussion.

f. Human Resources Director

- i. Refer to the written report.
- ii. Eica Miller thanked Fran Marchand for her support during her transition to HR Director.

g. Marketing Director

- i. Refer to the written report.
- ii. Emilie Holmstock thanked Kaelynn Bedsworth for her help.
- iii. Emilie is working on a road map for marketing for the coming season.

h. Operations Director

- i. Refer to the written report.
- ii. Wes Bedsworth thanked the Box Office team.
- iii. Steve Tobin commented on a great job by Wes in cutting expenses for The Players during the Covid lockdown.

i. Production Director

- i. Refer to the written report.
- ii. Steve Tobin reported that production and artistic have been closely working together during the lockdown.

6. New Business

a. Vote for proposed By-Law changes

- i. **Article IV. C.1. has been approved**
- ii. **Article V. C.2 Board of Director Meetings (designation of location)**
"For any meeting of the Board of Directors, the Board will designate a physical location within a fifteen (15) mile radius of the City of Annapolis. A virtual meeting space may be added to, or designated in lieu of, a physical space".
 - 1. Alex Brady made a motion to accept the proposed Bylaw change as presented.
 - 2. The motion was seconded by Glenn Slinger.

3. Discussion:
 - a. Darice Clewell asked about the 15 mile radius for the meetings. Beth Terranova replied that since we added virtual attendance the 15 mile radius should suffice. Darice asked whether this also meant Board meetings could be held at any location and not open to members. Steve replied that he could remember only one that was held at another location but for the most part they are not.
 - b. Richard Atha-Nicholls commented that you can have either an in person meeting or a virtual meeting or combination of both.
 - c. Frank Florentine asked if members could attend a Board meeting in person. Steve replied that yes, they can.
4. The motion carried with 29 For and 1 Against.
- iii. **Article V. D. 1.b. (Capitalization of President, and capitalization of Board titles in any changes to the Bylaws going forward.)**
 “If neither the Vice-president nor the Secretary is able to assume the office of President, an Interim President...”.
 1. Ernie Morton made a motion to accept the proposed Bylaw change as presented.
 2. The Motion was seconded by Sarah Wade.
 3. Discussion: None
 4. The motion carried with 29 For and None Against.
- iv. **Article VI. A. 2. (change to “neutral singular “they”, and use of if in any changes to the Bylaws going forward)**
 “A member is considered to be in good standing if **they have** paid the annual Membership due”
 1. Alex Brady made a motion to accept the proposed Bylaw change as presented.
 2. The motion was seconded by Erica Miller.
 3. Discussion: None.
 4. The motion carried with 30 For and None against.
- v. **Article II (clarification of non-political stance)**
 1. **Change Paragraph II.A.:** “The Colonial Players, Inc. is a non-profit corporation and will be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.”
 2. **Add Paragraph II. D.:** “While representing, or perceived to be representing, the organization, members, volunteers and contract employees will not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office”.
 3. Shirley Panek made a motion to accept the proposed Bylaw addition as presented.
 4. The motion was seconded by Glenn Slinger.

5. Discussion:

- a. Frank Florentine asked if this precluded lobbying for grants from governmental agencies or other non-government agencies. Steve Tobin replied that it only applies to candidates for public office.
- b. Barbara Marder commented that CP has received large donations and we should keep in line with 501(c)(3) guidelines.
- c. Steve Tobin commented that this still allows a member to support a political candidate but not when representing The Players.

6. The motion carried with 29 For and None Against.

b. Unsung Hero Award

- i. Erica Miller announced the recipients of Colonial Players Unsung Hero Award.
- ii. Hannah Housely, June Fordham, and Lynda Cunningham will get a certificate and a gift card.

c. Ruby Griffith Award

- i. Steve Tobin reported that *Book of Days* received the 3rd runner up award from Ruby Griffith.

7. Open Forum

- a. Ernie Morton will chair the nominations committee and asked for submissions for open positions and volunteers to help with the search.
- b. Mickey Lund asked if there were plans to clear out the Annex to allow for social distancing during rehearsals. Tim Brown replied that a lot of items currently at the Annex are set pieces from *Freaky Friday* and there will be a clean up of the Annex. Steve Tobin commented that the first show of the season is *Maytag Virgin* with only two actors. Mickey said his concern is that 6 ft. spacing could not be accomplished within the Annex as it is now. Tim replied that we will all need to work together. Steve Tobin replied that the space is being evaluated for the next show and health and safety are a priority.
- c. Steve Tobin commented that audition dates for *Maytag Virgin* will be announced when performance dates have been confirmed.
- d. Mark Hildenbrand's version of *A Christmas Carol* will be produced out of the theater, and is a package including the actors.

8. Meeting Adjournment

- a. Alex Brady made a motion to adjourn the meeting.
- b. The motion was seconded by Wes Bedsworth.
- c. The motion carried unanimously.
- d. The meeting was adjourned at 8:54 p.m.

Respectfully Submitted,

Janice Coffey
Secretary



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Report to the Membership

March 23 , 2021

President

Hello Everyone!

The last 6 months have simultaneously seemed to fly by and drag on forever. While our theater space has been dark for a year (and who could have thought THAT would be the case a year ago), we have NOT been idle. I firmly believe that our board and volunteers have worked harder during this period than ever before. We have dealt with challenges, constraints and uncertainties that the organization has not faced during its long years of existence. I want to sincerely thank my fellow board members, board “seconds”, and committee volunteers for their commitment and hard work over the last 6 months. It is SO much harder to maintain community engagement and plan for a “restart” of our productions than it was to close things down. I also want to thank our membership and subscribers for their ongoing support and incredible patience as we have been going through all of the information-gathering, planning and re-planning during this period.

I do want to specifically recognize and thank our Board Seconds: Dave Cooper, Jason Vaughan, Jennifer Cooper, Rowena Winkler, and Ernie Morton. Kaelynn Bedsworth also continues to assist our new Treasurer, Shannon Bennil in taking over the position. COVID19 has affected us all in many ways, and the fact that we have these people to back up and support our board members is a tremendous gift. The workload increase has been significant, and our ability to share it with these wonderful people has been invaluable.

Our Board Members will provide the details of some of the specific challenges and accomplishments that we have experienced over the past 6 months. However, I do want to highlight some of them here (with apologies if I steal some thunder <grin>).

1. For the first time in many years, CP applied for and was awarded two significant grants. One from the Arts Council of Anne Arundel County and one from the State of Maryland. Among other things, these grants have supported ongoing operational costs, health and safety improvements, Maytag Virgin production expenses, and new streaming technology. We are very grateful for the County and State support.
2. We have extensively reviewed best practices from professional and amateur theaters to understand how to safely present live theater during the pandemic. Our “Restart” team has put together an outstanding set of procedures and practices for Maytag Virgin and afterwards that will ensure we are going above and beyond what is required by state and local guidelines. Some of these changes are obvious, and some you have probably experienced if you have visited retail establishments. Others, like virus-rated air filtering, increased fresh-air flow, and



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enhanced professional cleaning are less obvious. Rest assured, we take these precautions seriously.

3. We continued to engage our community and membership through some innovative alternative programming in the last 6 months. Some memorable examples: Our “virtual” holiday party was a huge success. It was so good to see everyone, even if it was only in a Zoom window. We also presented Mark Hildebrand’s version of A Christmas Carol in streaming form as our traditional holiday fundraiser. Our Halloween week story/poetry readings were also a big hit! And of course, our Trivia Nights went on throughout 2020, and ended with a bang on New Year’s eve.

Committees: Here are the committees that the President is responsible for.

Nomination Committee: Many thanks to Ernie Morton for being the Nominations Committee chair. The slate of individuals nominated for board positions this year is outstanding, and I am looking forward to working with those who are elected. I also want to thank everyone who is running for a board position.

Election Committee: I want to thank our Election committee: Jim and Jean Berard (Co-chairs) and members Greg Anderson, Maureen Mitchell, and Robin Schwartz. These folks all stepped in “cold” and ALSO had to design a workable virtual election process. Thanks to Richard Atha-Nicholls for help in transitioning Election Committee duties and with the virtual voting process design as well.

I know I must sound like a broken record (or a looping video stream), but I continue to be amazed at, and grateful for the people who are supporting this wonderful organization. Every time we have asked for something, you have responded. As we BEGIN to see the lights start to fade-up and pierce the blackout of this pandemic (how’s THAT for a metaphor), I am excited for what is to come. As always, I ask that you please consider volunteering to help our board - now more than ever. Everyone loves working on a show, but we also need help in running the organization. Feel free to contact me, or any board member, if you have an idea or are willing to help.

With much gratitude,

Steve Tobin
President



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Report to the Members

March 23, 2021

Vice President

Diversity Outreach

The Diversity Outreach team including Mickey Lund and Marti Pogonowski was formed so that the theatre can be more involved in community events, and reach out to a larger and more diverse community in the arts, namely in the selection of shows and directors. I have met with the team to discuss other outreach strategies. Marti contacted Alison Delany at AACPS to see if she knew of any teachers of color involved in theatre classes or drama clubs. I also plan on contacting Rob Levit for additional community and business contacts in Annapolis. We plan on discussing the upcoming updates to the CP website and adding information regarding: Board bios, teams and committees, focus groups, showcasing partnerships for events such as Pub Readings, Talk Backs and director interviews.

Additionally, the Outreach team is creating a list of possible directors to whom CP can reach out for future projects, such as recent directors from Bowie State University, TBD Immersive, ArtsCentric Theatre and Teatro de la Luna. I have also reached out to Kevin McAllister from Art Centric, Strother Gaines at TBD Immersive (both of whom were also on our previous Zoom focus group call). Additionally, I reached out to Elena Velasco at Bowie State University Theatre department and Teatro de la Luna, but have not heard back yet.

CP 75th Anniversary

The 75th Anniversary Committee will continue planning meetings to discuss the activities, fund raising, the timeline and next steps.

Respectfully submitted,
Scott Nichols



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Report to the Membership

March 23, 2021

Treasurer

1. Investment Accounts

- a. The Finance Committee conducted a review of CP's investment portfolios in 2020. The Benjamin F. Edwards accounts were liquidated in September 2020. The balance of the portfolios were sent to us by check in early October, and have been deposited in our Merrill Lynch EMA "savings" account for holding.
 - i. The Finance Committee will be reviewing portfolio recommendations from Park Avenue Securities and Tower Federal that were provided in the event that we invest additional monies with them. A recommendation for redistributing the funds from the liquidated accounts will be made to the Board by the Finance Committee in the near future.

2. FY 2021 Finances

- a. The budget approved by the Board in August 2020 for fiscal year 2021 (the 2020-2021 season) was a "best-case scenario" budget, assuming we would be able to launch income-generating in-person and/or streaming productions in 2021. We had severely reduced operations since those predictions were executed as you can see by the budget vs actual figures.
- b. The Board as a whole has been taking measures to reduce operating expenditures to only what is necessary as we remain closed. We have had to transfer \$25,000 over the past few months from our Merrill Lynch savings to our operating account to cover mostly costs for tech and sanitizing items for the theater and some operating expenses and Maytag Virgin show expenses. The majority of these expenses will be covered by the grant money mentioned below.
- c. We applied for and were awarded 2 grants during this pandemic which have been put to good use paying for our necessary operating expenses to keep the theater and annex running as well as for purchasing items to enhance the safety of the spaces. We were also able to use the funds for purchasing equipment to greatly increase our capacity to stream productions live which will be used in all three of our upcoming productions and gives us great options for future endeavors.
 - i. Arts Council of AA County- COVID Relief Grants for the Arts Program (GAP)- awarded \$11,000 for the expenditures between April-December 2020. Funds received, funds spent, funds accounted for.
 - ii. MD-SERI (Strong Economic Recovery Initiative) for Entertainment Venues- awarded \$102,773 for expenditures between March 2020- June 2021. Awaiting funds to our bank account, hopefully in the next week.

Respectfully submitted,
Shannon Benil

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Artistic Report to the Membership

March 23, 2021

Artistic Team:

Jennifer Cooper, Ron Giddings, Chris Haley, Craig Mummey (WATCH Rep), Jeff Sprague, Judi Wobensmith (Artistic/Production Teams Liaison).

Colonial Players Season 72

COVID 19 restrictions delayed the opening of Season 72 and required several changes to the planned schedule. Almost all our originally scheduled Season 72 productions have been moved to Season 73. "Flexibility" became the watchword for the shows we were and are ultimately able to offer as part of Season 72.

- *A Christmas Carol*. Adapted from Charles Dickens by Mark Hildebrand and Eric Lund. While the ghost of COVID present kept us from offering our traditional version of *A Christmas Carol*, we were able to bring in the holiday season with this live-streamed virtual production. With a nod to Mr. Dickens himself, three actors played all the characters in this stage reading of the classic Christmas story. A live Q&A session followed each of the three performances. As with all our holiday productions, a portion of the proceeds are being donated to charity.
- *Maytag Virgin* Written by [Bowie playwright] Audrey Cefaly. Directed by Edd Miller.
 - o We open this romantic comedy on April 9, 2021, both in-house and live-streaming, for a three week (11 performance) run.
 - o It was not possible to meet Maryland's guidelines for opening performance spaces and also maintain our theater-in-the-round configuration. To accommodate this production, the C-section seats have been removed and a proscenium stage built along the C wall. In addition, available seating will be limited to allow appropriate distancing.
 - o We obtained streaming rights for this show so our patrons who do not feel comfortable returning to live theater will be able to enjoy the show from their homes. Thanks to COVID grant money we were able to procure the necessary equipment to provide a high-quality live stream of each of our performances.
 - o And we are excited to welcome local playwright Audrey Cefaly to a talk-balk to be scheduled during the run!
- *Summer shows*. Pending rights, we are planning two more presentations before Season 73.
 - o We plan to present a Special Project small cast musical for one weekend in June. We would be able to livestream this show as well.
 - o We hope to produce a contemporary small-cast play for a short run in July. We will be soliciting directors for the play as soon as rights are cleared. We anticipate holding auditions in April with rehearsals beginning immediately after.



Reopening Planning.

Many thanks to the volunteers who worked on our effort to develop documentation for reopening guidelines and procedures for Colonial Players: Kaelynn and Wes Bedsworth, Tim Brown, Jane Chambers, Dave Cooper, Herb



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Elkin, Loretta Lamar, Erica Miller, Maureen Mitchell, Ernie Morton, Heather Quinn, Steve Tobin, and MaryBeth and Ted Yablonski. A final draft of the guide is being reviewed by the Board members responsible for executing the guidance.

Colonial Players Season 73

- Our Play Selection/DPP Committee (Ron Giddings [Chair], Cheryl Campo, Dave Cooper, Chris Haley, Jeff Sprague, Beth Terranova) met from October to December 2020.
 - While the committee read a number of scripts for potential openings in Season 73, our primary goal was to explore plays with stories and themes focused on, and relevant to, the experiences of People of Color, and which featured significant and challenging roles for performers from these communities.
 - Three scripts were provided as examples when directors were solicited for a Director/Play Package submission to fill a slot in Season 73.
 - Although Directors could submit any show that met our criteria, the director chosen, in fact, submitted one of our example plays. The committee chose DC area director Eleanore Tapscott to direct *By the Way, Meet Vera Stark* in October 2021.
- Pending finalization of licensing changes, this is the planned schedule for Season 73.

<i>The Revolutionists</i> By Lauren Gunderson Directed by Jennifer Cooper	September 10 – October 2, 2021
<i>By the Way, Meet Vera Stark</i> By Lynn Nottage Directed by Eleanore Tapscott	October 22 – November 13, 2021
<i>A Christmas Carol</i> By Rick Wade and Dick Gessner Directed by Sarah Wade	December 2 – 12, 2021
<i>The Lost Boy</i> By Ronald Paolillo Directed by Joe Thompson	January 14 – February 5, 2022
<i>Agnes of God</i> By John Pielmeir Directed by Jeff Sprague	February 25 – March 20, 2022
<i>Freaky Friday</i> (*pending date change approval) By Bridgett Carpenter, Tom Kitt, Brian Yorkey Directed by Kaitlin Arnold and Ron Giddings	April 8 – May 8, 2022
<i>The Curious Incident of the Dog in the Nighttime</i> By Simon Stephens Directed by Eric Lund	June 3 – 25, 2022

WATCH.

Resumption of WATCH activities has not been scheduled as member theater schedules remain in flux.



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Other Artistic Activities:

- Professional Development.
 - o Since October I have attended 21 more webinars provided free-of-charge by the American Association of Community Theatre. Many of these continued to focus on theater operations in pandemic times, but overall covered a wide array of topics, including women in theater management, marketing, fundraising, small theater innovation, and industry connections with theater service and product providers.
 - o I represented Colonial players at the [virtual] AACT Community Theater Management Conference March 12-14, 2021. There were about 30 attendees representing community theaters across the country.
 - Topics covered included Board of Directors, Administrative Functions, Theater Staff, Volunteer Management, Financing the Organization, Marketing, Diversity, Fundraising, and Partnerships.
 - We were introduced to two special projects that will provide great opportunities for Colonial Players
 - ✓ MTI is creating a Global Fundraiser called “All Together Now” a 60- to 70-minute musical review of songs from the MTI catalogue. It will be available royalty-free to theaters around the world for presentation (live and/or streaming) on one weekend to be selected. (Most likely the first or second week in November.) Structured in slots with several song choices for each slot, as well as time for a Theater rep to talk, MTI will provide production and marketing tool-kits. Theaters can produce the show in any manner that works for them. Because it is royalty-free, theaters can keep all proceeds. Expected availability for registration is in May. Info: <https://www.mtishows.com/mtis-all-together-now>
 - ✓ Penguin Project. A program that provides a supportive environment for children with disabilities to explore their creative talents and develop skills related to theater arts. Special needs youth ages 10-21 are paired with peer mentors to perform in a show. The program will provide training for our volunteers. Info: <https://penguinproject.org/becoming-a-replication/>
- Diversity Commitment. In support of our theater’s commitment to better represent the diversity among members of our theater community, and to increase awareness of diversity issues in theater activities, I have continued to participate in Diversity Theater “Chat” sessions hosted by Rikkie Howie, a prominent African-American voice in DMV area theaters.
- Outreach.
 - o Jennifer Cooper coordinated the response to a request from the Peer Learning Partnership at AACC for a presentation at one of their meetings. She directed a private virtual play reading and talkback for the group on January 9, 2021.
 - o Scholarship. On March 6, 2021, I served as an adjudicator for performing arts applicants for The Anne Arundel County Scholarships for Scholars program.

THANK YOU.

During my four years as Artistic Director, my team members worked diligently to assure that Colonial Players continues to produce the highest quality theater.

My sincere thanks to Jennifer Cooper, who has been my designated alternate on the Board of Directors and my go-to person for special projects and outreach for three years; to Craig Mummey, who has continued to represent Colonial Players for the Washington Area Theatre Community Honors (WATCH) organization; and to Chris Haley, Dianne Hood, Jamie Miller, Gwen Morton, Jeff Sprague, Sarah Wade, and Judi Wobensmith, who have all chaired



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and/or served on Artistic Team committees at various times during the last four years, and who have provided valuable input on our artistic processes.

And my very special thanks to Ron Giddings, who has chaired the Play Selection Committee for me for all four years. Play selection is a huge job that gets a lot of scrutiny - and certainly gets a lot of feedback after the slate is selected! I don't know if people understand how much work goes into running that committee. The actual committee process typically takes 4 months from September - December, with meetings every 2 weeks, but prep started a month or two earlier each year. In addition to pulling together a reading team each year to represent a variety of viewpoints, Ron developed the reading list spreadsheets (usually starting at over 100 plays), helped procure scripts, spent hours making the scripts accessible to facilitate sharing, coordinated and chaired all the meetings, made and tracked reading assignments through several rounds of readings, recorded comments, developed and managed the voting procedures, and assisted in developing the season schedule once the slate was selected. Without Ron's assistance I truly don't know how I could have accomplished this elemental artistic responsibility during my two terms as Artistic Director.

To all my team members throughout the last four years, to my colleagues on the Board of Directors, and to the members of Colonial Players – it has been an honor to serve as your Artistic Director. Thank you all for providing me this wonderful experience.

Respectfully Submitted,

Beth Terranova
Artistic Director



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Report to the General Membership

March 23, 2021

Education Director (Second)

1. Jennifer Cooper assuming role as Second/Support to the ED, effective March 2021.
2. Posting internship opportunities with AACPS, for April - December 2021 fulfillment; acting as liaison.
3. Talk back for Maytag Virgin scheduling with the playwright for April 2021.
4. Creating a handbook for the ED team.
5. Participating in the Penguin Project <https://penguinproject.org> with a 2022 performance, co-managed with Erica Miller of HR.
6. Re-establishing a team and schedule for Script Development/Promising Playwright (Summer 2021).
7. We received two candidate submissions for the 2021 announcement. Currently being evaluated, and announced in April 2021; scholarship committee led by Beth Starnes.
8. Planning a Monologue Workshop (May 2021).

Respectfully submitted

Jennifer Cooper



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Report to the General Membership

March 23, 2021

Marketing

***Maytag Virgin* and the Reopening of the Theater**

Our marketing focus for the past few weeks has been promoting (and celebrating) the re-opening of Colonial Players' doors for the production of *Maytag Virgin*, which begins its run on April 9, 2021.

In addition to the standard materials developed for a show, a press release was created and distributed on March 12 to Annapolis print and online media. The release was also distributed to Baltimore television and radio stations on March 15.

To help inform our audiences of our safety protocols for *Maytag Virgin*, a short video was produced and will featured on our website, YouTube, and Facebook pages. Special thanks for the actors participating in this project: Jerrel Barnes, Ashley Spooner, and Sarah Wade. Thanks also go to videographer Julien Jacques.

The marquee poster for the show (displayed near the theater's front doors) features a QR code to guide people to the revamped Box Office page of the website. The poster advertises CP's new streaming service for those who prefer to see the show from the comfort of their homes.

Additional Promotions

Marketing is working with Human Resources and Education/Special Projects to promote their video projects. New graphics were created for the March release of "Casual Conversations" featuring an interview with the creative team behind the musical adaption of Chelsea Clinton's book *She Persisted*. Marketing is also working with Artistic to promote two planned summer productions.

Marketing recently shot a short video with CP President Steve Tobin. The video describes CP's work and how the theater used grant funding from the Arts Council of Anne Arundel County. The video will be shown at the council's May gala.

Website Redesign

A request for proposal for the redesign of the Colonial Players' website is nearly complete and we hope will be distributed later this spring. We are accepting recommendations of firms or individuals that we can send the RFP.

Jason Vaughan

Marketing Director, Second



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Operations Director Report to the Membership March 23, 2020

For the TL;DR (aka Reader's Digest) folks: We've been closed. We did a bunch of cool projects to update things. We should be in a great position to reopen! Photos start on page 11.

For those *craving* (ha!) endless details about theater operations, keep reading...

While we've been "closed" for over a year at this point due to the pandemic, work hasn't stopped for most of our departments, Theater Operations included. Given the fact that the building has been largely vacant, we've taken the opportunity to execute some projects that are otherwise difficult to do when the building is in constant use. The report is lengthy because I opted to include a number of photos at the end for the folks who will not be present in person at the meeting to see the changes around the facility.

In my report below, there are names that *jump out* at you in bolded italic print. These are folks who have in some way assisted the behind-the-scenes operation of The Players in the past six months. Please take the time to thank them when you have the opportunity. A sincere thanks for doing what you do *For The Love Of It!*

Box Office

- ***Kaelynn Bedsworth***, having completed her several terms as Treasurer, is stepping in as the Box Office Co-Manager with ***June Fordham*** to fill ***Lynda Cunningham***'s shoes (while Lynda hasn't been with us at CP for some time, her previous efforts continue to keep us moving in the Box Office). Kaelynn will be notionally be responsible for ticketing software configuration and higher-level Box Office management/decisions, while June will manage the day-to-day operations of the Box Office, scheduling, subscriptions, etc., although they will work out the details of who handles what over the next few months. The goal was to spread the management of the office functions among two volunteers to make it easier to manage.
- Ticket sales for *Maytag Virgin* went on sale in Showare on Sunday, March 21, 2021. Kaelynn worked with ***David Cooper*** (who did the initial ShowTix4U streaming site setup) to get everything configured and ready for our ticket sale launch. This was no small undertaking as we are very much in new territory when it comes to online pandemic ticket sales. Kaelynn has been diligently working on setting up the performances and ticketing site settings to accommodate physically distanced seating for patrons.
- A power grommet was installed in the Box Office desk. This provides 3 outlets and 2 USB ports for device charging for use by our office volunteers. Previously, there were no outlets available at the desk for volunteer use.
- A fold-up work table has been installed on the right wall of the office to eliminate the need to bring in a standard folding table during subscription processing times. It also makes for a helpful secondary work surface in the office when needed.

- New office chairs were purchased to replace the very old, worn, and uncomfortable chairs formerly in the office. The previous chairs were donated.

Safety

- **COVID-19 Safety:**
 - **Cleaning:**
 - We are coordinating with ServPro to have our space professionally cleaned during the run of *Maytag Virgin*. The current plan has them coming in likely Saturday morning (halfway through each weekend) to fog the lobby and performance space with aerosol disinfectant. They will also wipe down horizontal surfaces and high-touch areas.
 - Additionally, I have met with [Floyd Tasker](#), our custodian, who will be performing additional targeted cleaning/sanitizing after each performance of high touch areas.
 - **HVAC Fresh Air Upgrade / Reconfiguration:** Our Lobby and Backstage/Green Room HVAC systems have been adjusted to bring in fresh air from outside that is mixed with recirculated air anytime the units run. Additionally, our main HVAC system has been modified to add a fresh air damper on the return for the same purpose.
 - **HVAC iWave Upgrade:**
 - Barstow and Sons completed the installation of iWave Air Purifiers at both the Theater and the Annex on Monday, March 15, 2021 on all HVAC systems. These purifiers are installed inside of our HVAC systems and treat the air as it circulates through the units.
 - The iWave is a self-cleaning, bi-polar ionization generator used for actively treating a building's air quality that does not require replacement parts in a year or two like competing UV lights or other ionizer technologies. As the air flows past the iWave, the device emits positive and negative ions, creating a plasma region that actively purifies the supply air, killing mold, bacteria and viruses in the coil and living space. The ionization process also reduces allergens, smoke and static electricity, as well as controlling odors (cooking, pet, VOCs) and other particles in the air without creating ozone or any harmful byproducts.
 - When the ions encounter viruses, bacteria, and mold, they remove the hydrogen molecules — without them, the pathogens have no energy source and die. When the ions attach to allergens like pollen and various other particles, they cause them to band together until they're large enough to be caught by your ventilation system's air filter.
 - The iWave air purifier, the first air purifier to be tested against COVID-19, inactivates up to 99.4% of the virus. Independent lab tests have proven that the iWave significantly reduces COVID-19 and many additional pathogens in indoor environments, not only in the air but also on hard, non-porous surfaces. According to these lab tests, it was determined that:
 - After 10 minutes of circulation, 84.2% of the virus was inactivated.
 - After 15 minutes of circulation, 92.6% of the virus was inactivated.
 - After 30 minutes of circulation, 99.4% of the virus was inactivated.
 - These units come with a three-year manufacturer warranty, however are designed to last for the life of the HVAC system they serve.

- **Soap Dispensers:** Touchless soap dispensers have been installed in all restrooms. They have been labeled “Soap” to avoid confusion with the identical units that will be installed to dispense hand sanitizer elsewhere.
- **Hand Sanitizer Dispensers:** Touchless dispensers have been procured for installation around the theater, which will occur shortly. These will be labeled with “Hand Sanitizer” to avoid confusion with the soap dispensers in the restrooms.
- **Trash Cans:**
 - New large open-top trash cans have been procured for the Lobby to replace the old and unhygienic “push front” trash cans.
 - New open-top trash cans have been procured for all restrooms, Prop Alley, and behind the bar.
- **Lobby Seating:** All Lobby benches have been removed and temporarily stored in the Green Room in line with our reopening plan. This eliminates all seating in the Lobby area to encourage patrons to proceed directly to their seats upon arrival. It also affords more space in the lobby for patrons to be spread out during check-in.
- **Safety Checks:** [Ernie Morton](#) and [Heather Quinn](#) are coordinating on executing a safety check of the Theater prior to reopening to the public, to include a test of our fire alarm system.

Heating & Air Conditioning

- **HVAC System Maintenance:** Barstow and Sons completed their first HVAC maintenance visit with us right around Thanksgiving. I was very happy with the service tech they sent out, and have requested that tech for all future maintenance visits. Barstow and Sons seems to be very customer service oriented and has techs who specialize in commercial HVAC, so I am hoping we have better long-term luck with them as a maintenance provider.
- **HVAC Duct Cleaning:** We plan to have the HVAC ducts cleaned prior to reopening to the public to provide additional air quality improvement. We have selected Air Gott Services, which is a local business that was recommended by our HVAC contractor. We’ve not had good luck with duct cleaning contractors in the past -- I can still hear Bob Marchand regaling me with all of the issues he encountered when he helped with that years ago -- so I sought a recommendation from folks in the field that I trusted.

General Facilities

- **Theater Upstairs Restrooms:** A cosmetic renovation of the upstairs restrooms at the Theater is complete. Thanks to both [Kaelynn Bedsworth](#) and [Floyd Tasker](#) for their help with this project.
 - Fresh new paint has been applied to the walls, trim, and doors.
 - New waterproof floating floor in a wood grain style has been installed, along with PVC quarter-round around the perimeter of the room.
 - New decorative mirrors have been installed over each sink.
 - New paper towel shelving has been installed next to each sink and the old unused paper towel holders have been removed.
 - New commercial-style oblong toilets with horseshoe toilet seats and half/full flush buttons have been installed to replace the original round toilets that had residential lids.
 - Additional light fixtures have been installed over the stalls in the women’s restroom to improve the lighting.

- Hooks have been installed on the inside of the stall doors in each restroom for jackets and other garments, as well as near the sink in the women's restroom for bags/jackets while handwashing.
- **Theater Downstairs Restrooms:**
 - **Doorknobs:** Per suggestion of [Beth Terranova](#), I procured new Occupied/Vacant indicator doorknobs for the handicapped restrooms at the theater. Both have been installed, although I need to make some adjustments to the front restroom doorknob because the knob that was removed was nonstandard and left visible mounting holes.
 - **Stained Tile:** The brown-stained ceiling tile surrounding the vent fan in the front downstairs restroom has been replaced. This tile was damaged as a result of a toilet overflow upstairs a few years ago. This replacement was a 2-hour job due to the tight ceiling clearance and how the vent fan is secured from above.
 - **LED Light for Rear Public Restroom:** I stopped by Rexel (electrical wholesaler) recently to visit with the manager who I hadn't seen in a few months. In talking with him, I mentioned I needed another 2x2 panel LED for the second downstairs public restroom to match the one I installed in the front restroom. He ended up donating one to us that he had on hand, which was very generous. They retail at around \$100/ea. This light has been installed in the front downstairs restroom, replacing the existing LED panel light that was there. I moved that LED panel to the second restroom. Due to ceiling clearance, the new fixture was a better fit for the front restroom.
- **All Restrooms:**
 - Acrylic signs have been installed over all toilets that request that people do not flush anything other than toilet paper. There are also sanitary product receptacles in all stalls.
 - A new "Restrooms" sign has been installed at the base of the lobby stairs with an arrow indicating that the restrooms are upstairs.
 - New toilet plungers have been procured and placed next to each toilet. Previously we only had one or two, and the other plungers in the building were all sink plungers which are ineffective on toilets.
- **Theater Roof Repair:** A severe leak occurred in the roof of the Green Room, upper hallway, and upstairs dressing room over the winter. Upon investigation by our roofer, a shingle section had come unsealed, allowing melting snow to aid in allowing water to pour into the building. The area has been resealed and checked twice by the roofer. I'm continuing to monitor for further leaks. While a significant amount of water entered the building upstairs, damage seems to have been relatively minor (ruined ceiling tiles, stained carpet) now that everything has dried out. Most of the necessary repairs have been completed with the exception of the Green Room ceiling.
- **Green Room Bar Cart:** My aunt and uncle donated a "wet bar" of sorts from the entertainment area of their home when they moved. The bar was built by my grandfather, so we didn't want to just give it away. I discussed with [Tim Brown](#) and he took it to his shop to update it a bit for use at the Theater. It now has a nice new butcher block top, has been painted, has new drawer and door slides, and is on wheels. We've moved it into the Green Room for use as a bar area for any social gatherings we hold in the future. A copy of our traditional mask logo still needs to be added to the front as a finishing touch, yet, but other than that it's complete. Thanks to Tim for taking on this project.

- **Annex Restrooms:** *Floyd Tasker* has completed updating the Annex restrooms with a fresh coat of paint and some good cleaning. One wall in each restroom was left the original color as an accent wall to preserve the creative nature of the previous design, however the remaining walls and door are now a more neutral tone which improves the overall lighting in the restroom. The improved lighting, combined with door-hung mirrors that will be installed, should be helpful for costume fittings.
- **Annex Hall Door:** The hallway door at the Annex has not been closing properly recently. I've adjusted the automatic closer to force it to close harder and latch, but I think the door pivots (commercial hinges) may need replaced. When it's a little warmer, I'll take a closer look at it and have American Glass come over to service the door if necessary.
- **Shop Pneumatic Hose Reel:** *Ted Yablonski* let me know that the pneumatic hose reel in the workshop had broken a few months ago. The clock spring inside the reel that allows it to rewind the hose snapped. As these are not really repairable, I ordered and installed a new hose reel. The new unit has a yellow hose instead of the black hose on the old reel. This is actually preferred as it is easier to see when laying on the floor, and is less of a trip hazard than the old hose.
- **Crawlspace:**
 - All legacy unused cabling from in the crawlspace under the tech booth has been removed. The only cabling remaining there are the feeds for the lobby speakers which have been re-run so they are neatly installed.
 - The crawlspace has also been "cleaned" out of much (not all) of the debris and trash that was there, and as much of the sawdust and other dirt that was in there has been vacuumed out. The goal was to make the space "less terrible" to go in when someone (me) needs to go in there.

Information Technology

- **Computer/Tech Network Update:** Firmware on all network hardware has been updated to the latest release, bringing with it the ability to manage all of the network firewalls, switches, access points, and camera recorders from one central portal. Additionally, some physical network port realignments and associated software reconfigurations have taken place to accommodate updates to the Tech Booth equipment.
- **CCTV System:**
 - We have worked to improve the quality of the video feed to the Backstage, Tech Booth, and Lobby Monitors, as well as improve the overall usefulness of the CCTV system. Previously, a standard definition black and white camera was in place and the video quality was quite poor. The updated system provides a color high definition picture to all screens with improved audio quality.
 - The following screens have been replaced or added:
 - Downstairs dressing rooms: (3) 22" 1080p Insignia TVs have been installed, one in each room, replacing the 10+ y/o TVs that were there.
 - Tech Booth: (1) 22" 1080p Insignia TV has been installed below the Tech Booth Mac monitor replacing the 10+ y/o TV that was there.
 - Box Office: (1) 22" 1080p Insignia TV has been installed on the wall to the left of the desk computer. This is a new screen location.
 - Lobby: (1) 43" 1080p Insignia TV has been installed, replacing the 32" TV previously there.

- Backstage: (1) 27" Dell monitor (formerly in the Tech Booth) was installed at the Stage Manager desk. This is a new screen location.
- Color HD video distribution to all TVs is now accomplished via some of the network connections installed last year during the network upgrade. As such, no new cabling needed to be run. IP video senders were installed at the video sources, and each TV has an IP video receiver. The exception are the 3 TVs in the dressing rooms and one TV in Prop Alley (which was not replaced). Those 4 TVs are all fed from the same receiver and all show the same feed to save cost.
- The IP transmitters/receivers allow us to broadcast several "channels" of video on the network that can be picked up at the TVs around the building. There are three transmitters set up at this point, but additional units can be installed if ever needed:
 - "Channel 1" (CCTV): I have installed a device called a Unifi Viewport which allows us to make use of the existing security cameras installed around the building to create a grid of cameras. This grid allows someone at a screen tuned to channel 1 to have an overview of the public areas and exterior of the building. This is useful in the Box Office, Tech Booth, and at the Stage Manager desk.
 - This is the default feed for the Box Office and Stage Manager desk.
 - This feed is programmed to show on the Tech Booth TV during Preshow, Intermission, and Postshow so the technician can see more than just the stage from the booth. During a performance, the Tech Booth TV automatically switches to Channel 2, discussed below.
 - "Channel 2" (Stage Camera): I installed a second Unifi Viewport configured to pull video from the security camera in the performance space. This provides a very clear color picture in the light as well as an infrared picture in the dark. Audio from the performance space (pulled from the new stage mics) is also broadcast with this camera feed.
 - This is the default feed shown on the dressing room, Prop Alley, Tech Booth, Lobby, and Green Room TVs.
 - This feed is also available in the Box Office when that TV is tuned to channel 2, allowing Box Office volunteers to watch the show from in the office if they want.
 - "Channel 3" (Tech Booth Mac): The Tech Booth Mac can now broadcast video onto the network that can be shown on the new, larger, Lobby TV (as well as any other screen on the network if needed). We can use this for informational displays, slide shows, preshow/intermission/postshow displays, etc.
- Additional displays can be added at any time if there were a desire to put one upstairs between the restrooms, over the bar, or anywhere else for informational signage.

Tech Booth

- **Tech Booth Update:** Substantial updates have been made to the Tech Booth, instigated by the need to accommodate new hardware to be able to live stream shows. Given the configuration changes required to add this equipment, [David Cooper](#) and I discussed with [Tim Brown](#) and took the opportunity to pursue a more strategic approach and update the booth for live streaming while simultaneously attempting to address a number of outstanding issues. We also tried to apply as many lessons learned about how the booth is used from the past decade to

improve the workspace, not the least of which was increasing equipment reliability and simplifying startup/shutdown procedures.

- **New Tech Booth Desktop:**

- A new 1- $\frac{3}{4}$ " thick butcher block desktop has been custom cut (in-house), stained, and installed with $\frac{1}{2}$ " galvanized pipe legs. The new desktop is 2" higher than the old one and has a "bump-in" to only 24" deep where the tech sits. This allows the tech to be higher and closer to the window yielding a full view of the stage without having to lean or strain. The desk on the light board side of the booth is the same 36" deep as the previous desk, which still allows for plenty of work space and room for a designer's laptop.
- Multiple wire grommets were added along the back of the desk to allow for passage of cabling to the underside of the desk in a neat manner.
- A retractable power grommet was added in the center of the desk to provide 3 standard receptacles and 2 USB charging ports. This allows designers and techs to plug in their laptops, phones, and other devices, and it can be pushed down out of the way when not in use.
- A drawer is being built to mount between the sound and lighting equipment for storage of standard office supplies (pens, pencils, scissors, tape, etc.) to eliminate desk clutter.
- Monitor mounts have been installed on the desktop to hold both the lighting and sound equipment screens up off the desk, making more room on the work surface and allowing for a better overall screen arrangement.
- LED strip lighting has been installed under the desk to provide adequate light for cable routing and maintenance.

- **New Sound Rack:**

- A new commercial-grade 4-post all-metal equipment rack has been procured and installed to replace the previous homemade plywood rack. The new rack provides 42U worth of equipment spacing, increasing the rack capacity over the previous unit by about 8U.
- Given the unique shape and layout of our tech booth, placement of the rack is somewhat predetermined which forces rack maintenance to be completed by crawling under the desk to get behind the rack. To make this easier than the previous design, I built and installed an interface plate with $\frac{1}{2}$ " pipe track to allow the rack to be mounted on ball-bearing U-groove wheels. This pipe track enables the rack to be pulled out about 2 feet when maintenance is required, making it easier to get behind and providing more space behind the rack to work. A latch has been installed to ensure the rack stays stationary unless it needs to be moved for maintenance.
- Custom matte removable side panels made out of StarBoard material have been procured and installed to protect equipment cabling from curious fingers and other accidents.
- A full-height LED light was installed in the rack to improve lighting inside the rack during maintenance and wiring. Having used it for hours already to install the equipment, I'm very happy I added it.
- 4 x 20amp circuits were connected to the rack (same capacity as previous configuration) via two flexible 12/5 SOOW cables and two L14-20 twist lock connectors. This allows the rack to be completely removed later if needed without any special wiring. Additionally, it

allows the rack to be disconnected from power in-place for maintenance/service without relying on breakers for isolation. Equipment has been load balanced between the four circuits.

- **New equipment additions (majority courtesy of the SERI grant):**
 - Three Canon XA45 camcorders with Serial Digital Interface (SDI) output (digital video over coax cable) were ordered and will be semi-permanently installed in the performance space at different locations to provide 3 different views of the acting area. A fourth camera is being considered for future use (when we return to in-the-round) depending on how much grant money remains available by the spend deadline.
 - The new rack-mount Mac Pro was procured and installed. This new computer will be the machine that controls all of the tech for an entire show, including sound, lighting (cue commands to the actual light board), projections, special effects, and streaming video output. Combining all of the control on a single powerful machine allows for much simpler integration of the various tech components of a show.
 - A BlackMagic Design Decklink 8K Pro Cinema Capture Card was added to the Mac Pro which all of the camcorders (including the 4th, if we add it) connect to. This allows the Mac Pro to ingest and process multiple video sources for live streaming productions.
 - Six new Audio Technica Pro 45 hanging microphones have been installed throughout the space to improve the audio feed into the tech equipment. This will enhance the hearing assist system audio, backstage monitor audio, and contribute in part to the live stream audio feed.
 - Two Azden SGM-P11 Shotgun microphones have been procured and will be installed in the space (location TBD) facing the acting area to create a stereo field for the live stream.
 - One fiber optic HDMI cable was procured as test hardware for improving the reliability of our projector feeds. The existing method of using HDMI-over-Cat6 extenders has never worked well despite trying various different models of extenders. The projectors seem sensitive to how those extenders operate, and do not always reliably detect the source video causing headaches for techs setting up for a performance. The fiber optic HDMI cable seems to operate differently in that it appears to the projector and computer as no different than a standard HDMI cable. Based on initial testing, this seems to be a more reliable video distribution method for the projectors. We will utilize this for the rain projection in *Maytag Virgin* and if successful, will plan to procure three additional cables for the remaining projectors.
- A small rolling printer cart was procured to allow the printer/copier to sit under the desk, saving additional desktop space. The cart has a shelf for paper storage.
- The stage camera TV has been moved off of the wall above the window and is now on the sound equipment screen arm under the Mac Pro screen. This allows the tech an easier glance at the screen without having to take their eyes very far from the stage, script, or Mac screen.
- **Streaming Hardware Configuration:**
 - The new Mac Pro has been set up with the recommended software and equipment for designing, managing, and producing live streams. Thanks to [David Cooper](#) for collaborating extensively on this and doing most of the heavy lifting to determine what was required.

- Showtix4u (the streaming site we are required to use) actually recommends Open Broadcaster Software (OBS), which is the software we are already using and familiar with.
- We plan to document what has been learned regarding incorporation of streaming needs, timeframes, etc., so that future shows learn from what we capture during the *Maytag Virgin* experience. **David Cooper** is coordinating with **Tim Brown**, **Beth Terranova**, and anyone else interested.
- For any Questions or requests for demonstration / sneak peak at the whole streaming approach, reach out to David.

To those of you who managed to make it this far, thanks for reading. I tend to write detailed reports with the intent of giving folks a glimpse of the *behind the* behind the scenes work that goes on at our theater. Hopefully you find them informative. If there are any questions, don't hesitate to ask!

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

Photos of some of the projects follow...

HVAC Update Photos



iWave Air Purifier installed on Lobby HVAC unit (round device on right)



New fresh air intake on performance space HVAC

Upstairs Restroom Update Photos



Men's Restroom showing new flooring, new toilet, new paint color, new mirror, and paper towel shelf

Upstairs Restroom Update Photos (cont'd)

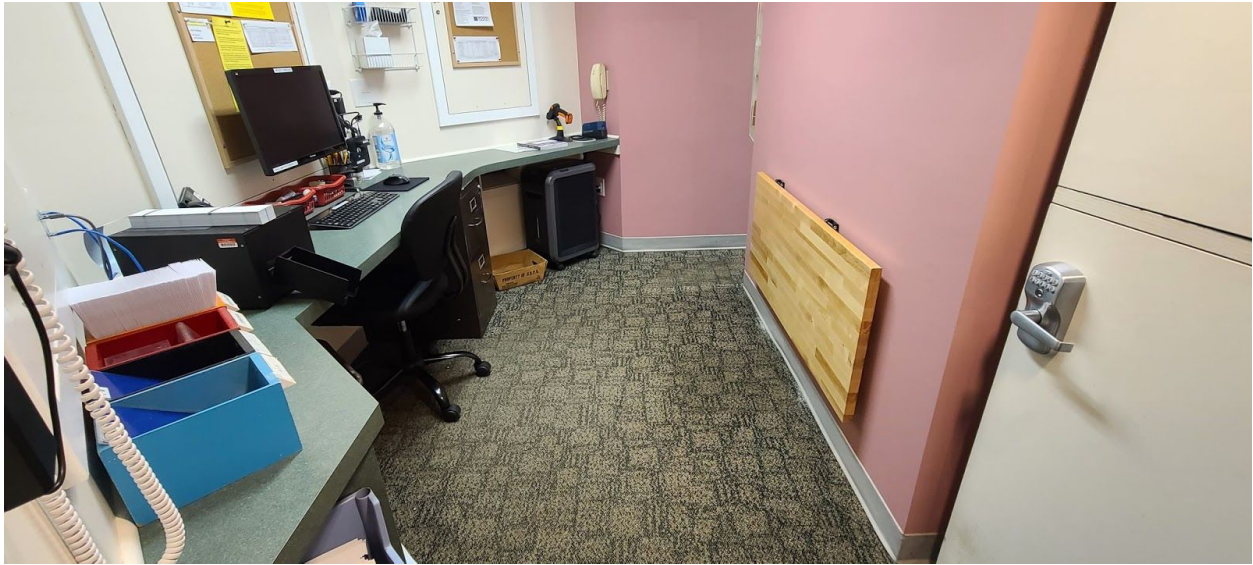


Women's Restroom showing new flooring, new toilets, and brighter stalls due to new overhead stall lighting

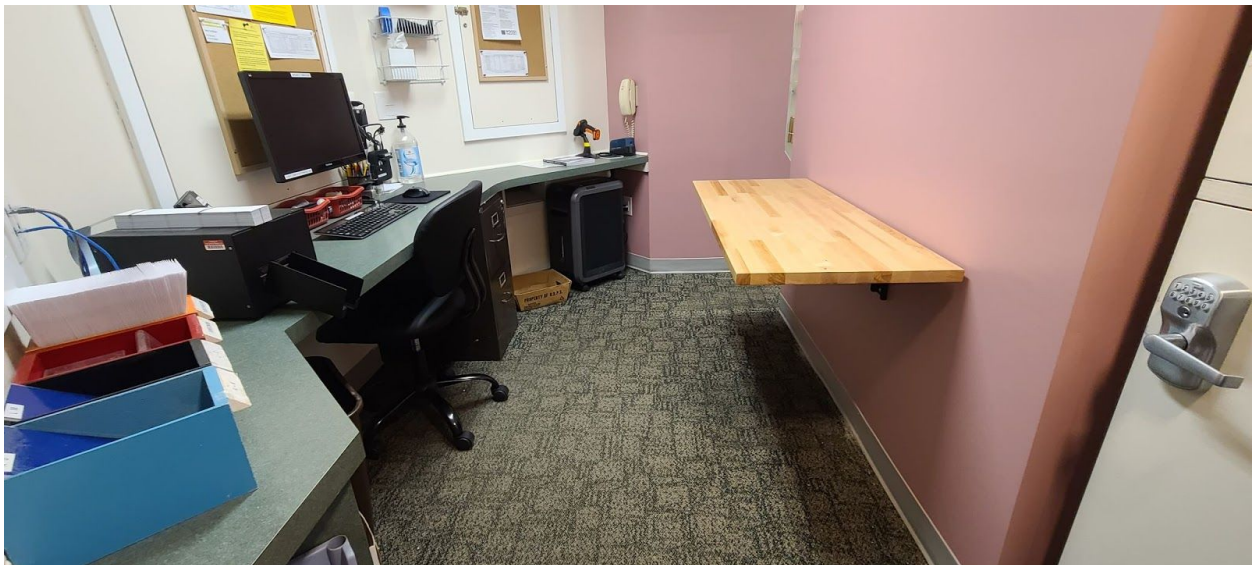


Women's restroom sink area showing new mirror, paper towel shelf, and purse/jacket hooks

Box Office Update Photos

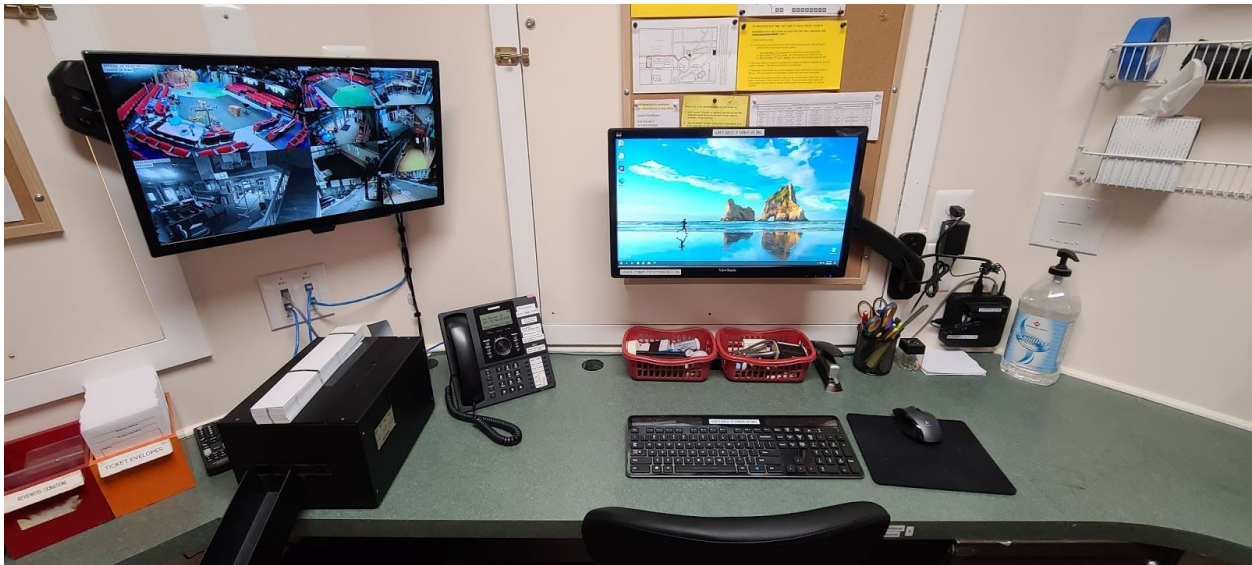


Office shown with new paint colors, chair, and folding desk in lowered position



Folding desk in raised position

Box Office Update Photos (cont'd)

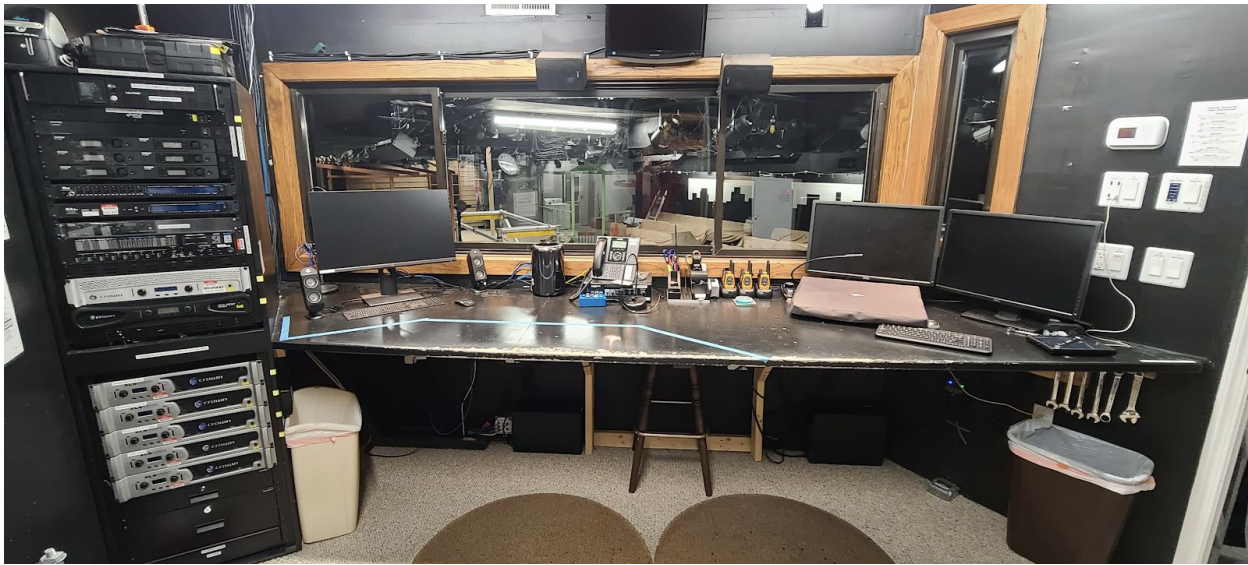


Main workspace with new CCTV/Stage Camera screen to left of computer

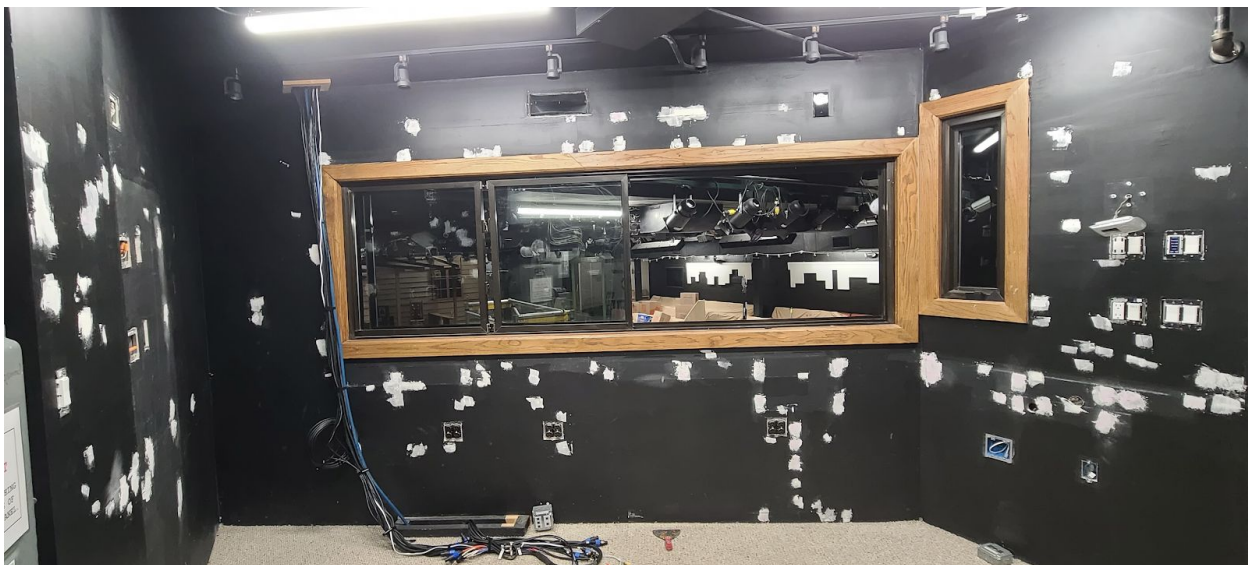


Pop-up power grommet with 3 outlets and 2 USB charging ports for volunteers

Tech Booth Update Photos



**Original booth layout before modifications showing worn and sagging desk
(Planned technician “bump-in” is taped off on left side of desk)**



Booth with all furniture removed and walls patched for painting

Tech Booth Update Photos (cont'd)



New Tech Booth layout showing new rack, desk, printer/cart, and floating monitors



View from Tech Booth door showing technician "bump-in" on sound side of desk allowing better view of the stage, and track for sound rack

Tech Booth Update Photos (cont'd)



**New sound rack on wheels to allow better access to rear for maintenance.
Printer on cart below desk frees desk space while still keeping nearby.**

Tech Booth Update Photos (cont'd)



Sound rack shown rolled out to maintenance position

CCTV System Update Photos



**New lobby TV showing HD color video image of stage
(camera adjusted for current acting area, but will be adjusted back for in-the-round)**



Stage Manager screen shown with camera grid with view from around the building



THE COLONIAL PLAYERS, INC.
108 EAST STREET
ANNAPOLIS, MD 21401

Report to the Membership

2021-03-23

Production

Team Members:

Asst Prod Dir:	Ernie Morton	Sound:	Richard Atha-Nichols
Costumes:	Fran Marchand	Stage Mgmt:	Andy McLendon
Lights:	John Purnell	Technical Dir:	Wes Bedsworth
Properties:	Connie Robinson	Artistic Liaison:	Judi Wobensmith
Set Construction:	Ted Yablonski	At Large:	Heather Quinn
Set Design:	Edd Miller		

Activities

- **Production Manual:** Review and update of Production Manual continues with the help of Beth Terranova, and Wes Bedsworth. It is intended that this review ensure alignment with the Resolutions and reflect current practices.
- **Technical Consultant Team:** The Technical Consultant team under the leadership of Wes Bedsworth (with significant support from Dave Cooper) continues to support various virtual events, such as Board meetings and Pub readings. They have been instrumental in preparing for and implementing the streaming of live performances.
- **Shop Closet Reorganization:** Ernie Morton and Tim Brown have reorganized the hardware and parts stored in the theater's shop closet. This should speed set related work during Tech Week and reduce the purchasing of duplicate items.
- **Videos of Volunteer Activities:** Following a suggestion by the HR Director, many of the Production Team have been involved with HR in planning the creation of a series of short videos that would show different activities performed by our volunteers, with the intent of encouraging new volunteers. Currently, this effort is experimental and in its early stages, but it is one which has much promise.
- **Stair Lift for the Annex:** After learning of a stair lift being removed from a home and offered for sale (with installation) at a *very* reasonable price, I researched this issue further. Due to liability issues, Steve Tobin and I decided that installation by a licensed professional would be necessary. In the process of looking for such a professional, I was unable to locate anyone licensed (and willing) to handle used equipment *in a commercial/public setting*. Of course, the major manufacturers can install in our setting, but they are only interested in dealing in the new units which they sell and so it becomes a major expense.
- **Costume Loft:** Ernie Morton and Tim Brown evaluated the details of replacing the wooden closet rods in the Costume Loft during the theater's down time. We concluded that, while this effort itself certainly is doable, it is not appropriate at this time. The main issue is that all the rods in a given segment need to be replaced at one time. This involves moving up to four rods at a time (about 32 linear feet of



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costumes) onto six movable racks and then rehanging them. Given the tight quarters in the costume loft and the need for Covid related social distancing, we feel it would be unwise to take on this task at this time.

Future Plans

- **Deferred due to Covid-19:** Most of the efforts highlighted below in past Membership Meetings have had to be postponed due to the Covid-19 related restrictions. But they remain on our planned list of activities. If you have additional ideas, please reach out to me or any of the Production Team members.
 - **Workshops:** The Production Team is planning on hosting a number of short work shops throughout the coming year to help keep prospective volunteers engaged as well as to share the latest design thinking and techniques.
 - **Backstage Volunteer Event:** The Production Team is planning on hosting a gathering of Directors selected for next season and all people interested in supporting next season in any backstage capacity. While details are still being developed, the general idea will be to have the Directors or their representative present their vision for their show followed by activities to encourage a cross flow of ideas and enable people to express interest in working on specific shows.
 - **Costume Loft:** New closet rods made of steel are planned to address the issue of the current wooden rods sagging under the weight they are carrying.

Thanks to all the Production Team members – they've been super!

Respectfully submitted,

Tim Brown
Production Director

Qualifications and Statements of Intention for the candidates:

For Vice President:

Scott Nichols

The Vice President assists the President as needed. The Vice President chairs the Long-Range Planning Committee, Real Estate Committee, and the Bequest Committee.

I have been involved with The Colonial Players since 1993, mostly as a performer in various productions but also as a director. I also served as the Director of Education and most recently filled in for the VP vacancy. In this position I plan to:

- As part of long-range planning, be proactive in diversity in our community outreach in sustained relationship building with other theatres, businesses and individual artists.
- Related to this, continue to host and be involved in forums and discussions related to diversity and find opportunities to provide support and representation of a more diverse community.
- Work with the Marketing Director to include more community outreach on our website and through our social media.
- Continue planning with the committee for the upcoming Colonial Players 75th Anniversary Gala season.
- Update or develop teams and multi-year plans and milestones for the other assigned committees.

For Secretary:

Rick Estberg

While nearly all my contributions to CP to date have been on-stage, I feel it's time to contribute in another way as well; hence my volunteering to serve as Secretary on the Board. Having just retired after 45 years of service with the National Security Agency, I now find myself with more "free time" which I can put to use serving CP. I served for 3 years as the senior speechwriter for NSA's Director and Deputy Director and have had a security-focused article published in the Homeland Protection Professional magazine, as well a 390-page book titled Berlin Daze, covering my 7 years of service as an intelligence specialist and linguist in West Berlin in the 1970s and 1980s.

For Artistic Director:

Darice Clewell

Since 1987 I've acted, directed, and choreographed on The Colonial Players stage and worked behind the scenes as Board President, Artistic Director, Education Director, and Play Selection Director. As CP's first Artistic Director (2003-2005), my team and I pioneered several new initiatives, including moving the responsibility for selecting season slates from the Board to the Artistic Team. Part of that initiative included holding Executive Production meetings, during which Board members and their teams would gather to consider each slate's production, marketing and artistic challenges. We held annual Artistic Forums so members could discuss lessons of the previous season, created and defined the role of Play Consultant, and planted the seeds of CP's Artistic Handbook. I led the re-engineering of CP's Promising Playwright Contest and, more recently, coordinated its last three iterations, culminating in 2019's Generations.

Our organization and the role of the Artistic Director have changed greatly since then, but no Board position was designed to contend with a pandemic that would darken our stage. Procedures that have been implemented will demand more of the organization and the Board as we strive to

create art within their parameters. At the same time, we must move the organization forward socially within the greater community, reaching out in new and more effective ways. All the while we must keep alive the sense of close-knit community that has been integral to the Players since 1947 by engaging its members more widely.

As Artistic Director in this new era, my efforts will be informed by my previous experience but will always have a clear focus on CP's present and future. I will: 1) diligently oversee the functions of the Artistic Team, including all productions under the CP banner whether live or virtual; 2) ensure that the Artistic Team and all who work on a production are fully familiar with it, and with the new policies that will allow us to bring that production to life, and; 3) advance the standing of CP by making artistic decisions that align with our new commitments, and maintain the high standards for which we are known.

As a corporate training consultant, I traveled across America and the world helping people in large and small businesses and government agencies become better leaders and teammates. I would be honored to once again dedicate those skills to serving this unique organization that has enriched my life immeasurably over the past 34 years.

For Education/Special Projects Director:

Jennifer Cooper

I have reviewed the description, and feel even more excited to fulfill this position. In my employment position as an Executive Director of a Psychiatric Rehabilitation agency, I am well versed at forming and leading committees, organizing and planning. I have designed and implemented educational programs for our clients; I have designed (so many!) strategic plans for improving services, and come from a background that includes assessing risks, satisfaction, and inclusion, and using data to create efficient goal-oriented plans. My healthcare background has also taught me the importance of well-detailed documentation. I have served as second to the Artistic Director here at The Colonial Players, and participated in various facets of TCP productions over the past few years.

My vision for my tenure, if elected:

- Bring succession planning to the entire board of TCP, and create educational opportunities for others to learn board positions under guidance, while offering assistance. This would involve expanding the "second" positions.
- Create and implement a monthly educational series to be executed virtually and then in-person as permitted, with themes in each area of the theatre (acting, directing, design, box office, tech execution, etc).
- Coordinate with TCP master calendar to ensure consistency, collaboration, integration, and execution according to deadlines, to support all aspects of theatre and productions.
- Create meaningful and valuable opportunities to more fully connect with the community via educational programming and special projects
- Ensure special projects that fully consider ALL members of the community, in an equitable way.
- Form an alliance with the Mental Health Players and use experimental-scenario learning to support local social-educational efforts
- Re-introduce the One-Act and Promising Playwright projects-routines
- Foster deeper connections with local high schools, colleges, and community theaters. Present at local colleges to promote arts education and curriculum.
- Advocate for arts education for the health of the community

For Marketing Director:

Amy Atha-Nicholls

Qualifications

You may not know Amy by sight, but you will have seen her work at Colonial. From the branding of the 66th Season Celebration to the set painting for *Arsenic and Old Lace*, Amy enjoys making Colonial Players look good.

Theatre has always played a large role in Amy's life. From her tap dancing youth, to school plays, to venturing into the West End to catch a show, she has always had an appreciation for stagecraft. Having trodden the boards more than once in her life, it's the backstage crafts in which she excels.

The Colonial Players of Annapolis has been a part of Amy's life since 2011, when she first ventured to these shores to visit her then boyfriend, now husband. Since then, she has costumed, painted sets (WATCH nominated), sculpted, photographed, created props and calendars, created lobby displays and designed season celebration paraphernalia, amongst other things.

As a graphic design professional, Amy has been able to use her knowledge and skills to promote a variety of events. Since 2012, she has managed social media and marketing for events which have raised over \$60,000 for charity, and increased social media circulation by over 200% in 3 months, without paying a dime. She has also designed multiple websites using modern tools such as Joomla and WordPress.

Amy also has experience of creating and selling merchandise, organizing charity dinners, and creating entire publications for mass production. 2018 brought new opportunities, and Amy has also been producing award winning short films.

In her spare time, Amy enjoys writing parodies and fiendish quiz questions, and baking chocolate chip cookies.

Amy's Statement

Every cloud has a silver lining, or so it is believed. We have the opportunity in these dark days to reach people at home and spark interest in our theatre, engaging and entertaining people, so that when we reopen, the Colonial Players will be the chosen destination for all.

As well as increasing the interest of potential volunteers in all areas, we can embrace the community with our shared love of theatre. Ideally something that we can continue throughout the years.

Using my knowledge and experience, I would like to strengthen the Colonial Players brand, so that it is instantly recognizable and synonymous with our quality theatre performances. In today's world where information is scrolling by faster than ever before, we need to ensure that The Players is seen and heard in the best way possible, keeping the theatre at the front of people's minds, so that when the time is right, audiences will know where they want to get their tickets. This would include an increased social media presence across all platforms, so that every show receives the same amount of attention. In addition to this, we need to perform data analysis of our existing marketing programs, allowing us to analyze our marketing reach, so we can stay ahead of the curve and diversify accordingly.

I would also like to introduce video trailers for the season, as well as each show, and podcasts to promote an in depth look at more behind the scenes areas. Every show will appeal to a slightly different audience, therefore I intend to work with each show's team to achieve the best marketing strategy to reach their intended patrons, as well as assisting the Board in attaining their goals.

The Colonial Players has a reputation for quality theatre, and I believe our marketing content should reflect this, appealing to our current audiences and attracting new members to our community.

Mickey Lund

Mickey Lund has been involved with Colonial Players for 40 years, first as a child performer and later as a director and three-time board member under the presidencies of Dan Higgs, Carol Youmans, and Darice Clewell. Most recently when Mickey served as Artistic Director, he led a 14-member team in selecting three season slates, two season's directors, a revamping of the season calendar, and multiple special projects all in cooperation and coordination with the Marketing and Production Directors. Mickey also founded and served as Artistic Director for Dignity Players from 2004-2014 where he coordinated and implemented all aspects of a four-show season including all marketing, web activity, and box office operations. Mickey is currently serving as co-chair of CP's 75th Anniversary Celebration and is working with VP Scott Nichols on community outreach in relation to the BLM movement.

Having previously served as Human Relations and Artistic Directors for CP, Mickey has a thorough understanding and appreciation for the work of the Board and believes that he can have significant impact on the organization as Marketing Director. Audience numbers and subscriber numbers have continued to decline over the past several years due to an aging population. As Marketing Director, Mickey hopes to promote CP to a younger and more diverse audience through multiple channels including social media, web, and standard print. He's excited about the opportunity to revise and update CP's website as well as more fully integrate web traffic, social media traffic, and internal membership/audience lists for the purpose of developing a more responsive and interactive marketing strategy. Mickey also hopes to work with the Board on reviewing and, if necessary, updating our box office and database software to improve our communication/marketing with volunteers, members, subscribers, and single ticket buyers alike.