

THE COLONIAL PLAYERS, INC GENERAL MEMBERSHIP MEETING

Tuesday, March 27, 2012

AGENDA

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THE COLONIAL PLAYERS, INC
GENERAL MEMBERSHIP MEETING
Tuesday, October 4, 2011

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:**
 - (1) 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.
 - (2) **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.

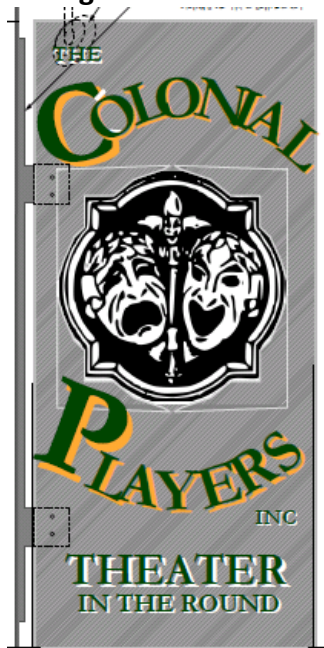
Report of the President

General Membership Meeting – March 27, 2012

AACT (American Association of Community Theaters)

1. Dianne Hood has been selected to represent CP at this year's conference in July. Dianne will give a presentation to the board and the General Membership regarding the things she garnered from the conference. I am hoping each year to have a representative from CP receive the monies to pay for conference and lodging, so that we are up-to-date on all that is happening in community theaters throughout the country.
2. Dick Whaley has been selected to receive the *Robert E. Gard Superior Volunteer Award* at the conference. Since Dick cannot attend, Dianne will be accepting the award for him.

CP Building SIGNAGE



By May/June, CP will have a hanging sign at the entrance to the theater.

I am in the process of meeting with various sign companies to get a quote regarding cost.

As there is a new policy regarding signage in the historic district, the approval process will be quite easy.

Wes and I have met with a sign fabricator, and we are finalizing the construction details.

2012-2013 Season – for Directors

In our next season, I am hoping to have our Education Director work with all the new directors to come up with some form of public outreach for each of their plays. This may include high school pre-performance/staged reading; presentation to one of our retirement communities; workshop pertaining to some specific aspect of the show, or a 'talk-back' during performance that has specific goals relevant to a particular play. In this way we I hope to encourage a broader community exposure.

ANNEX as performance space

1. The board has been discussing using the annex for small performance until such time that CP has some designated space for our more experimental theater or workshops. I have investigated the building and zoning code, and as long as the space is occupied by fewer than 50 people at one time, we should be allowed to have performances. Wes

and I are looking into improvements to the aesthetics of the space since we may be bringing the public into the space more often than we currently do.

2. **FREE RANGE IMPROV**, a new group headed by Dann and Sam Alagna will be the first people to test out the space for performance. This improve troupe, which will be auditioning for members in April, will use the annex for workshop/rehearsals and may offer a few performances free to the public during the upcoming months. I'm excited about the possibilities for our members and for the community. CP is sponsoring FREE RANGE until such time that the theater company moves to become a for-profit enterprise. I am hoping many of our members will audition for the troupe, and at the very least take part in some of the workshops that Free Range will be offering.

WATCH

1. I hope to have a regular review each WATCH comments for all of our season shows, which will be used internally as an educational/learning tool for the betterment of our productions.
2. Craig Mummey has forwarded some WATCH adjudicator comments which the President, the Production Director and the Artistic Director will review. This should regularly occur each year.
3. The information will be compiled and then disseminated among directors, designers and technical and design staff. I would hope this will be constructive for directors, production team, and board. This may also be helpful to WATCH because we can give them feedback about their judging. The WATCH organization wishes to be as fair and equitable as possible and I assume would want constructive feedback from participating theaters.

Staged Reading of '8' - Single Performance

I plan to have a production of this momentous California Trial offered free to members of our organization sometime between July and September. The rights can be granted by *Broadway Impact* and AFER (American Foundation for Equal Rights) and CP is in the process of applying for permission to do a presentation of the staged reading. Board Members are reading the script to determine how CP shall choose to present the material in such a way that is less a political or 'advocacy' piece of theater but more an educational experience for our audience. DIGNITY PLAYERS is presenting the play July 22, and we are hoping to perform the show following their debut performance.

SUMMARY of the play:

Attorneys David Boies and Ted Olson and a host of expert witnesses take aim at Proposition 8, a discriminatory law that took away the right for LGBT couples to marry in California in 2008. "8" is based on the actual words of the Perry trial transcripts, first-hand observations of the courtroom drama and interviews with the plaintiffs and their families.

ENDOWMENT COMMITTEE

There have been three meetings to date of the Endowment Committee. There has been no final determination of how to use the money we have been given, but there are three things that we are focusing on.

1. Investing the majority of the money in a secure Long Term Investment company
We have looked into the Annapolis Community Foundation and see that this organization might have just the type of investment strategy that we need, and will not overtax our Treasurer or our volunteers on the finance committee
2. CP shall have access to the funds as needed for a large project that may need to be considered in the future, whether buying a new building in which to perform or have workshops or doing a major overhaul of our existing theater.
3. Each year, the interest on the monies invested will be used for three areas
 - Scholarship funds
 - Outreach
 - Education (workshops, visiting artists, etc.)

CP Members are free to offer suggestions directly to me regarding how you would see these monies being spent.

Terry Averill
President

**Report of the Vice-President
General Membership Meeting – March 27, 2012**

MEMORIALS PLAQUE

Kurt Dornheim has agreed to work with me to update the memorials plaque. If you know of anyone not already on the plaque who should be remembered for contributions to Colonial Players, please let me or Kurt know. We hope to plan an event of some kind to honor the memories of those people, plus those recently added to the plaque.

INTERNS

Colonial Players will be hosting three interns during the spring and summer.

1. Jennifer Hummel of The Calverton School will do a two-week internship during the period leading up to the opening of *Moonlight and Magnolias*.
2. Hannah Sturm, a student at St. Mary's College who was in *The Diviners* at Colonial Players, will do an extensive internship this summer and will be involved in all aspects of the preparation and production of our one-act plays.
3. Sky Swanson, an Annapolis High School student, will also be working on the short play festival.

Tom Stuckey
Vice President

Report of the Treasurer

General Membership Meeting – March 27, 2012

Summary of Activities since the preceding October 2011 Membership Report:

1. Facilitated compilation of Statements of Financial Position for fiscal years ending August 31, 2010 and 2011 in cooperation with our accountant, Angevine & Associates.
2. Reviewed and filed Federal Tax Form 990 for the fiscal year ending August 31, 2011 as prepared by our accountant, Angevine & Associates. This form has been substantially revised since our last submission (much more complex and comprehensive). Also separately completed and filed Federal Form 1096 and 1099-MISC with the tax authorities and affected recipients.
3. Received tri-annual property tax reassessments for the theatre.
4. Completed a periodic third-party audit of our Worker's Compensation and General Liability insurance policy premium determinations with slight increases resulting due the higher-than-previous independent contractor work performed during recent facility renovations.
5. Completed final financial reporting closeout of our FY 2011 Maryland State Arts Council Grant including update of associated Maryland Cultural Data Project files.
6. Received second distribution from the Roland E. Riley Estate. Funds have been deposited in FDIC-insured accounts through our Endowment Management Account with Merrill Lynch.
7. Met with Finance Committee for comprehensive investment strategy review as tasked by Board. Further meetings planned. Tentative thoughts stress importance of:
 - a. Retaining flexibility to exploit unforeseen new opportunities and/or respond to unanticipated needs.
 - b. Considering irrevocable endowments where feasible only for permanently-recurring operational needs (e.g. Annual Scholarship, Promising Playwright, The Beth Whaley Series, etc.).
 - c. Utilizing recent bequest proceeds consistent with Colonial Players' mission.Committee is awaiting recommendations from the Endowment Committee for review and incorporation in its final report to the Board.
8. Facilitated current season budget execution and accounting. Year-to-date receipts and expenditures are generally conforming to the Board-approved budget presented at the October Membership Meeting. See separate handout for further detail.

Respectfully submitted,
Herb Elkin

Report of the Artistic Director

General Membership Meeting – March 27, 2012

The Play Selection Committee and the Artistic team have set a charge for next year to produce a season of interesting and unique theatre. We want to highlight the special capabilities of live theatre: storytelling in a way that encourages the audience to embark on flights of their own imaginations. The Play Selection committee is comprised of Ron Giddings, Chair, Tom Stuckey, Jackie Dixon, Jim Reiter, Mike Gidos, Ty Cobb, Debbie Barber-Eton and myself. We announced the slate to the directors and production people in January.

The shows of the 2012 – 2013 Season are:

Bell, Book and Candle – John van Druten – September 14-October 6, 2012

This light hearted 50's comedy is about what happens when a witch in New York, makes a lover of a very conventional man and then has to face the consequences when she really falls in love with him. Full of charming characters. 3 men and 2 women, 20's to 80's.

Sunlight – Sharr White - October 26-November 17, 2012

Matthew Gibbon, liberal lion and university president, may have finally gone too far in his battle against the conservative Dean of the law school - his son-in-law and former protégé. His daughter is caught between them and the entire university is up in arms. The personal and political collide in this stunning play about loyalty, power, and torture memos. 2 men, 2 women, 30's to 70's.

Shipwrecked – Donald Margulies - Jan. 11-26, 2013

The adventurous Louis de Rougemont invites you to hear his amazing story of bravery, survival and celebrity that left 19c England spellbound. With the help of two "volunteers," who make all the costume changes, sound effects and play nearly 100 roles right before your eyes, the incredible tale is told by the audacious autobiographer of his life on the high seas and what happens when we returns home 30 years later.

2 men, 1 woman.

Trying – Joanna McClelland Glass - Feb. 8-March 2, 2013

This play is about a young Canadian girl hired to be secretary to an irascible old Philadelphia aristocrat who served as Attorney General of the United States under FDR.

The author was the secretary in the true story. One woman in her twenties, one man, 80.

1776 – Peter Stone and Sherman Edwards - March 22-April 20, 2013

The seminal event in American history blazes to life in this most unconventional of Broadway hit musicals. It is the summer of 1776 and the nation is ready to declare independence if only our founding fathers can agree to it. 24 men, 2 women

In the Next Room, or The Vibrator Play – Sarah Ruhl - May 3-18, 2013

In a seemingly perfect, well-to-do Victorian home, proper gentleman and scientist Dr. Givings has innocently invented an extraordinary new device for treating "hysteria" in women: the vibrator. Adjacent to the doctor's laboratory, his young and energetic wife tries to tend to their newborn daughter – and wonders exactly what is going in the next room. Set in the 1880's at the dawn of the age of electricity and based on the bizarre historical fact that doctors used vibrators to treat "hysteria", this play centers on a doctor and his wife and how the new therapy affects their entire household. "Smart, delicate and very, very funny!"

4 women, 3 men

Taking Steps – Alan Ayckbourn – June 7-June 29, 2013

Alan Ayckbourn responded to a request for a door slamming farce for a theater in the round with this play which has the three floors of an old Victorian home placed on one level, stairways, closets and all. In the course of one hectic night and morning, with continual running up and downstairs, and in and out of rooms, two couples, a solicitor and realtor, each immersed in a personal problem, try to sort themselves out. All this happens in a highly ingenious and original setting in which all the rooms, passages and stairs are on a single level. 4 men, 2 women.

We are still seeking directors for some of the shows on the slate, if you are interested, please contact me.

We launched the Colonial Players Playwrights' Circle the first week in March. Thanks to Carol Cohen's efforts, ten playwrights will be meeting twice a month to share their work and study the techniques of successful playwrights and most importantly, provide attentive listening and constructive feedback as playwrights bring their work into being. The group will benefit from the support of the theater in the form of a place to meet, and later the providing of actors and directors to present their work and perhaps as they are finished, public readings this summer.

There have very few directors who have applied for the One Act Play Festival this summer. We will still present a festival, but with a changed focus. There will be no workshop, only close mentoring for those directors who have not directed at CP before. We are still inviting directors new or who want to try something different, to submit one acts for that festival. Please contact me if you are interested.

In accordance with the Board's intent when the 7 show season was initiated, I am conducting a review of the 7 show season, with information from the production, artistic and other support teams like box office, financial records and house and human resource teams, to consider how well the current season arrangement has served us. Anyone who would like to provide ideas or work on this committee should contact me by email at (artistic@thecolonialplayers.org) or phone: 410-263-5625 or talk to me tonight!

We are initiating a series of Pub Readings which we believe will be a happy outreach to people who are not inclined to come to the theater, but would enjoy hearing a lively play while in the atmosphere of comradeship and relaxation in a pub. The readings will take place at 7 pm on the first Sundays of four months beginning on May 6th: June 3rd, July 1st, and August 5th, in the upstairs rooms of Harry Browne's. Rusty is putting on two bar keeps for us and looking forward to our being there. So mark your calendars and tell your friends about this happy series. Ron Giddings is organizing the first reading.

Respectfully submitted,
Carol Youmans
Artistic Director

**Report of the Human Resources Director
General Membership Meeting – March 27, 2012**

Season Celebration –

This year's Season Celebration date is slated for Saturday, August 18, 2012.

Feedback from several members last year regarding this year's celebration included several requests to return to a more "formal" event.

This year's event will be a dinner cruise on the beautiful Catherine Marie, departing from Charter Dock, Annapolis at 7:15 p.m. returning to City Dock at 10:30 p.m.

Paul's Homewood Café will be catering the event.

Additional details will be forthcoming through the newsletter, but make sure to mark your calendars for a delightful evening of dining, dancing and cruising on the Chesapeake Bay.

Saying Goodbye –

As I end my term as HR Director with Colonial Players, I would like to remind the membership that volunteers for ushering, auditions, opening night parties, Season Celebration are always needed and very much welcomed.

I have very much enjoyed my term and am very grateful and appreciative to all the people who helped me along the way.

Additional thanks to Kaelynn Miller for taking over the Membership directory, Beth Terranova for writing the Membership Newsletter, Wes Bedsworth for providing the lock on the kitchen, Jeanie Mincher for coordinating the ushers and always there as my back up for parties and auditions, Heather Quinn, Herb & Jane Elkin for always lending a hand to set up and clean up during parties.

This concludes my report.

Marguerite Jahns
Human Resources Director

Report of the Marketing Director General Membership Meeting – March 27, 2012

INFORMATION FOR THE MEMBERSHIP:

MARKETING COMMITTEE: Beverly Hill van Joolen, Chair, with Judi Wobensmith, Tom Stuckey, and Karen Grim, Carol Youmans, Rick Wade, Barbara Marder, Beth Terranova, Laurel Kenney, Rebecca Feibel Special to: Jim Gallagher, Dave Colburn, Richard Atha-Nicholls, & Wes Bedsworth.

PRINT ADS: Currently routinely advertise with Bay Weekly and The Capital. One year ad, center tally page of the score card of Eisenhower Golf Course.

RADIO ADS: Will advertise for new season announcement 2012.

ON-LINE ADS: DC Metro.

RACK CARDS: Are being stocked at restaurants, coffee shops, hotels and the Visitor's Bureau.

RESTAURANT EXCHANGES: Galway Bay and The Federal House are partnering with us for a joint restaurant promotion.

BUDGET: Is currently being established within the approved amount.

MARKETING ORGANIZATIONS: We have renewed connections with: Hotels, Chamber of Commerce, Visitor's Bureau, & Annapolis Historical Society.

SOCIAL NETWORKS: We are frequently updating our social network sights - Facebook, Twitter, Yahoo, Maryland Theatre Guide and DC Metro Theatre - Laurel Kenney, Coordinator.

WEBSITE: In collaboration with Web team, each show of the season has been given a page on the Website, approximately one month prior to opening, to market the unique activities of each show. In order to achieve this, headshots and marquee shots and program info is being scheduled earlier. We are also implementing a "Partners" page where businesses, hotels, & restaurants who partner with us are noted and donors of props and set pieces can be acknowledged during the run of the show they donate to.

CP BLOG: The new Blog, *Off Book* has been running since its launch in August. Pat Reynolds, who was our first blogger, stepped down and Karen Grim has taken over the blog.

VIDEOGRAPHY: Mark Hildebrand is producing occasional 2-5 minutes *infomentaries* to promote some of our shows on the website.

SEASON BROCHURE: Under development.

Respectfully submitted,
Beverly Hill van Joolen

Report of the Production Director General Membership Meeting – March 27, 2012

Production Team:

Upon accepting my appointment to Production Director I met with the Production Team Members to receive input on production issues.

The team reviewed the Production Manual and the roles of production-related staff representatives to a show – the Producer (representing the Board of Directors in its role as Executive Director) and the Production Consultant (representing the Production Director in overseeing the production elements of a show.) The team concluded several elements of the Producer job description are inaccurate or out-of date; some need to be removed to other positions, and new duties need to be added. The Producer timeline needs to be synched with the job description. The team also recommended the title of the Production Director's representative be changed for better alignment with the intended function, and that the job description be strengthened, particularly indicating early engagement. The title of the position has been changed back to its original title: Production Liaison.

On our lending policies, everyone concurred that at a minimum CP should establish a policy requiring a deposit for the loan of costumes, props and set pieces. Other compensation ideas are also being considered. All loan sheets are being standardized in format (customized for each production element.)

Everyone concurred we need to find a way to secure set pieces as we have secured props and costumes.

Production Areas:

Costumes: I purchased sewing table for use at theater. We have started collecting deposits for costume loans. As of this writing, there are loans out to 7 organizations.

Props: JoAnn Gidos updated the sign-out sheet.

Set Storage: Edd Miller has reorganized the set storage area. Wes Bedsworth and Dick Whaley are investigating options for securing the area.

Technical equipment/documentation:

Lighting. Frank Florentine has brought a wealth of knowledge and experience as a mentor. Frank also recommended some changes in how the lights are connected which increased flexibility of light design.

At the request of several lighting designers, Wes Bedsworth purchased a new lamp for the light board. The lamp allows for easier visibility of the board and script, as well as easier programming of the board during tech week and design work prior to tech week.

Sound. Wes has been working with Richard Atha-Nicholls and Andy Serb to further enhance the operation of the Tech Booth. The purchase of a new, smaller sound board and several other components have increased efficiency. The new equipment was first used for *Chapter Two*. The old equipment is for sale. (Some pieces already sold).

Tech Operations. Wes reconfigured the Qlab software for the Tech Booth iMac to allow sharing and remote access/troubleshooting.

Tech Documentation.

Wes has created a comprehensive Tech Booth Manual.

Frank Florentine has totally re-measured our theater space and reworked the floor and lighting diagrams. He has provided both pdf and Autocad files. The new diagrams will be inserted in the tech booth manual and in our Production Manual and made available for download.

Production Status:

The Unexpected Guest, Little Women, Cinderella Waltz and *Chapter Two* opened, ran and closed without significant technical/production issues. We had several new production staffers involved in these shows.

Spitfire Grill is up and running. Sound balance was challenging; the experience has provided input for further improvements.

Our final two shows - *Going to St. Ives* and *Moonlight and Magnolias* - are in production, cast and staffed.

Heather Quinn's "Hang Gang" e-mails have proved successful. There has been great turnout for days we change over lights, allowing the show transitions to go smoothly and quickly.

We have some new talent in the tech pools, but the Producer, Production Liaison and Stage Manager positions remain especially difficult to staff. I would like to generate some ideas on increasing interest in these positions, and provide specialized training for them.

Other Activities:

I was on board in time to read the scripts proposed by Play Selection for 2012-2013 Season and provide my notes on production challenges.

I proposed to the Board that the staff names in our show Program reflect titles used by WATCH to ensure all staff get appropriate recognition; this recommendation was approved and implemented.

I submitted a motion to the Board that a show Producer be allowed to substitute for a Board Member on casting committees if no Board Member is available; this motion was adopted.

With Rebecca Feibel, in December I provided a Production/Facility tour to students and faculty sponsors from Arundel High School Drama Club, as part of an effort to revitalize the theater program.

In February, I participated in a marketing meeting to discuss new requirements/deadlines for publicity information and photos and the impacts on rehearsal/production schedules, the website and the Season Production matrix. I suggested adding snapshot quality photos of actual production work performed to the headshots on the lobby bulletin board. This recommendation was implemented with *The Spitfire Grill*.

Beth Terranova
Production Director

Proposed Bylaw changes:

IV.B.4.

As reads:

4. A newsletter mailed to all members within the time limits specified in Sec. B-1 and B-2 will be considered sufficient notification of meetings, and of matters to be discussed and voted on at meetings, provided information is properly stated as required by these Bylaws.

Proposed Change:

4. A newsletter sent to all members via postal mail and/or e-mail within the time limits specified in Sec. B-1 and B-2 will be considered sufficient notification of meetings, and of matters to be discussed and voted on at meetings, provided information is properly stated as required by these Bylaws.

Change: Added condition for an e-mailed Newsletter to fulfill the notification requirement.

Reason: Some members have opted to receive only an e-mailed Newsletter. Without the proposed change, a special additional notification mailing to those individuals would be required.

VI.A.2.

As reads:

2. The Nominations Committee shall be directed by the Board to present two qualified candidates for each office to be filled and further be directed to report to the Board all instances when this cannot be done. Said list of nominations shall be presented to the membership no later than the 31st day of January in each year.

Proposed change:

2. The Nominations Committee shall be directed by the Board to present one or more eligible candidates for each office to be filled and further be directed to report to the Board all instances when this cannot be done. Candidates for Board positions must have been members in good standing of the Corporation by January 1st of the election year.

a. A member is considered to be in good standing if s/he has paid the annual membership dues, is not under charges/investigation (per Resolution H.3.a.2.) and is not otherwise being considered for denial or revocation of membership (per Bylaw Article III.D.).

b. The requirement for a candidate's membership to be established by January 1st of the election year can be waived by a majority vote of the Board after due consideration of the candidate's qualifications.

3. Said list of nominations shall be presented to the membership no later than the 31st day of January in each year. Each candidate will submit a statement of qualifications and intentions to the Nominations committee no later than the 15th day of February of the election year.

[Renumber subsequent paragraphs as necessary]

Change 1: Removal of the requirement to provide two candidates for each office.

Reason: While it is preferable to provide the membership a choice of candidates, this has become more exception than rule the past several years. The requirement to notify the Board would still apply if no candidate could be found to fill a position.

Change 2: Change of term “qualified” for “eligible”.

Reason: Our governance documents do not describe qualification criteria for Board positions, making such determination by the Nominations Committee totally subjective. We expect candidates to describe their qualifications in their statements of candidacy. Although the members of the nominations committee should not be expected to determine if candidates are qualified, they can be expected/required to determine if candidates are eligible.

Change 3: Addition of the requirement that candidates for the Board be members in good standing as of a specific time.

Reason: The Bylaws require the members of the Board to be members of the Corporation, but do not specify they must be members at the time of their candidacy. It is reasonable to expect anyone wanting to participate in the governance of the Corporation to have been recently subject to that governance for enough time to understand the culture and policies of the organization and what impact they have on the membership.

Change 3a: Addition of a definition for “in good standing”.

Reason: By request, to avoid subjective interpretation

Change 3b: Addition of waiver authority for membership deadline.

Reason: To preserve an option to include an otherwise highly qualified candidate who did not have the opportunity to join CP by January 1st of the election year.

Change 4: Addition of requirement for candidates submitted by the nominations committee to provide a statement of qualifications/intentions.

Reason: Currently, that requirement only exists for candidates nominated by the membership after the official announcement in January. In keeping with the change that the nominations committee should not have the responsibility of determining qualifications, it is reasonable to provide the members enough information to make that determination themselves before voting.

Change 5: Renumbering paragraphs.

Reason: The final sentence of paragraph 2 actually references a different part of the procedure. When additional subparagraphs were added for clarification, the final sentence was moved to a new paragraph. This requires a renumbering of all subsequent paragraphs.

The candidates for 2012:***For President:*****Terry Averill**

At Colonial Players, you might remember me from *Of Mice And Men* (2000) where I played George. I've since acted in a number of other plays, but have become most interested in directing since the 2002 One Act Festival followed by *Romantic Comedy* in 2003. Since then I've gotten more involved on the technical and design-side as well. I've been involved in acting, directing and designing for Dignity Players and BCT over the past few years. Now that I think about it, I've been involved one way or another in Community Theater since my early teens. You may find it interesting to know that at VA Tech 30 years ago, I came THIS CLOSE to becoming a stage designer professionally rather than an architect. Fortunately for my finances, I chose the latter.

Though I'm proud of much of the theater I've taken part in over the years, I think I'm most pleased with the friendships that I've developed through my continued involvement in community theater. Though I love the creative process, and enjoy challenging myself to achieve the most professional standards, I have come to realize that more than anything else; working together with like-minded (and at times NOT so like-minded) people in creating art is a key to who I am. But it is the enduring relationships that are kindled in the process that is the prize I cherish above all else.

I want *Colonial Players* to be the best community theater in Annapolis if not one of the best community theaters in the US and strive to encourage ever greater professionalism within the board, our growing number of committees and in our productions. This is certainly more possible given the fact of our latest million dollar legacy which will allow us to 'raise the bar' in design, in education, in marketing and in technical ability. But even with these monies, we must never lose sight of the fact that it is not money or talent that is the biggest factor in bettering our community or our artistic vision. I have no doubt we will continue to create challenging, artistic and entertaining productions. The most important factor in becoming the best community theater is growing and encouraging a larger and more diverse family. We must continue to share ourselves, our talents, our creative ideas with a broader community and through this exposure increase our own potential exponentially. The more we can expand our ideas about achieving the best art within an ever-widening community, the greater and broader and our family will become.

Face it, the adage 'the more the merrier' is true, and it's something I subscribe to whole-heartedly. Let's continue to have fun together as we spread our wings in the next sixty years.

FOR THE LOVE OF IT.

Andrea Elward

In consideration for election to the Board of Directors of The Colonial Players as President, I respectfully submit the following:

I am proud to have been associated with The Colonial Players for over 30 years as a volunteer. I have been not only a Performer on the stage, but a Producer and Designer off stage. In addition to the main stage productions, I have been actively involved in the biennial off season endeavors of The Promising Playwright competition as well as The One Act Festival. I have served on the committees of two of the last three Artistic Directors and currently serve on the committee of the Production Director.

Outside of The Players, I have extensive prior experience as owner and operator of the successful Annapolis based production company by the name of Pallas Productions from 1987 to 1992 which produced theatrical productions including touring productions appearing in the Anne Arundel County public school system as well as The Smithsonian Institute. The company also offered training, instruction and development in the theatre arts through classes and workshops where I was the Instructor, Director, Music Coach and Choreographer.

Previous service as Secretary to the Board of Directors of Annapolis Summer Garden Theatre and Secretary to the Chesapeake High School Business Advisory Board of Directors has made me familiar with Parliamentary Procedure as well as the operations and functions of a Board of Directors. Presently, I sit as a Director on the Board of the National Association of Insurance and Financial Advisors for Anne Arundel County. As a local business owner of a Financial Services practice, I have firsthand experience in all aspects of running a business, including short term and long-term business plans for marketing and business development.

I believe in the community of community theatre and the fellowship enjoyed by the membership of The Players. We have the unique and very special opportunity to present shows and programs that enhance the culture of our community in so many different ways. We educate and nurture not only the Volunteers, Performers and Designers that grace our stage and participate in our productions and programs, but also the Patrons that come to see our productions and programs. We have the ability to be provocative of not only emotion, but thoughts, ideas and conversation. We are fortunate in our resources of both talent and technology and have been recognized by our community and by our peers as one of the best community theatres in the region. I am aware of the history of the theatre to know where the theatre has been and have not only the desire, but the skills necessary to do my part in seeing The Players succeed in the future for generations to come. To achieve this goal, I believe that it is imperative to maintain and further grow our membership ... our core, by continuing to offer benefits of membership that challenge, stimulate, and educate our Volunteers, Performers, and Patrons. I also believe it is necessary to explore new ways of marketing our theatre to a larger audience so that more people can enjoy and benefit from our productions that are of the highest caliber produced by all volunteers for one reason and one reason only ... for the love of it.

Ron Giddings

As President of Colonial Players, I would work to focus CP's actions on providing opportunities more in line with the organization's mission statement. I have a strong background in theatre and administration, holding a Master's Degree in Arts Administration, as well as having previously served as Artistic Director, Play Selection Chair, and on the Artistic Team of Colonial Players. I am also a Founding Member of the Annapolis Consortium of Theatres and a Founder of Standing O Productions (now in hiatus). I believe that I am the person who can innovatively lead Colonial Players into its next chapter.

CP's Mission Statement: "The purpose of the organization shall be to provide facilities, education, training, and encouragement to all members of the community who are interested in participating in the dramatic arts and further to educate the community to the appreciation of the dramatic arts by providing a variety of dramatic entertainment."

While Colonial Players is very successful in producing plays and musicals, there are areas of our mission statement that are lacking. I know well how difficult it is for Players to produce eight shows a year along with additional summer activities, yet we can improve the educational opportunities offered and the variety of entertainment presented.

During my time at Colonial Players, the biggest issues I have seen are lack of space, education, and young audiences. If I were to be elected President, I would lead a search for an additional or alternative space for education, experimental theatre, cabarets, concert lectures, etc., thus allowing CP to expand its scope and focus more on its educational mission. The annex is already overly taxed with rehearsals, and the theatre is occupied with productions. We need additional space to develop audiences and talent. As someone who is constantly seeking theatre classes, I often will go to Baltimore, DC, or other areas because theatre education classes in Annapolis are deficient. Colonial Players is in a position to spearhead a stronger educational push in the Annapolis theatre community.

In making an effort to increase young audience involvement, we do not need to sacrifice the standard theatre fare that CP does so well, but we do need to understand that there is an audience that may not want to experience theatre the way we present it...in silenced dark for two hours. We need to expand our thoughts of what the CP theatrical experience can be and offer appropriate programming. We need to be interested in what they are interested in, not force the elusive "them" to come to "us." By offering a variety of theatrical experiences, we would broaden our appeal and our audience with activities such as Pub Readings, Physical Theatre Classes, Devised Works, Improvisation Classes, Innovative projects like the 24-Hour Project, Cabaret Classes, and possibly pair with local studios for acro-theatre or dance theatre.

Colonial Players needs to do an organizational audit, as well as examine its position in the Annapolis market. Through my Graduate program, I became acquainted with consultants throughout the country who could assess our current state and give an objective analysis of CP's growth, both short-term and long. We, as an organization, need an honest exploration of our strengths and weaknesses, and I think this can only be provided by an outside source. In 1949, Players was an innovative and inspiring new theatre full of energy and excitement. I believe that we can become a contemporary theatre destination beyond our current scope without losing the heart and soul of our nearly 65 years of tradition and success.

For Human Resources Director:**Julie Bays**

Julie has enjoyed theater all her life. She saw her first show as a child at the USNA and almost jumped off the balcony to join the actors. Her love for sewing began early also. About 20 years ago her daughter started to get involve in theater. It was then that Julie combined her talents of creativity and sewing for the stage. She started designing and assisting with costumes every chance she could.

Julie has costumed at ASGT, CTA, Standing O, Peabody, and Colonial Players, with favorite shows being *1776*, *Beauty and the Beast* and just recently *Little Women* at CP. Julie has spent the last 11 years costuming many of the shows for Children Theatre of Annapolis and serving on their Board of Directors.

She has also spent decades volunteering at schools in the Annapolis area as well as event planning and hospitality in the community at large. Julie is a 5th generation Annapolitan! She is the mother of four grown children and has three grandchildren. She started her own company, Creations by Julie, where she is teaching sewing classes in her home for individuals as well as groups. Her joy is watching others develop their creativity by sewing. She also does customized tailoring for clients.

Shirley Panek

Shirley first became involved with Colonial Players in 2002, and since 2010 has worked either on stage or as part of the production crew on 6 productions at Colonial Players (*Dog Logic*, *Private Lives*, *Lettice and Lovage*, *The Unexpected Guest*, *Little Women*, and *Chapter Two*). Unafraid to get her hands dirty, she has been seen climbing ladders to hang lights, painting the main stage floor, shifting set pieces, programming the light board, and jumping in to volunteer whenever help is needed. Shirley is currently a Business Development Executive for Conformat, a software company, and will bring her detail-oriented organizational skills to the HR board position.

“The Human Resources Director is responsible for recruiting new members and pulling together volunteers for everything from auditions to House management to social activities, among other duties. As a Beach House Coordinator for 3 years and Soccer Commissioner for the Capital Alumni Network for the past 3 years, I have had the experience and responsibility of recruiting new members, coordinating social events, and wrangling volunteers in both positions. I want to develop a support team that has both experienced, long- term members, as well as bringing in new people who are willing to learn and devote time to a wonderful theater community.”

For Operations Director:

Wes Bedsworth – Incumbent; running unopposed

For Production Director:**Beth Terranova**

My nine-year association with Colonial Players caps 30 years working with community theaters in many capacities on and off stage.

In addition to my current position as Production Director, I have previously served on the Colonial Players Board of Directors as Parliamentarian, Secretary and Marketing Director, giving me a broad perspective on the policies, personality and culture of the Colonial Players organization, as well as insight into how the functional areas of the various Board members compliment and integrate with each other.

My experiences at Colonial Players as director, stage manager, producer, production consultant, and play consultant have provided me opportunities to lead and interact with teams of production specialists. This has provided me insight to challenges, issues and concerns of all the various areas of production, in addition to my specific knowledge of costume design/consultation/collection and set design.

The challenges in the Production arena are not new, and I plan to continue focus on four areas:

- Increase understanding about production roles and responsibilities among show directors, production staff and the membership.
- Seek ways to recruit and keep production talent.
- Strengthen and standardize production policies.
- Update the Production Manual.

In my time to date in the Production Director position, I have requested and received input from my team members regarding the production team structure and process, and our production procedures. I am confident the CP Production Team has the people and foundation in place to address our challenges and continue to provide quality production support. I believe I have the knowledge and experience and have established the relationships necessary to successfully lead that team.

David Walter

I would like to serve as Production Director for Colonial Players. I have been with the theater since the summer of 2010 and would like to continue making a worthwhile contribution. I love challenges and learning new things and the role of Production Director would give me the greatest challenge I've had in a very long time. My experience with CP begins with assisting with one of the 2010 One Acts and then going on to Stage Manage both slates for the entire run. Following that I was Assistant Director and Stage Manager for the Shape of Things at the end of the 2010-2011 run. My next project with CP was to come onboard as a replacement Stage Manager for Little Women in November of 2011. From each of these three shows I have learned a lot about what goes on backstage at CP to make a show successful and would like to learn more about helping our theater remain one of the best in the Annapolis area.