

# Community Players Monthly Meeting Minutes

## September 4, 2024 at 7:00 PM

**Call to Order @ 7:00 pm**

**Board Members Present:** Matt Bogdan, Darrell Mullins, Melissa Dasher, Rusty Mumford, Charlie Linton, David Allen, Sharon Benchoff, Lynne Bratten, Kim Cuesta, Cass Dasher, Kyle Hayes, Ken Johnson, Charlie Szentesi-Thomas, Shelbie Thompson

**Board Members Absent:** Tom Robinson

**Members Present:** Brenda Allen, Tony Broadbent, Bobbie Callaway

**Guests Present:** None

### **Approval of the Minutes from August 2024**

Minutes were previously e-mailed to the Board and membership shortly after the August meeting. **Motion to approve by Charlie L, seconded by David. All responded yea. Motion Passed.**

### **Treasurer's Report**

Sent to the Board for the entire fiscal year, Sept 1, 2023 – Aug 31, 2024. Summary given by Charlie.

Current Fund Account = \$47,375.82 Building Fund Account = \$67,242.70

### **President's Report**

Thank you to everyone!

### **Committee Reports**

#### **Concessions - Brenda Allen**

Nothing at this time.

#### **Facilities Management - Ken Johnson**

We have built shelves and done a lot of organizing. Thanks to those who came to help on the Saturday workshop day. Working on moving more props into the warehouse space.

#### **Fundraising - Matt Bogdan**

1. Para-Cles and Shakespeare's Shorts will be performed on Saturday, September 14, at 4 p.m. at the Rackliffe House in Berlin, MD. Bring your own chair. Tickets are \$10 at the door. Shows will be held at Players on November 22 and 23 at 7 p.m. and November 24 at 2 p.m.

2. Trivia Night was held August 30. The next Trivia Night will be held on September 27 at 7 p.m. at Players. Admission is \$5.

3. Edgar Allan Poe: His Tales of Terror will be held at Possum Point Players in Georgetown, DE, on October 18 at 7 p.m., at the Old Firehouse in Snow Hill, MD on October 19 at 7 p.m., and at Poplar Hill Mansion in Salisbury on October 26 at 7 p.m. Shows will be held at Players on November 15 at 7 p.m. and November 17 at 2 p.m. Tickets are \$10.

4. Volunteers are needed to help with the 50/50 raffle at Guys and Dolls shows.

5. We are seeking a fundraising coordinator for Giving Tuesday, which be held December 3.

6. It's a Wonderful Life radio play will be performed at Players on December 20 and 21 at 7 p.m. and December 23 at 2 p.m. Auditions will be held November 10 at 2 p.m. and November 11 at 7 p.m.

### **Grants - Matt Bogdan**

1. A final report for FY24 Grants for Organization for the Maryland State Arts Council was completed and submitted.

2. A final report for Round 2 Arts Relief for the Maryland State Arts Council was completed and submitted.

3. A Maryland State Arts Council Arts Capital Grant was re-applied for. I asked for a grant to pay for sound and lighting equipment.

4. A grant from the Melon Foundation was applied for.

5. A grant from the Poetry Foundation was applied for.

### **Historical - Bonnie Bosies**

### **Hospitality - Rusty Mumford**

Are we interested in a Kick-Off Dinner for this season? **Yes.** Rusty will work with Sherri to set a Saturday evening date and get started.

### **House - Betsy Metzger**

Nothing new to report.

### **Lifetime Achievement Awards – Sharon Benchoff**

Sharon is now the Chairperson of this committee. The Lifetime Achievement Award committee will meet toward the end of September to review the nominees and vote on this year's recipient. If you wish to nominate an individual, please submit your nominee by September 15th to Sharon Benchoff at [fresnelop@gmail.com](mailto:fresnelop@gmail.com).

### **Marketing - Rusty Mumford**

### **Membership - Melissa Dasher**

Our 2024-25 Membership Drive is underway! According to our organizational Constitution our “dues shall be due September 1 and shall be considered delinquent if not paid by October 31.” Since all officers and members of the Board of Directors, committee chairpersons, and committee members are to be members-in-good-standing I would like to challenge all those on the Board or chairing a committee to be 100% up to date with membership application and dues payment by the October 2nd meeting. Membership info and applications are currently available on paper at the Players building or to print off the website or recent e-mail blast.

### **Nominating - Sharon Benchoff**

Nothing to report.

## Patrons - Kel Nagel

Patron's letter was sent out last week. 10-12 have responded so far. **Kel would like someone to co-chair this committee with him this year, with the intent for that person to become the chairperson next season.** Charlie L will also be helping on this committee for this season.

## Performance Space - Kel Nagel

Meeting with the architects went well. **They will present a proposal for the front of house space and 2 proposals for the rehearsal/performance space at a special meeting of the Board of Directors on September 19 at 7:00pm.**

## Production - Darrell Mullins

A Partial Summary of Current Practices

1. Our by-laws say the following regarding the Production Committee:

The Production Committee shall be chaired by the Vice-President. Members of this committee shall represent as many facets of theatrical expertise as possible. The committee shall be comprised of nine members, including the committee chairperson. No member of the committee shall be a potential director submitting a show for consideration, nor a close relative of the director. This committee shall receive titles of shows from potential directors (members and non-members). The committee shall read the shows and discuss the merits of producing each (considerations to include the type of show, cost of the show, cast size, cast type, show availability, etc...). The committee shall list all the shows they feel should be considered to the Board of Directors at the March meeting. There should be at least two (2) or more selections for each of the musical and drama categories. The committee will also recommend a slate of shows for the upcoming season (shows that the committee feels would make a well-rounded season). The committee shall be responsible for distributing copies of all the scripts to each member of the Board of Directors (allowing ample time for reading prior to the April Board of Directors meeting).

2. Per Shelbie Thompson, in August of 2021, the committee process was streamlined as stated below.

The Production Committee is to read musicals and plays submitted by anyone and evaluate each show based on the specific criteria provided in these policies (and any other criteria thought pertinent by the group). Each show will be ranked and a four-show season will be recommended to the Board of Directors at the March Board meeting. A vote will be held at the April Board meeting.

*The production committee is only to review and select shows for mainstage performances. All other shows for consideration of outdoor, partnership shows, other venue or otherwise are to be reviewed and voted on by a 'Special Productions Committee'.*

3. Shows will be evaluated using specific criteria such as audience appeal, technical elements, financial demands, diversity of show types and diversity of cast, among others.

4. A Director's Pitch Meeting will be held in Mid-February. By this time, all submitted shows will be assigned a director. Prior to this meeting, Directors should fill out as much information about the show as possible, including a budget sheet to the best of their ability. Each director will present their show to the Board and Production Committee, conveying their visions, why they want to direct their selected show for Community Players, and any other information they choose to share. It is recommended that all first time directors with Community Players have an experienced CPOS Director on their team as a mentor. The Production Committee will ask directors any questions that have come up in discussions regarding their show. *Board Attendance is heavily encouraged at this meeting.*

5. The Production Committee will take into consideration: discussions and ratings of each show, preferences of slot and venue, directors pitches, and more to recommend a well rounded season to present to the Board of Directors at the March Meeting.

6. Scripts of all show submissions will be available for the Board of Directors to read and review prior to the April Vote. *Board Members are encouraged to read all scripts prior to voting.*

7. Special productions Committee: All performances that fall outside of the Mainstage performances are to be reviewed by a sub-committee. This Special Productions Committee will review all shows that are not submitted for consideration to be a mainstage show in one of the four 'typical' slots. This includes: Weekends on the Lawn, partnership shows with venues like Furnace Town, Christmas Shows, Dinner Theaters, Fundraisers, etc.

It is recommended that this committee be chaired by the Vice President, or whoever is the current Production Committee chair to ensure a well-rounded season of performances for Community Players. Members of this committee can be the same, entirely different, or a combination of that year's Production Committee members.

**Recommendation:**

Given the success of our Children's Theatre Workshop summer sessions, perhaps we should do more to encourage youth participation in our productions. We know from experience that musicals that feature young people draw large audiences, along with monetary profit. As such, it would be a good idea if our November musical production features youth. There are two ways that those kinds of productions can be submitted. The first would be what has been our norm, a potential director might submit that kind of production. Second, someone could submit that kind of show without a specific director attached. If the committee chooses a show without a director attached, potential directors would be asked to "apply" to direct that show. If more than one person applies, they would be interviewed by the committee and then the committee would make a recommendation. It is important to note that if someone submits a musical that does not feature kids, but the committee sees it as advantageous in other ways, that show would be recommended. If that were to occur, we should perhaps consider involving youth in a "special" production, or another main stage time-slot.

Show submissions are due by December 31. Please see Darrell for the application paperwork. Also, e-mail Darrell if you are a paid member and interested in serving on the Production Committee. [dgmullins58@gmail.com](mailto:dgmullins58@gmail.com)

It was clarified that a director submitting a show, or their spouse or close family member, cannot serve on the Production Committee.

**Program - Tom Robinson**

**Program Advertising - Tom Robinson**

A letter and the pricing for the 2024-25 season has been sent to our past program advertisers. The pricing schedule is attached. If anyone knows of a possible advertiser, please send me the information at [tomchicken@aol.com](mailto:tomchicken@aol.com)

**Publicity - Pete Cuesta**

Pete will get up with Sherri to discuss advertising for *Guys and Dolls*.

**Scholarship - Lynne Bratten**

No report for scholarship.

**Season Tickets & Box Office - Rusty Mumford**

The box office for *Guys and Dolls* should be open within the week. Season tickets should be available within a couple of weeks.

## Social Media - Kate Adkins

Please continue to “like, comment and share” CPOS social media posts. Please make sure cast of all productions are aware of our social and ask them to engage and share. It greatly increases our visibility online.

The information on highest and lowest interactions seems to have changed and I could locate the exact information I used last time for this month. There is a graph that our overall reach is lower than last month but our page visits stayed average.

If you have photos to be shared on social media please email Kate at “[mariefox18@gmail.com](mailto:mariefox18@gmail.com)”

I do not always see if someone shares stuff due to schedule. If you have info for posting please include an image if you intend to use one, I will have to create one (instagram requires an image to post) not an issue, it just delays the post being shared.

## Old Business

### **1. Para-Cles update**

A volunteer is needed to iron. Kim Cuesta volunteered. **Volunteers are need to help load the truck at the Players’ building on Friday, September 13 at 5:00 pm and again to set up at Rackliff House on Saturday, September 14 at 1:00 pm.**

### **2. Guys and Dolls update**

Rehearsal is going great. The cast is fabulous. Still need a lighting person.

### **3. Purchase of risers update**

Check has been mailed. Should be arriving in about 4 weeks. Matt will follow up to get an exact date as people must be present to unload when they arrive.

## New Business

### **1. Purchase of chairs**

Matt presented 2 proposals for armed chairs. Temu= \$18.96 per chair. The ChurchPlaza =\$34.08 per chair.

There was much discussion about arms or no arms, the companies’ reliability, warranties, delivery time, colors, usage and the plaque fundraiser.

**Motion by Lynne that we purchase 75 chairs with arms from The ChurchPlaza company. Seconded by David. All responded yea. Motion Passed.**

### **2. Architect meeting**

See information in the Performance Space Committee report above.

### **3. Fundraising Meeting**

The next Fundraising Committee meeting is scheduled for September 26 at 7:00 pm.

### **4. Tony Broadbent**

Tony presented in writing the following two proposals.

**“Proposal #1 - Wireless Rack with 8 DIGITAL Shure microphone systems.** Our current microphones are old analog microphones and the signals are prone to drift, so the sound cuts out. There are also limited frequencies(channels) that can work on in our area. Over the last year two more channels are not safe to use. I was able to use them for Pippin, but not Kate. The new systems are controlled to precise digital channels, so they are also less prone to moisture issues and drifting. In explaining this to non-tech members, it is like going from old WBOC analog channels to hi-definition channels. The audio clarity is going to be better and stable Ironically, our series of microphone are from the time TV

stations started to be fully digital. The system would included a much more durable road case with wheels. Having 8 systems in one rack, it is a much cleaner and easier setup. I will come up with the needed additional cables, connectors and the labor to set up the rack. I have included 8 of the most cost effective Shure headsets. They are much cheaper than the old Countryman headsets and they can be repaired (actually Shure just send new units out). for half the original price. They are the model we sell the most at Mid South Audio. I think is a near future budget (maybe next year?) we should double up this purchase. I think we should have the rule that the new rack is ONLY to be used by Players. The old racks can go out as the various users do their thing. I have attached an EXCEL spreadsheet with the base prices and links if you want more details. I expect I can bid the gear down by \$400ish. I will multi-bid the equipment to get the best price. As we phases out the older gear, we can also quit relying on equipment from others (like me).

**Proposal #2 Chamsys QuickQ 30 Lighting Console.** I think at Wi-Hi and other remote locations, we can greatly improve the lighting and create more focus on areas instead of wide washes. With best intent, we have been doing the best we can with the dated equipment almost no time to do Q2Q or be able to sit in the audience and create cues during rehearsals. We also haven't be able to use what current LED lighting instruments are available or what some person can bring in from The Garage of Magical Things or rentals. We also need the ability to use more LED fixtures and potential use of some moving fixtures as we grow to a more professional level. The lighting console I have listed is what I believe to be the best console for the money. It is used in many of the biggest churches in the region and many semi-pro theaters like Possum Point Players. I am installing a smaller version in Asbury UMC in 2 weeks. The controlling method is more in vogue with the way people use computers. Effectively, if you can use a computer tablet of any type, you can program and run this console. It even has a QR code on the main screen, so it will automatically work with a tablet(or phone). What you see on the tablet, is exactly what you see on the consoles screen. The lighting programmer can sit next to the director and set cues during rehearsals and you can use it on stage for show runs or setting lights. I hope EVERYONE can look at the video I included. There are also more videos on YouTube and the Chamsys website for those that want to see how to program and run shows. The initial setup allows you to slide icons around on the main screen with your fingertip. When running a show or setting cues, you just tap the icons or light groups and set levels and colors. I think when the younger generation sees how to run it, more people will wan to become techs. The link I included is \$4,100. I'm pretty sure I can get a few hundred knocked off that price.

If we can purchase the lighting console soon and I can get promised on times at WiHi before we move in, I will see if I can get time off to run lights. I also will need time to set up the equipment and teach people the lighting console (the videos are great teaching tools)."

Tony estimated Proposal 1 would cost \$8000ish and Proposal 2 would cost \$3800ish.

**Motion by Rusty that we make the two purchases for approx. \$13,000. Seconded by Lynne. All responded yea. Motion Passed.**

## **5. Trash Cans Update**

E-mail to the Board from Charlie ST from August 28<sup>th</sup>.

"I have a potential offer from the company Bill Zlakowski works for, Mid-Atlantic Waste, for a couple of brand-new curbside trash cans. They were discussing local ways to do charity and Bill mentioned Community Players; apparently they give a lot to non-profits and he's trying to get us on their radar. It's not a guarantee but the CEO seemed "very supportive" of the idea. Is this something we would be interested in?"

Update – The Mid-Atlantic Waste Company has approved donating 2 new trash cans to us!

**Motion to adjourn by Shelbie. Seconded by Cass. All responded yea. Motion Passed.**

Adjourned prior to the 7:30 pm Guys and Dolls rehearsal

Next Meeting – October 2, 2024, at 6:30 PM

# Community Players Special Board Meeting Minutes

## September 19, 2024 at 7:00 PM

**Board Members Present:** Matt Bogdan, Darrell Mullins, Melissa Dasher, David Allen, Sharon Benchoff, Lynne Bratten, Kim Cuesta, Cass Dasher, Kyle Hayes, Ken Johnson, Charlie Szentesi-Thomas, Shelbie Thompson

**Board Members Absent:** Rusty Mumford, Charlie Linton, Tom Robinson

**Members Present:** Tony Broadbent, Kel Nagel

**Guests Present:** Architects Craig Williams and Christine Smith

### Summary

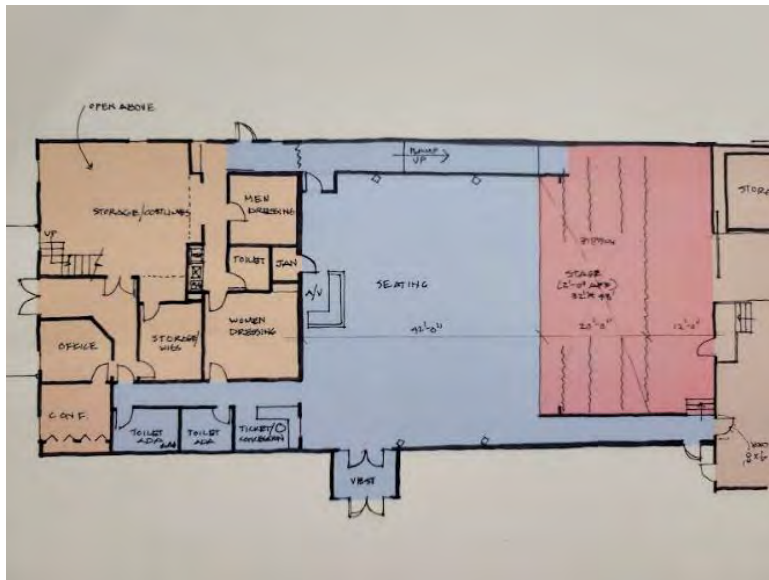
The Architects presented 3 options.

All 3 options had the same design for what is currently our office space. This would include creating an area accessible to our public with bathrooms, ticket and concession space. The rest of the area can be made off-limits to the public during a production. This space includes removing some walls to open up costuming area, access to the 2<sup>nd</sup> floor, moving the kitchen, creating dressing rooms and opening up a doorway leading to the stage area.

The Board requested a few changes, including adding another public bathroom.

The 3 options presented different locations for the stage. It was agreed that Option 2 best fit our desired use of the space. See photo below.

Motion by Lynne to accept Option 2 with modifications we suggested. Seconded by David. All responded yea. Motion Passed.



Motion by Cass to have an engineer look at our tresses to determine the load available for hanging curtains, lights, sound equipment, etc. Also to investigate our septic and drain field and advise if an additional bathroom, a washer and dryer, and water in the warehouse are doable. Seconded by Lynne. All responded yea. Motion Passed.

The architects will also ask a builder to give us an estimated \$ amount for completing all the work to our building.

Meeting adjourned at 8:45 pm.