

**DRAFT NO. 1**

**THE COMMUNITY PLAYERS OF CONCORD, N.H.**

**Minutes of Annual Meeting — June 21, 2025**

The annual meeting was held at the Players' Studio, and the business portion thereof was called to order by President Jim Webber at 6:38 p.m.

**1. Secretary's Minutes**

A copy of the draft minutes of the June 8, 2024 annual meeting was made available on the Players' website several weeks prior to this meeting, and notices with links to the draft minutes on the website were placed on all tables at the annual meeting to facilitate review by members prior to the business portion of the annual meeting. It was:

MOVED by David Peck: To approve the draft minutes of the June 8, 2024 annual meeting.

SECONDED by Cary Gladstone.

MOTION PASSED.

**2. Treasurer's Report**

Doris Ballard presented the Treasurer's Report, a copy of which is attached to these minutes. The bottom line, as she noted, is that the Players realized a profit of \$45,592.13 for the past fiscal year. It was:

MOVED by E.J. Cohen: To approve the Treasurer's Report.

SECONDED by David Preece.

MOTION PASSED.

**3. President's Report**

Jim Webber reviewed the many accomplishments of the Players during the past year. A copy of his remarks is attached to these minutes.

#### **4. Committee Reports**

Copies of Committee Reports were made available on the Players' website prior to today's meeting, and are attached to these minutes. Highlights from some of the reports were presented by Sharon Sweet (Fundraising), Rick Silverberg (Investments, Digital Records Project, and Safety), Cindy Dickinson (New Volunteers and Workshops), and Ellen Burger (Digital Records Project and Protection of Minors).

#### **5. Unsung Hero Award #1**

Unsung Hero Award #1 was presented to Sarah Taylor.

#### **6. Business Partner of the Year Award**

Jim Webber announced that the Business Partner of the Year Award is being presented to WHB Concert and Production Services.

#### **7. Unsung Hero Award #2**

Unsung Hero Award #2 was presented to Kirsten Smith.

#### **8. Camie Morison Memorial Scholarship**

The Camie Morison Memorial Scholarship was awarded to Kelsey Verville.

#### **9. Player of Special Recognition — Annual Fund Drive**

Jim Webber presented a Player of Special Recognition award to Wayland Bunnell in recognition of his service in organizing and running the Players' annual fund drives for over twenty-five years, during which more than \$300,000 has been raised in donations to the Players.

#### **10. Unsung Hero Award #3**

Unsung Hero Award #3 was presented to Michael Von Redlick.

## **11. Sucker of the Year Award**

Jim Webber presented a video of his presentation of the Sucker of the Year Award to this year's winner — Mary Walker.

## **12. Improv Workshop Preview**

With the help of nine volunteers, Travis Laughlin presented a preview of the Improv Workshop that he will be presenting at the Players' Studio on July 28 and 30, 2025.

## **13. In Memoriam**

Jim Webber noted that the Players lost seven members during the past year: Andre Tremblay, Bill Tiffany, Lee Lajoie, Bob Arata, Stacy Ulmanis, David Levesque, and Caryl Lajoie. A moment of silence was observed in remembrance of them.

## **14. Historian's Report**

Kathryn Hodges discussed her ongoing efforts to digitize all of the Players' documents and photos, and also recalled various actors who played the same roles in productions that the Players have performed more than once over the years.

## **15. Election of Officers and Board of Directors**

Betty Lent reported the following recommendations of the Nominating Committee for the upcoming year:

President — Ellen Burger (one-year term)

Vice President — Sharon Sweet (one-year term)

Treasurer — Doris Ballard (one-year term)

Secretary — David Peck (one-year term)

Board Members:

Ina Nakuci (second year of Corinne Stanley's two-year term)  
Rick Silverberg (second year of two-year term)  
Kirsten Smith (second year of two-year term)  
Cindy Dickinson (first year of two-year term)  
Jenifer Ackerman (first year of two-year term)  
Bill Potter (first year of two-year term)

It was:

MOVED by Greg Stuart: That nominations be closed and the Secretary be authorized to cast one vote on behalf of the membership to accept the proposed slate of officers and directors.

SECONDED.

MOTION PASSED.

(The Secretary thereafter cast one vote on behalf of the membership to accept the proposed slate of officers and directors.)

[Note: Pursuant to Article II, Section I of the Players' By-Laws, when the general membership elects a new President, the outgoing President shall become a director and serve on the board for one year following his/her term as president. Thus, Jim Webber, the Players' outgoing President, will also be serving as a director on the board this coming year.]

## **16. Stop Me Before I Volunteer Again Award**

Jim Webber presented the Stop Me Before I Volunteer Again award to Marilyn Slater.

## **17. 98th Anniversary Season Announcement**

Jim Webber announced the Children's Theatre Project's Summer Camp production and the Players' Main Stage productions to be presented during the Players' 98th Anniversary Season:

In August 2025, the Children's Theatre Project will present *Disney's Moana JR.*

In October 2025, the Children's Theatre Project will present *Something Rotten! JR.*

In November 2025, the Players will present *The Addams Family Musical.*

In February 2026, the Players will present *Ms. Holmes & Ms. Watson - Apt. 2B.*

In May 2026, the Players will present *To Kill a Mockingbird.*

### **18. The Ella & Harold Brehm Arts Scholarship**

Karen Braz announced that the Ella & Harold Brehm Arts Scholarship was awarded to Katie Glover.

### **19. The Karen Braz Children's Theatre Project Award**

Karen Braz announced that the name of Barb Woodman, co-founder of the Children's Theatre Project, has been added to the plaque representing the Karen Braz Children's Theatre Project Award. Karen then announced that the Karen Braz Children's Theatre Project Award this year is being presented to Rick and Jemi Broussard.

### **20. The Strong Award**

Jim Webber announced that in recognition of the many contributions made to the Players by Harriet Strong, the Osy Strong Award has been re-named as the Strong Award in Memory of Osmond and Harriet Strong (or, the Strong Award for short). After outlining her many contributions to the Players, Jim presented this year's Strong Award to Ellen Burger.

### **21. Adjourn**

It was:

MOVED by E.J. Cohen: To adjourn.

SECONDED by David Preece.

MOTION PASSED. The meeting adjourned at 9:33 p.m.

Respectfully submitted,  
David Peck, Secretary

About four years ago, ConcordTV made a documentary about the 95-Year History of the Community Players. (Yes, this is all about me – but you can watch it free on YouTube). At the end of the documentary, the future history of the Players was up in the air; the Players had just lost a block of young members to another group, we were short of tech people, backstage help, and very unsure of how to take our next steps.

A few short years later, whether we realize it or not, we are in an exciting time for CPC right now. Post-covid leadership has brought us back to full-steam production level, brought in many of new members, and some younger members, developed new fundraising opportunities, upgraded infrastructure (including this building) and made our membership safer and tackled the modernization of our digital infrastructure, as well.

This season, both BYE BYE BIRDIE and OUR TOWN brought in young people and many folks who are brand new to the Community Players. Plus new people working on set building, painting (GODS OF COMEDY) and costumes. Our all-new New Volunteer Committee (Thank you, Cindy Dickinson) has signed up eager newcomers. Free workshop offerings have gone from zero to an impressive curriculum in a number of months. Including a special workshop production, a staged reading of IT CAN'T HAPPEN HERE. When Glenn Stuart calls – just say “yes.”

Upgrading our sound and audio equipment has also been a focus. Thank you, Wayland Bunnell, Wally Pineault and sound chair Tony Bonjorno for your efforts and “sound judgement”. You’ll hear more this evening.

If you look at your Annual Treasurer’s report on your tables (thank you, Treasurer Doris Ballard!) you will see that the profit our four main shows bring in is less than the amount that comes in from Fundraising overall. Without Fundraising we would end up at the close of the fiscal year with a deficit on our annual spreadsheet. Looks good this year? Thank Fundraising chair Sharon Sweet and fundraising committee members this year including Wayland Bunnell, Ellen Burger and Rick Silverberg.

Now that we have something in the kitty (thank you to generous MEMBERS, DONORS, and SPONSORS), it's up to the board to plan responsible stewardship of our resources and plan for the future. This season, we instituted an Investment Committee, (Rick Silverberg, Doug Schwarz and David Peck). A daunting task in this time of volatile markets, but they are doing an amazing job.

This season, we’ve also opened the door to the new world of our Digital Records - Slash – Data Base Project that includes a new home for Board and Committee materials and the streamlining of our data base information in the cloud. Thank Ellen Burger and Rick Silverberg who will loop you in shortly.

Sounds like everything is going great – right? Welllll. This year we’ve had some wake up calls - about safety in particular. Safety here in the studio. Safety in the 1904 City Auditorium. And the safety of our young people – wherever they happen to be. You will hear more.

The Players are tackling the issues in front of them, but there are still challenges ahead. We need more trained directors, set designers, more lighting designers, we need outlets for original material by New Hampshire writers, we need a smaller flexible performance venue, we need media and content creators for publicity, we need folks with data-management skills and more. And let me add two words of warning for the future: Some of our older committee members need to train others and pass on their skills. Some of our younger members need to step up and learn new skills from older members (they’re not on TikTok but they know something and they’re funny too!) Don’t miss these opportunities – time is (really) racing, the future was last week – and you can have fun and provide openings and create outlets for new members to join in, do new plays together and keep the Community Players going.

Personally, I’d like to thank this season’s board of directors – a WORKING board – this season, even the slackers are on two committees each! They are amazing and they are working for you in many ways and on many days each week. Our mission statement says “to encourage, foster and promote the participation of amateurs in all phases of the theatrical arts...” and that the statement is really speaking to those who create opportunities for our members and that’s our board.

Thank you, Committee Chairs and Committee members, starting with the Children’s Theatre Project about to celebrate it’s 30<sup>th</sup> year – it’s not a committee, but it brings in \$1 of every \$5 coming in at the box office and provides opportunities for hundreds of local children each year at minimal cost to families. So thank you, Committees, some of whom you’ll hear from tonight. And thank you to the ones you won’t hear from. Committees DO THE WORK and keep CPC going.

And last and not least – “The Players” – the members who are not on the board, rarely chair a committee, but step up when they can and usually many times each season, to build, paint, help at a special event, donate some dollars, help with a raffle, put up posters, help with move in, make lunch for the crew, learn new things, usher at the Audi, take the small roles and take moments to be kind and encouraging to others – You ARE The Players.

I thank you for the opportunity to serve this past season – it’s been great to work with you and I hope you enjoy this evening.

**COMMUNITY PLAYERS OF CONCORD  
TREASURER'S SUMMARY REPORT  
ANNUAL MEETING, JUNE 21, 2025**

Time Period: July 1, 2024 to May 31, 2025

**FUNDS IN ALL ACCOUNTS**

Merrimack County Savings Bank-Checking Account	\$29,117.59
Live oak Bank Savings Account	64,051.43
Live Oak Certificate of Deposit	16,749.73
Jakob Murray Lange Memorial Scholarship Account	7,841.42
Post Offices Funds Held	1,590.44
NH Trust Investment Account #369	82,677.60
NH Trust Investment Account #400	100,764.93
<b>TOTAL CASH ACCOUNTS</b>	<b>\$302,793.14</b>

**ASSETS**

Purchases of Microphones/sound equipment (FY 23-24)	18,215.19
Purchases of speakers for audi (FY 24-25)	18,841.00
<b>GRAND TOTAL ALL ASSETS</b>	<b>\$339,849.33</b>

**CHILDREN THEATRE PRODUCTIONS (ALL DATES) NET PROFIT**

SISTER ACT JR.	3,817.78 (Includes: \$2,000 grant)
CHARLOTTE'S WEB	8,181.54 (Includes Texas Roadhouse \$500)
HANSEL AND GRETEL	3,106.12

**MAIN STAGE PRODUCTIONS (ALL DATES) NET PROFIT**

BYE BYE BIRDIE	8,661.14 (Includes Grappone \$1,000 and Zero Waste \$1,000)
THE GODS OF COMEDY	4,365.86 (Includes Orr and Reno \$1,000)
OUR TOWN	10,072.13 (Includes Nathan Wechsler \$1,000)

Merrimack County Savings Bank: Season Sponsor= \$10,000

<b>CONCORD COMMUNITY PLAYERS</b>	
<b>ANNUAL MEETING TREASURER'S REPORT-Saturday, June 21,2025</b>	
<b>FUNDS IN ALL ACCOUNTS</b>	
	<b>AS OF 5/31/25</b>
MERRIMACK COUNTY SAVINGS BANK-CHECKING ACCT	29,117.59
LIVE OAK BANK SAVINGS ACCT	64,051.43
LIVE OAK CERTIFICATE OF DEPOSIT (ONE YEAR)	16,749.73
LIVE OAK SAVINGS-JAKOB MURRAY LANGE MEMORIAL SCHOLARSHIP	7,841.42
MANCHESTER AND CONCORD POST OFFICES FUNDS HELD	1,590.44
NH TRUST INVESTMENT ACCOUNT #369	82,877.60
NH TRUST INVESTMENT ACCOUNT #400	100,764.93
<b>TOTAL ALL ACCOUNTS</b>	<b>302,793.14</b>
<b>MAJOR INVESTMENTS:</b>	
Microphones/sound equipment (1/18 and 2/15/24)	18,215.19
Speakers for Audi: WHB Concert Productions LLC (12/11/24)	19,841.00
<b>GRAND TOTAL ALL ASSETS</b>	<b>339,849.33</b>
<b>PROFIT AND LOSS REPORT BY CATEGORY</b>	
<b>7/1/24 TO 5/31/25</b>	
<b>NON-PRODUCTION- NET INCOME</b>	
Includes Fund for the Players; Annual Fund Drive; Memberships; Misc. Donations; Interest; Borrower Donations; Challenge Grant (\$9,700)	49,027.64
Sponsorships; Season Programs	13,301.18
<b>PRODUCTIONS-NET INCOME</b>	
Children's Theatre (CTP)	15,306.54
Main Stage Productions	26,580.17
Prepaid expenses-Addams Family,Mrs. Holmes & Watson,Laramie Project	(6,230.00)
<b>GRAND TOTAL NON-PRODUCTION AND PRODUCTION-NET INCOME</b>	<b>97,985.53</b>
<b>OPERATING AND COMMITTEE EXPENSES</b>	
<b>OPERATING EXPENSES</b>	
ACCOUNTING	2,229.39
DIGITAL SERVICES CONSULTANTS	6,292.10
ELECTRICITY	2,505.89
FEES (Neon and Arts People net)	289.63
GAS	2,132.55
INSURANCE	12,543.83
SECRETARY/ADMINISTRATION	1,671.87
TELEPHONE	2,296.28
<b>TOTAL OPERATING EXPENSES</b>	<b>29,961.54</b>
<b>COMMITTEE EXPENSES</b>	
ANNUAL MEETING	146.00
BACKSTAGE NEWSLETTER	977.38
BOX OFFICE	36.99
BUILDING MAINTENANCE	7,099.75
C. MORISON SCHOLARSHIP	-
LIGHTING	-
MARKETING/PUBLICITY	9,313.41
MISCELLANEOUS (includes \$3,068.72-sound at audi)	3,175.70
PROPERTIES	-
SHOP MAINTENANCE	728.05
SOUND	295.43
WARDROBE	1,282.75
WORKSHOPS	399.40
GOD Ticket refunds	(1,023.00)
<b>TOTAL COMMITTEE EXPENSES</b>	<b>22,431.86</b>
<b>GRAND TOTAL OPERATING AND COMMITTEE EXPENSES</b>	<b>52,393.40</b>
<b>TOTAL REVENUE LESS EXPENSES</b>	<b>45,592.13</b>

**NET INCOME TOTALS:**

Fund for the Players; Annual Fund Drive, Memberships, Misc. Donations, Interest,  
Borrower Donations, Challenge Grant \$49,027.64

Sponsorships and Season Programs: 13,301.18

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**EXPENSES**

OPERATING \$29,961.54  
COMMITTEES 22,431.86

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NET GAIN FOR 2024-2025 \$45,592.13

## Library Committee Report

The Players library, tucked away in a corner by the stairs to the Props room, is full of scripts and books that have been donated and cataloged over the years to provide a resource for our membership. Several new scripts were donated to the library this year.

Please feel free to stop by sometime and spend a peaceful moment sitting in the easy chair reading a script or a book about the theater! You can also borrow any book in the library. Just be sure to fill in the sign-out sheet hanging next to the door.

This report was submitted by the Co-Chairpersons of the Library Committee:  
Colleen and Doug Schwarz

### Box Office Report – Ticket Sales

<u>Show</u>	<u>Tickets</u>	<u>Performances</u>	<u>Sales</u>
Charlotte's Web	783	2	\$11,190
Bye Bye Birdie	1181	3	\$29,966
Gods of Comedy	532	2	\$9,218
Our Town	896	3	\$15,332
<b>Total</b>	<b>3392</b>	<b>10</b>	<b>\$56,708</b>

Box Office Chair: Jim Webber. Staff: Kristen Curren, Marika Yakubovich, Mary Walker.

## Reports for Annual Meeting for Website

### Wardrobe

The Players Wardrobe department continues to be a hub of activity. During the past year we have loaned in excess of 3200 costume pieces to 60 area educational, community and professional theatre companies. We are also constantly culling, weeding and still cataloging our ginormous collection. Many thanks to Gay Bean, Suzanne Potoma, Tammy Denver, Kate Mara, Emily Taylor and Heather Vitale for their hard work and contributions during the past year. A huge shout out needs to go to Wilbur Morissette and members of Boy Scout Troop 88 for installing flooring laminate in the shop area as part of Wilbur's Eagle Scout Project. The place looks neat, clean and professional. Thanks to all of you who think of us when you are weeding your own closets, however, we are NOT accepting donations of clothing items of any sort at this time.

Respectfully Submitted,

Betty Lent

Wardrobe Chair

[Bettylent54@gmail.com](mailto:Bettylent54@gmail.com)

603-496-2179 (phone or text)

### Directors

Throughout the year, the Directors Committee has had regular meetings to plan a soiree for directors, hold post show discussions with the directors of all main stage shows this season, give the green light to two new main stage directors, interview three director candidates, put the finishing touches on the Directors Committee Procedure document and begin work on a handbook for new (and existing) directors of Players shows. Many thanks to Committee members Wally Pineault, Karen Braz, Paula Demers, Ina Nakuci and Wayland Bunnell for making this all happen. If you have questions, please don't hesitate to ask.

Respectfully Submitted,

Betty Lent

Directors Committee Chair

[Bettylent54@gmail.com](mailto:Bettylent54@gmail.com)

603-496-2179 (phone or text)

### Historian Annual Report

After waiting for the Neon database project to come on-line, it was discovered that the program could not accommodate the needs of the Players history. Therefore, Mainstay created a spreadsheet with a data entry function, as well as additional filtering capabilities. Since being given the go-ahead at the beginning of May to start up again, I have been going through, and cleaning up, 9200 lines of data. (As of this writing, I am up to line 7800.) I hope to finish the clean up by the end of May. The next steps will be to enter the past 2 years of programs (hopefully by the end of June) and then I will start entering from the files that were originally created by the Stuarts. I am anticipating that the backlog will be complete within 2 years, meanwhile keeping up with the various shows and camps that the Players produce.

This year, the Players sadly lost William Tiffany, Lee Lajoie, Robert Arata, Stacey Ulmanis and David Levesque.

Respectfully submitted,  
Kathryn Hodges, Historian

#### NEW VOLUNTEERS IN 24-25

Over the past year, more than 40 new people expressed an interest in volunteering in various capacities with the Players. We joined the Volunteer NH website where we have seen a steady level of inquiries, we attended the Good Life Volunteer Fair in April, where 8 people requested more information about opportunities, and we have had a "Volunteers Wanted" display in the lobby for all mainstage and CPC shows this season, which brought in a number of sign-ups. We have also added a detailed description of what our volunteers do to the website and have created "The Community Players Want You" cards with contact information and a QR code that connects to the Volunteers page of the website.

The New Volunteers committee will continue to conduct studio tours and match volunteers with needs of specific productions. If you know of someone who would like to join us as a volunteer, or if you have the need for volunteers, contact Cindy Dickinson at [Cynthia.dickinson@communityplayersofconcord.org](mailto:Cynthia.dickinson@communityplayersofconcord.org).

#### WORKSHOPS

The Players' first post-Covid workshops were a great success. Topics/Presenters included: Acting and Emotions by Wayland Bunnell, Staging Scenes and Shakespeare's Comic Wit by Betty Lent, Set Design by Wally Pineault and Jim Webber, and Set Construction by Rick Silverberg. All were well attended and received lots of positive feedback. Coming up on July 28 and 30, Travis Laughlin will be teaching a two-part Improvisation class. All workshops are free and open to Players' members and the public. To sign up for Travis' Improv workshop, contact Cindy Dickinson at [Cynthia.dickinson@communityplayersofconcord.org](mailto:Cynthia.dickinson@communityplayersofconcord.org).

The Players will also be expanding our OLLI association by offering a three-hour class entitled Beginning Acting for Newcomers to the Stage. Cindy Dickinson will teach the class, which is open to OLLI members.

#### CALL FOR WORKSHOP PRESENTERS

The Players are always looking for people to present workshops. If you would like to offer one for our Fall or Spring workshop sessions, please contact Cindy and submit a brief proposal for your workshop. Proposals will be reviewed by the Workshop committee. We will advertise your session and provide administrative support.

Here are the reports for the Backstage and Season Programs.

**Backstage:**

During the 97th season, we delivered four issues to the membership. The total printing cost for the year was \$535.00.

**Season Program:**

The season program consisted of 40 pages (covers and ad/general content) and either 8 or 12 pages of show inserts. Printing for 2,500 programs (400, 800, 600, and 700) totaled \$2,675.00.

— Anna Glover

## PROPS

Here we are at the end of another wonderful season. I thank all the people who assisted with props and set dressing during the four Main Stage shows and camps.

I left my phone number on the prop room door (several seasons ago), and look forward to it being used when items might, or might not be able to be saved. It's exciting to see new mystery pieces that have been left after a production. "It's always something, my little Rosanna Dana".

Many organizations, including several new ones, have borrowed props and set pieces from CPC during the past year. Schools, churches and community groups all benefit from the generosity of the Players, saving each production money and time. It is a good feeling to know the Players, a group I have been involved with for over 40 years, is so giving and helpful with other organizations.

Cheers to next season! Kendra

### **Protection of Minors Policy - Report for Annual Meeting, June 2025**

In 2025 the Players adopted a Protection of Minors Policy to help protect minors participating in our programs from the risk of abuse, while simultaneously protecting adults from unfounded allegations of misconduct. The policy applies to CTP programs and non-CTP shows and programs where youth are involved. Daphne Lessard, Ellen Burger, Sharon Sweet and Karen Braz collaborated on the substantive needs for the policy and then Daphne and Ellen (both former lawyers) worked on the legal research and the actual writing of the policy, procedures and Protection of Minors Training outlines to be used.

The Policy requires background checks for certain supervisory personnel and lays out rules pertaining to things like no "one-on-one interactions" with minors, dressing room rules, touching and "Code of Conduct" provisions that cover verbal and physical abuse.

The board approved the policy in early February and the first training and implementation happened with CTP's February camp. Kirsten Smith will oversee the background checks and training for CTP programs going forward ***and we are looking for a volunteer to do the same for Main Stage productions involving children.***

## **Digital Records Project – Update for Annual Meeting, June 2025**

Working with hired consultants, the Players are in the midst of implementing two new systems:

### **Neon One**

a CRM (Customer Relations Management) system - where all our “lists” and databases now reside. It will be used for fundraising, online registrations and membership renewals, and more. Implementation has had its challenges; getting the system to do exactly what we want has required some massaging and workarounds, and the work continues. Thanks to Rick Silverberg for spearheading this and for his work with

- Karen Braz, Kristen Curren, Dan Curren and Jen Ackerman (CTP lists and camp registrations)
- Wayland Bunnell and Sharon Sweet (donor lists and new campaigns)
- Corinne Stanley (database and membership).
- Cindy Dickinson (workshop registrations).
- Doris Ballard (syncing Neon One with Quickbooks)
- Kathy Hodges (member service records)

The Neon One implementation work continues. *In fact, we need some tech-savvy admins to join the effort going forward. If you would be willing to help, or know someone who is, see Rick, please.*

### **Community Players Shared Google Drive**

(a/k/a Google Workspace for Nonprofits):

a centralized storage system for documents and photos and a place where committees and show teams can store and share their "stuff" with others in their group. The system uses "access levels" or "permissions" to control who will have access to what. The folders have been set up and our consultants are now working on setting up the permissions.

Players board members, committees and others will soon have access and will be asked to begin uploading pertinent materials from their home computers or file cabinets. Trainings will be provided for those desiring them. Stay tuned!

Ellen Burger has been working with our Mainstay consultants on this, but needs to transition away from this project as she assume the president’s role. *If you would be willing to help shepherd this project further along, and in particular to organize the Google Drive trainings with our consultants, please let Ellen know.*

### Play Consideration Committee 2024-2025 Report

The main goal of the Play Consideration Committee this past year was to propose a season that catered to a wide variety of members and audiences. In September and October, the PCC sent surveys to both Approved MainStage Directors and the general public, acquiring ideas for the 2025-2026 season. After, the PCC would gather at committee members' house, where they reveled in good food, good company, and good discussion. The PCC then hosted a Membership meeting for the Players at the Studio in February of 10 titles of a variety of genres and topic matters, gathering debate and discussion on what would be best for the Players. After some rescheduling and adjustment of titles (thanks Broadway), the PCC held a Pitch Night for the directors in late May, where titles and directors were solidified and decisions were made. Before announcing the upcoming season, the PCC would like to thank the members and directors for their contributions in curating a season that would showcase the talents and strengths of theatre artists in performance and production.

FROM: Sharon Sweet, Chair  
Ellen Burger  
Rick Silverberg

Date: June 15, 2025

Re: Fundraising Committee Update

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With less than a month before the end of the fiscal year, I anticipate that we will exceed more than \$55,000 in fundraising revenue this year. The approximate breakdown is as follows:

\$14,428	Annual Fund Drive
\$ 1,625	A Fund for the Players
\$ 9,700	Donor Match
\$14,989	Presenting/Show Sponsors
\$ 6,000	Donations to Jakob Murray-Lange Scholarship
\$ 2,000	Rolf Rumford Grant
\$ 2,555	Days of Giving: Lord Xonox Challenge
\$ 2,800	Borrowers Donations

**\$54,210 Total**

In other fundraising news, the spring appeal has been printed and is awaiting pick up at the printers. The theme of the appeal letter is **Community**. It will be mailed to more than 9,000 households; double the amount of our prior mailings of approximately 4,500. Additionally, an e-appeal will be sent to those individuals for whom we have no mailing addresses, typically ticket buyers. That will be deployed at the same time the hard copy appeal is sent. The formatted letter is attached with this memo.

Finally, Sharon will begin drafting a proposal for presentation to the Rotary Club in July of this year. Additionally, she will work on securing The Merrimack as Presenting Sponsor for our upcoming season.

## [Studio Maintenance Report]

The Seanic shop saws, saw ( **yes that is a double on tundra**) typical use during this period. We were very frugal with materials and reused many items that were built previously. Thanks also goes out for donations of materials from the Palace theater, Diamond Hill Farm and Kendra West Sentor from her husband's workshop.

The safety committee Greg Walker and Rick Silverberg did a thorough review of the building with an outside company to review safety systems and have determined that there are some new fire extinguishers to be purchased and hung before the end of the year. Additionally, there were several electric lights in the building that needed replacement and those have been completed. Through the generous donation of time Wilbur and family and the Boy Scout troop worked with us and installed the new floating floor in the costume shop. Everyone agrees it was fun learning project for the boys and it came out great, making the room look bigger. We have enough material left over that we could do the office at some point in the future.

Report on overall studio building maintenance , The furnace in the upper level that provides heat in the costume area is one of the original heating appliances in the building. We are watching very carefully and will have it inspected and cleaned over the summer, but we will look for any words and or reports from the company as to whether or not it's really time to replace it at this point. Preliminary review of options reveal that the best way to replace it may be to add an air to air heat pump compressor on the outside of the building in the back with two or three heads upstairs one in the costume shop one halfway down the hall, the other one at the far end of the hall  
Rick Silverberg

### **May 25, 2025 investment committee report**

The investment committee met early this year and put together policies and procedures for constructing the investments on the fund for the Players . The first investment accounts were set up midyear. An Additional investment account was set up transferring money out of Acorn savings and setting up a second fund, which is a little less restrictive in it's uses. We've been watching very cautiously as things in the US, economy fluctuate due to discussions of tariffs. The reaction of the stock market to the tariffs indicated that we should hold steady, not add anything new to the accounts at this time. We will continue to watch this and advise the board as the situation materializes overall, the investments seem to be working fine generating interest as predicted .

### **Implementation of Neon Client Relations management software**

The decision was made by committee and approved by the board to invest in a client records management system from the company called Neon, the parent company that also includes Arts People, our ticket vendor software. Overall the implementation of Neon has been considerably more time-consuming, and complicated than was originally predicted.

Two important observations from going through the process.

, 1 the Neon staff and their process for on boarding and implementation felt to this project manager, like it was backwards. Rather than looking at what data we wanted to input and asking us more questions about what we intended to do with the data. They started right in on a fixed path structural set up, including many lessons online and then six meetings with the consultant where we had to follow their curriculum and their order. This left questions, unanswered as we were implementing, which caused us to have to backtrack on both of historian and CTP sections. Second issue was the internal committee that was to help with the implementation, was very busy with other task and some were over there level of comfort with the software and did not engage in doing the lessons and increasing their knowledge base about the software and how to use it in a timely fashion. This left the project manager to do a very large portion of it on their own also slowing the timeline. As of May 2025 the system is fully implemented we have determined that it will work fine for membership and renewal as planned and for funding campaigns with some additional training needed by the fundraising committee members to use the software completely. CTP has taken a leap from the 19th century into the 20th century and has completed registration for the summer show Moana and for the fall production of Something Rotten using online advertising registration and data gathering and development of reports for use by the production team. The workshops conducted this year for volunteers all use the online advertising and registration of the neon events section and now that Staff volunteers know how to use them will be considerably

## Publicity/Marketing Committee - Annual Meeting Report – June 2025

Members of this past year's Publicity Committee included Dave Peck, Doug Schwarz, Kirsten Smith, Mary Walker and Jim Webber. Also providing assistance with various aspects of publicity were Wayland Bunnell, Anna Glover, Nora McBurnett, Bill Peterson, Marilyn Slater, Sharon Sweet and Michael von Redlich. We continue to use a wide variety of publicity and marketing tools for all our main stage and children's shows; the Player's Web page, paid print ads, free press releases (sent to 18 media outlets) and calendar listings, Facebook postings, direct mail, email blasts, our own Backstage and ENews, posters, table tents and business cards. We also encourage each show to schedule interviews with CCTV (David Murdo) and radio (Ken Cail) talk shows and look for any other creative opportunities to spread the word about the Players. As you may guess, this is a busy committee and new members are very welcome. If you have an interest in helping with publicity, please contact Jim Webber at [jbw1026@aol.com](mailto:jbw1026@aol.com).

### Website Committee Report

Thanks to the efforts of committee members Nora McBurnett, Doug Schwarz, and Dave Peck, the Players' website ([www.communityplayersofconcord.org](http://www.communityplayersofconcord.org)) sought to be a reliable, up-to-date source of information regarding the Players' activities during the past year. In addition to providing for on-line purchasing of tickets to Players' shows, our website this year, for the first time, began offering on-line registration for certain events, such as workshops. We hope to expand our on-line registration to additional events during the coming year.

The Players' website is built using WordPress. The Website Committee would welcome new members with WordPress experience! If interested, please contact the Players' New Volunteers Coordinator, Cindy Dickinson, at:

[Cynthia.Dickinson@communityplayersofconcord.org](mailto:Cynthia.Dickinson@communityplayersofconcord.org)

— Dave Peck