

Community Players of Salisbury

Monthly Meeting Agenda

August 6, 2025

Call to Order

Approval of July 2025 Meeting Minutes

Treasurer's Report

President's Report

Committee Reports

- Concessions: Brenda Allen
- Costumes* -Lynne Bratten-Report Submitted
 - *"Costumes" is not an established committee. If we want to make it official, we need a motion, and then follow the process to change the By-Laws.
- Facilities Management: Ken Johnson
- Fundraising: Matt Bogdan-Report Submitted
- Grants: Matt Bogdan-Report Submitted
- Historical: Bonnie Bosies
- Hospitality: Rusty Mumford
- House: Betsy Metzger-Report Submitted
- Lifetime Achievement Award: Sharon Benchoff-Report Submitted
- Marketing: Rusty Mumford
- Membership: Melissa Dasher-Report Submitted/(See President's Report)
- Nominating: Sharon Benchoff-Nothing to Report
- Patrons: Kel Nagel
- Performance Space: Kel Nagel
- Production: Kyle Hayes
- Program/Program Advertising: Tom Robinson
- Publicity: Pete Cuesta
- Scholarship: Lynne Bratten
- Tickets/Season Tickets/Box Office: Rusty Mumford
- Social Media: Shelbie Thompson

Old Business

- Membership Application Form-Melissa Dasher (See President's Report)
- Production Committee Process Revision-Shelbie Thompson

- Incident Report-Betsy Metzger, Kyle Hayes
- Accessing Online Calendar-Ken Johnson
- Salisbury Chamber of Commerce (See President's Report)
- Open House (See President's Report)
- Generic CPOS Banner-Pete Cuesta
- Committee Structure Revisions (See President's Report)
- Summer Workshop-Cass Dasher
- Other Old Business

New Business

- Microsoft Products For Non-Profit Organizations-Shelbie Thompson
- Alcohol Policy Sharon Benchoff
- Alcohol Policy Additional-(See President's Report)
- New Website Review-Rusty Mumford
- Lifetime Membership Nomination-Sharon Benchoff
- Other New Business

Adjournment

Community Players of Salisbury

August 6, 2025 Meeting

President's Report

Hello and Happy August!

Let me start by giving a shout-out to Cass Dasher and their team for another successful Youth Summer Theatre Workshop.

Another shout to David Allen, Tony Broadbent and everyone who was able to help re-assemble the platforms, tech materials and chairs back to a performance-ready format.

And yet another shout-out to Ken Johnson and any volunteers who have been able to assist in getting the warehouse back in shape.

And yet one more shout-out to Rusty Mumford for volunteering to take minutes during the August meeting.

My heart-felt thanks to all of you for making the accomplishments above happen!

Be sure to spread the word about the upcoming Musical Revue, "The Broadway Jukebox," to be presented on August 15 and 16 at 7 pm, and August 17 at 2 pm. Rusty Mumford and his talented cast have been hard at work to share with us pop song memories that have found their way to the Broadway stage.

So if it's August, it means getting ready to start our upcoming season. Director Sherri Trader-Hynes will be holding auditions for our November production of "Annie" as follows:

- Saturday, August 23: 10 am-Children Only
- Sunday, August 24: 2 pm-Open Audition
- Monday, August 25: 7 pm-Open Audition
- Tuesday, August 26: 7 pm-Open Audition

As many of you know, I will be unable to attend the August meeting. Below you will find information for some of the meeting agenda items. On those items, the agenda directs you to refer to this report for information. Please Note: In a few cases, I am making some recommendations. As President, I cannot make a motion so I leave it to you to Board members to make a motion if they see fit. No hard feelings if no motions arise. Just some things I've been thinking about. You should also note that you can make a motion that differs from what I recommend. Here are those items in order as they appear on the agenda:

- Membership Application Form: A copy of the form is attached. In her Membership Committee Report, Melissa Dasher asks that if we give someone an application, use the attached form rather than the ½ page form in the newsletter. The preferred form is also available in the Players office.
- Salisbury Chamber of Commerce Membership: At the July meeting it was suggested that we join the Salisbury Chamber of Commerce. I reached out to them and found that we have been members since 2013. Charlie Linton has confirmed that our membership is up to date. I will be meeting with a representative from the Chamber once I return to town later in August. I will update the Board at our September meeting.
- Open House-There was talk at the July meeting of having an Open House. Forgive my unclear memory but that might have been in conjunction with discussing the Chamber membership. Please share any updates or questions.
- Committee Structure Revisions: As I've told some of you, it worries me that we have so many one-person committees. This not only, in my view, puts stress on individuals but also could become a challenge if the one person would become unavailable or no longer wishes to serve. Part of the solution, I believe, is to recruit more members to serve on committees. I included that in my President's column for the most recent newsletter. No bites yet, but I will keep it at and encourage all of you to invite members to volunteer. The other potential solution is to combine similar committees under a single umbrella. Here are some thoughts I've had:
 - The House committee could be an umbrella that includes, Box Office, Season Tickets, Programs/Program Ads, Ushering and Bartending during performances.
 - Marketing could be an umbrella for Publicity and Social Media
 - Fundraising could be an umbrella that includes Patrons and Grant-Writing
 - The general idea is that those who had previously been a one-person committee could get cross-trained on all items under the umbrella. In my view this not only eases the burden of individuals but leads to greater overall efficiency. The suggestions above, for example, take us from 15 committees to 8 (if I did my Math right and don't hold me to that but it should be close)
 - Consider also that there may be other, better combinations. This was just my first go at it.
- Alcohol Policy Additional: The current policy prohibits anyone from purchasing beer or wine during performances. My thought on that is that was put in place before we were selling alcohol. It certainly makes sense that we would assure that rehearsals and performances were not outlets for partying and heavy alcohol consumption.

That said, I'm not it make sense for a Director, Assistant Director or Producer to be prohibited from alcohol purchase during a production. Their work is done by that point and I'm not sure that anyone is going to engage in high-volume consumption during a 15-minute intermission. Just my two cents. Not a huge deal either way.

Committee Reports for August 6, 2025

Concessions - Brenda Allen

No Report

Costumes – Lynne Bratten

Received three costume donations this month.

Sallie found items for Annie including an Annie dress and wig.

Amber Cockey donated 11 bags of dance wear in addition to items used in I Hate Hamlet that were donated and used earlier. Jenny worked with the dance studio and accepted many items that were different from our current inventory. At this time these are housed at my house until more decisions are made concerning the rebuilding of the costume storage at players.

Facilities Management - Ken Johnson

No Report

Fundraising - Matt Bogdan

1. Brew River's Charity guest bartending event was held on Thursday, July 10. Many friends came out to support Players, and we raised more than \$500. Thanks to Shelbie Thompson who coordinated the event. Thanks also to anyone who helped with this event.
2. The Broadway Jukebox: A Music Revue will be held August 15-17 at the Community Players' Theater. Tickets are \$10. Rusty Mumford is the coordinator.
3. A Fall Craft and Vendor Event will be held at Players on Saturday, October 4. From 10 a.m. to 3 p.m. If anyone is interested in having a booth at this event, contact Wendy Stever, coordinator, at 443-365-1225 or wendystever@gmail.com.

Grants - Matt Bogdan

1. A final report was completed for the Grants for Organizations - Off-Year funding, of which we received \$9,324 from the Maryland State Arts Council.
2. Application was made for a General Operating Grant of \$4000 available from the Maryland State Arts Council.
3. Notification was received from The Beat Goes On, Inc. on July 14, 2025, apologizing for the delay in our receiving the AED. The notification said they will be in touch once they have everything set up and schedule a donation date. As of July 25, no other notification has been received.
4. There will be a fundraising committee meeting at Players on August 5 at 7 p.m. All are welcome to attend.

Historical - Bonnie Bosies

No Report

Hospitality - Rusty Mumford

No Report

House - Betsy Metzger

I look forward to getting the lobby area put back together with Brenda and Rusty. Thank you, Brenda Allen, for the purchase of new red and black pullback ropes for the house curtains. Sometimes it's the small things that make a difference and, in this case, these are much better than the large black clips we were using. Also, thank you to David Allen for making an improvement to the WI-FI situation. Our guests and ushers will appreciate it!

Lifetime Achievement Awards – Sharon Benchoff

Nominations are now being accepted. Criteria in August Newsletter. Nominations should be sent to Sharon at fresnelop@gmail.com.

Marketing - Rusty Mumford

No Report

Membership - Melissa Dasher

The 2025-2026 Membership Drive has begun! Our season begins September 1 which means all current memberships expire on August 31. If you are able to print an application or obtain a form from in the Players' building, that is preferred over the ½ page form in the newsletter. Once the new website is live, I hope to be able to accept forms and payment digitally.

Nominating - Sharon Benchoff

Nothing to report

Patrons - Kel Nagel

No Report

Performance Space - Kel Nagel

No Report

Production - Darrell Mullins

No Report

Program / Program Advertising - Tom Robinson

No Report

Publicity – Pete Cuesta

No Report

Scholarship - Lynne Bratten

Nothing new to report

Season Tickets & Box Office - Rusty Mumford

No Report

Social Media – Shelby Thompson

No Report

Community Players of Salisbury Production Committee Guidelines
Established August 2021
Modified June 2025

The Production Committee bylaws are as follows:

The Production Committee shall be chaired by the Vice-President and be comprised of members appointed by the Vice President. Members of this committee should represent as many facets of theatrical experience 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 the 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).

The following procedures and guidelines are recommended to streamline the processes of Community Players Production Committee year over year.

The Production Committee is to read musicals and plays submitted by anyone and evaluate each show based on 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' which currently falls under the Fundraising Committee.*

Schedule of Production Committee processes is as follows:

Production Committee to be formed ~~by~~in October by Chairperson

Show Submissions open: ~~November 1~~October 1

Show Submission close: ~~December 31~~ November 30

Have all directors by: January 31

Directors Pitch Meeting: Middle of February

Season Recommendation to Board: March Board Meeting

Board Vote on Season: April Board Meeting

Show Submissions to Production Committee:

Any person can submit a show for consideration to the Production Committee by filling out the attached ~~submission form and expense forms~~ (Article A). Shows may be submitted with or without a director interested and ~~forms should contain be filled out with~~ as much information as possible at the time of submission. Forms are to be returned to the Production Committee Chairperson ~~by before December~~ **November 30th**.

~~It is recommended that one person not submit more than two shows in the same season.~~

*An individual **may not** submit more than two shows in the same season.*

After submissions close, the Board will receive an email listing all submissions and their directors (if applicable). Scripts will be available to the Board of Directors to read ~~as soon as all are available. between this time and the April vote.~~

Shows submitted without directors will have an 'open call' for interested directors to apply. Those interested should fill out a submission form and return it to the Production Committee Chair. If multiple directors express interest in the same show, the Production Committee will hold one on one interviews with each potential director, allowing them to present ideas and any other pertinent information they have at the time (production team, set designs, vision, budgets, etc). Using this information, the Production Committee will select who they believe is the best fit director for each show.

If a member of the production committee expresses interest and is selected to be a director for a submitted show, that person will recuse themselves from discussions surrounding the 'type of show' they are directing (musical or play). The Production Committee will remain with as many members as possible that have not recused themselves to become potential directors.

Show Evaluation:

The Production Committee will begin reading and evaluating potential shows as soon as submissions come in. The Chairperson will create and distribute a schedule to the committee, detailing which shows to read and discuss at a certain times. This will ease workload and keep committee members on the same page during their evaluations.

The Production Committee will discuss each submission in detail and rate it based on the following criteria. Criteria is subject to additions and/or changes at any time.

- Can Community Players physically do the show?
- Technical Demands
 - Set
 - Special effects
 - Lighting
 - Props
 - Rentals
 - Costumes
- Financial Demands
 - Royalties

- Technical Purchases
- Orchestra
- Rentals (Specific Costumes/Props)
- Audience Appeal and Name Recognition
- Content
- Cast Size & Diversity
 - Diversity within cast - Age, Gender, Race, etc
 - Diversity within season
 - A balanced slate of comedy, drama, play, musical, with casting options for variety of people and appeal to variety of audience members
- Acting, Singing, and Dance requirements
- Survey results from cast, crew, and/or audience surveys.

The Production Committee will have a ratings sheet (Article B) to track each show based on these criteria. Committee Members will rank each show, then a median total of ratings will be assigned to the show. This is to ensure total fairness and transparency in the committee members' opinions of each submission.

Directors Pitch Meeting:

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 (Article C) 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. ~~The Pitch Meeting shall serve as the sole place for discussion, questions and comments among the Board of Directors and potential directors. Board Attendance is highly recommended heavily encouraged~~ at this meeting. If a Board Member is unable to attend, they may field any questions to the Production Committee Chair to ask on their behalf. All discussion that takes place at the Pitch Meeting will be considered in the recommendation put forth by the Production Committee.

Board Members are expected to read all scripts prior to the Pitch Meeting.

Selection Process and Board Recommendation:

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.

The Chairperson will prepare a formal memo (Article D) listing the recommended season and all other submissions. Season recommendations should be as follows, with the recommended

show bolded on top, and all other options for that slot listed underneath in descending rank order.

Example:

November	January	April	June
Option 1	Option 1	Option 1	Option 1
Option 2	Option 2	Option 2	Option 2
Option 3	Option 3	Option 3	Option 3
Option 4	Option 4	Option 4	Option 4

~~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 expected encouraged to read all scripts prior to voting.~~

Board Vote:

The Board of Directors will cast their vote for the upcoming season at the April Board Meeting. Votes will be cast on a paper ballot (Article E) or in advance, electronically, if a board member is unable to attend. Votes will be tallied by the Production Committee chair, one additional member of the committee, and one Board Member NOT on the committee. In the event of a tie for any slot, a runoff election will be held between the two selections.

The four shows with the most votes will pass as the upcoming year's season of shows.

¶

~~****Special Projects 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.¶~~

~~**Should this be removed??**~~

Article A
**Community Players of Salisbury 20xx-20xx Season Submission Form and
Expense Sheet**

Return to Production Committee Chairperson by November 30.

Your Name: _____

Title of show you are submitting: _____

Type of show: ☐ Musical ☐ Play ☐ Comedy ☐ Drama

Provide a brief summary of the show:

Are you submitting as a director?: ☐ Yes ☐ No (*skip to last question)

If you are submitting multiple shows, please indicate which one you would prefer to direct

Preferred slot: (Select only one option) ☐ November ☐ January/February

☐ April ☐ June

Time slots you are willing to direct in: (Select all that apply) ☐ November ☐ January

☐ April ☐ June

Preferred Venue: ☐ Community Players Theater ~~Wili~~ ☐ ~~Wili~~ Bennett ☐ Parkside

☐ ~~WorWie~~ Bennett ☐ Other (Please List) _____

Cast Size: _____

PRODUCTION STAFF

Musical Director: _____

Assistant Director: _____

Producer: _____

Choreographer: _____

Stage Manager: _____

Costumes: _____

Sound: _____

Lighting: _____ Cast: _____

Orchestra Size (if applicable): _____

Any Technical Demands: _____

Production Team (if known): _____

*Why do you think this would be a good show for CPOS to consider?

Article A

PROPOSED PRODUCTION EXPENSE WORKSHEET — PITCH FORM

Show Director _____

Director Show _____

Set Description: _____

Technical Demands: _____

Orchestra Size (if applicable): _____

(Costs for previous productions)

Royalties, Script Cost	\$ _____	(Musicals \$3,500 -5,500 - Plays \$500-\$800)
Facility Rental	\$ _____	(High Schools \$4,700-7,300)
Custodian & Security	\$ _____	(High Schools \$500-\$1000)
Orchestra	\$ _____	(\$3,500 - \$9,000)*
Set	\$ _____	(Musical \$2,500-\$3,500 Play \$500-\$1,000)
Costumes	\$ _____	(\$250 - \$1,500)
Props	\$ _____	(\$150 - \$1,000)
Lighting	\$ _____	(\$60 - \$500)
Sound	\$ _____	(\$50 - \$500)
Make-up	\$ _____	(\$50 - \$100)
Special Effects	\$ _____	(\$0 - \$5,000)**
Cast Party	\$ _____	(\$350 - \$700)
Gifts	\$ _____	(\$120 - \$360)

TOTAL EXPENSES \$ _____

PRODUCTION STAFF

Musical Director: _____

Producer: _____

Choreographer: _____

Stage Manager: _____

Costumes: _____

Sound: _____

Lighting: _____

Cast (size and make up): _____

Set Description: _____

Technical Demands: _____

Preferred Venue: _____

*Based on size at \$300 per orchestra member plus rehearsal pianist

**Flying, fog, projections, etc.

Article B
Production Committee Show Rating Sheet

Title of show: _____

Style: ☐ Musical ☐ Play ☐ Comedy ☐ Drama ☐ Other: _____

Director: _____

Directors Preferred Venue and Slot: _____

Overall Thoughts / Questions for Directors:

Technical Demands: (Light, Sound, Special Effects, Set)

Financial Demands: (Rights, Rentals, Orchestra, Props, Costumes)

Audience Appeal & Name Recognition:

Cast Size & Diversity (age, gender, race, etc):

Content Concerns:

Demands of Acting / Singing / Dance and Movement:

Survey Results:

Show Rating based on information above:

1: Not Preferred for CPOS to produce

10 - Preferred for CPOS to produce

1	2	3	4	5	6	7	8	9	10
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PROPOSED PRODUCTION EXPENSE WORKSHEET – PITCH FORM

Show _____ Director _____

~~(Costs for previous productions)~~

Royalties, Script Cost \$ _____ (Musicals \$3,500 – 5,500 – Plays \$500 – \$800)

Facility Rental \$ _____ (High Schools \$4,700 – 7,300)

Custodian & Security \$ _____ (High Schools \$500 – \$1000)

Orchestra \$ _____ (\$3,500 – \$9,000)*

Set \$ _____ (Musical \$2,500 – \$3,500 Play \$500 – \$1,000)

Costumes \$ _____ (\$250 – \$1,500)

Props \$ _____ (\$150 – \$1,000)

Lighting \$ _____ (\$60 – \$500)

Sound \$ _____ (\$50 – \$500)

Make-up \$ _____ (\$50 – \$100)

Special Effects \$ _____ (\$0 – \$5,000)**

Cast Party \$ _____ (\$350 – \$700)

Gifts \$ _____ (\$120 – \$360)

TOTAL EXPENSES \$ _____

PRODUCTION STAFF

Musical Director: _____

Producer: _____

Choreographer: _____

Stage Manager: _____

Costumes: _____

Sound: _____

Lighting: _____

Cast (size and make-up): _____

Set Description: _____

Technical Demands: _____

Preferred Venue: _____

*Based on size at \$300 per orchestra member plus rehearsal pianist

**Flying, fog, projections, etc.

Article D
Memo Template to present to Board

Memo

To: Board of Directors, Community Players of Salisbury
From: [Name], Chair, Production Committee
CC: Members of the Production Committee: [List member names]
Date: March [date, year]
Re: Recommendation for 20xx-20xx Season

The Production Committee reviewed a total of [#] submissions for possible inclusion in next year's season. Those submissions were as follows:

Musicals:

Plays:

~~Dramas:~~

~~Comedies:~~

The Production Committee used the following criteria for determining a well rounded and effective season:

- Technical Demands
- Financial Demands
- Audience Appeal and Name Recognition
- Content of show
- Acting, Singing, and Dance abilities
- Diversity in casting opportunities

- Survey Results

Based on those criteria, the Production Committee recommends the following slate for the next season:

November [Show] —directed by [Name]
~~January~~ February [Show] —directed by [Name]
April [Show] —directed by [Name]
June [Show] —directed by [Name]

[Personal Message from Committee Chairperson]

We recommend that the Board of Directors, at the April [year] meeting, conduct a vote that includes the following options. The recommended season is listed first in bold, followed by all other possible choices for each time slot in descending rank order. Rank order was decided by averaging individual committee members' ratings of each show. These show ratings were based on criteria listed above, discussions by the Committee, and various other factors to create a cohesive season.

At the April Board Meeting, board members can select one show per time slot.

November	January	April	June

[Personalized closing message from committee chair]

Article E

Board of Directors Vote for 20xx-20xx Season

Presented at April Board Meeting

Select one show per column

--	November	--	January	--	April	--	June
	Recommended		Recommended		Recommended		Recommended
	Option #2		Option #2		Option #2		Option #2
	Option #3		Option #3		Option #3		Option #3
	Option #4		Option #4		Option #4		Option #4

July 14, 2025

Darrell Mullins
Community Players of Salisbury
P.O. Box 2431
Salisbury, MD. 21802

Dear Darrell,

I am writing this letter to nominate Ken Johnson to be awarded a Lifetime Membership to Community Players of Salisbury effective September 2025.

For over forty years, Ken has dedicated his talents to Players both on and off the stage. Whether acting, directing, designing and building sets or designing and running lighting or serving on the board, he has become a cornerstone of the organization. I don't know of anyone has put in more hours and hard work to enhance the quality and professionalism of Community Players.

Sincerely,

Sharon A. Benchoff

Sharon A. Benchoff