

WASHINGTON AREA THEATRE COMMUNITY HONORS

Board of Directors Meeting Minutes

October 15, 2000

In attendance: John Monnett, TAP, Chair
Sue Pinkman, RCP, Secretary
Mary-Anne Sullivan, CRT
Don Wilson, PWLT, adjudication coordinator
Bob Bartlett, HBP, Treasurer
Judy Mayer, MP
Brian Moore, PTP

New members: Charles Salus, Great Falls Players
Tracey Robinson, Great Falls Players

Absent Todd Huse, Elden Street
O'Malley Pitcher, LTA
representative from Tapestry Theatre

The meeting was called to order at 4:25pm and the minutes from August 13, 2000 were approved. Bob Bartlett is continuing the search for the November 1999 minutes.

It was noted that new members from St. Marks' Players, Silver Spring Stage, and Cedar Lane Stage did not attend. John Monnett will call again to confirm they are "on-board". We welcomed new members Charles Salus and Tracey Robinson from the Great Falls Players. It was determined that the Rhapsodic Theatre group needs to complete one more year (second season) before reapplying for membership.

The report from the Treasurer (Bob Bartlett) is that there is still a \$1000 balance in the account, but he expected to reimburse Don Wilson for his expenses. Bob also supplied two sets of Articles of Incorporation (one each for Virginia and Maryland). He will submit forms, and it will take several weeks for process. The tax-I.D. number will be supplied via e-mail.

Publicity / Marketing

Brian Moore reported that he has sent news releases to the Washington Post, The Washington Time, the City Paper, and the Blade. The Editor of the Metro Section of the Washington Post is interested in WATCH and will try to have our release printed the first week of November. Brian will follow-up in January to promote interest in the awards banquet and the second season. He is also going to pursue the "About Town" TV show that gives theatrical reviews. Brian will provide a generic release to each representative so we can tailor it for our local papers. Each rep will be responsible for their local press releases.

Awards Ceremony / March 2001

After a brief discussion of the awards program to the new members, the committee reported they had not been able to meet prior to the Oct. 15 meeting, but Mary Anne and Sue promised to contact Todd and O'Malley to arrange a meeting ASAP (definitely prior to the November meeting), as well as contact the Birchmere to confirm the reservation date and determine how much deposit money is needed. Each rep should start talking up the Awards ceremony and place notices in their newsletters so that everyone has plenty of advance notice. Other items to be discussed within the committee are the "MC", photos or slides to be used, type of entertainment, and the possibility of getting COMCAST or other cable TV station to televise. John Monnett and Sue Pinkman both brought examples of acrylic awards their respective groups had used. They will get some pricing information.

Adjudication Issues / Second Season Matrix

After a brief discussion of the current adjudication process (for the newcomers), John provided several sample scenarios, based on the projected 62 shows from the 13 member groups. (Four new groups, minus Tapestry). The new member groups will be producing shows as follows: Silver Spring Stage, 7; Great Falls Players, 3; Cedar Lane Stage, 3; St. Mark's Players, 3. Current member Hard Bargain will be producing 6 shows instead of 7 next year.

Discussion ensued regarding the number of adjudicators each group could provide. In order to maintain the 10 votes per show, which the majority of the board felt was very important, it was agreed that each group would provide 5 adjudicators with 2 or 3 alternates (which is one more than was provided the first year). This should work out to 10 viewings per judge (2 fewer than last year), and if the alternates are used generously, the number of viewings could be even less. Geographic

location will be taken into consideration and returning adjudicators will have first choice of schedule selection (i.e. Judge #1, 2, etc.).

It was repeated that adjudicators should make their reservations early, and NOT wait until the night of the show to inform the box office they are attending. Many groups have small houses, or sell-out performances, and it becomes very difficult to accommodate judges at the last minute. It was also suggested that each group would re-address their individual box offices and iron out any problems (if any) that have occurred during the first season.

The subject of companion comps was revisited, and it was suggested that each group that is NOT providing companion comps please take the issue back to their respective boards, and at least try to get a reduced rate for the companion ticket.

Report, Adjudication Coordinator

Don Wilson did not have any new information regarding the ballots, and reiterated that it has been difficult communicating with Ken Kavanaugh. However, he assured us he did not think there were any problems. He will try to reach Ken, and will inform the board members accordingly, however, the board should be seeking a new accountant for next season. It was announced that the position of Adjudication Coordinator is also open for next year. Don is more than willing to train a new volunteer.

Training Dates for New Adjudicators

Sue confirmed that Monday evening, November 27 was the date of the training session at the Reston Community Players rehearsal hall.

O'Malley needs to confirm the date for the session at Alexandria so the members can be notified by e-mail as soon as possible.

It was determined that the training was optional for returning adjudicators, as there is not a lot of new information going out, however it will be easier to distribute their packets (including maps and ballots), if they attend.

The New Matrix

John Monnett will contact John Downing regarding the new adjudicator's matrix for the second season. Each member group needs to provide John Monnett with the performance dates of their next season. The materials needed prior to the training sessions are:

- approximately 65 flyers or season ticket brochures
- 65 maps and / or directions to their theatre

The next WATCH meeting will take place on **Sunday, November 12 @ 4pm in Reston;**

It was mentioned that attendance by the new members should be mandatory for next meeting, prior to the training sessions.

The meeting was adjourned at 6:00 pm

Respectfully submitted,

Sue Pinkman
Secretary, Washington Area Theatre Community Honors