

**Washington Area Theatre Community Honors
Meeting
Thursday, December 9, 1999**

MINUTES

The meeting was called to order at 7:57 p.m. in the office of the Reston Community Players facility in Reston, VA. Present at the meeting were: Brian Moore, Port Tobacco Players; Judy Mayer, Montgomery Playhouse; Al Edick, Little Theatre of Alexandria; Mary-Anne Sullivan, Castaways Repertory; John Monnett, The Arlington Players; Sue Pinkman, Reston Community Players; Don Wilson, Prince William Little Theatre; Todd Huse, Elden Street Players. Absent were: Eleanore Tapscott, Tapestry Theatre Co., Bob Bartlett, Hard Bargain Players

First order of business was to postpone approval of the minutes from the prior meeting.

Members (Reps) proceeded to voice their general comments on the two judges training sessions that took place on November 30 and December 5. All agreed both meetings were very successful and many pertinent questions were raised by the adjudicators, some of which were answered at the meetings. Other questions were worthy of discussion by the Reps who will subsequently pass along the information to the adjudicators in written or verbal form.

It was suggested that based on the adjudicators' sign-up sheet that was passed around at the meetings, we make a "directory" and have it available, at least for the Reps.

The "7 key points of a WATCH Adjudicator" (one of the handouts) was revised and renumbered. It is now "8 Key Points – Performance of Duties", and will be redistributed to the adjudicators. (*Attachment A*)

Sue Pinkman and Don Wilson both provided "draft" ballots, with some changes made based on suggestions by the adjudicators. The ballot was discussed in detail, and will be re-drafted by Sue, and approved by Reps via e-mail. The ballot will then be distributed in the judges packets, prior to January 7. (*Attachment B*)

It was agreed that each Rep will keep programs of their productions, and give them to Don Wilson (adjudication coordinator) at the WATCH quarterly meetings. The programs will be kept for archival / reference purposes in the event clarification is needed by the accounting firm, or the adjudication coordinator.

The scoring system was discussed in detail, with the following changes:

N/S – "Not Scored" – has been eliminated

N/A – "Not Applicable" will apply ONLY to the Technical awards.

N/I – "Not Identifiable" will apply ONLY to the acting awards (i.e. a chorus member is listed with a character name, but there is no way to distinguish that character during the course of the show).

Further explanation (by Todd Huse) of the scoring system, and the procedures for tie-breaking are included in *Attachment C*.

It was suggested that the judges may be surveyed at the end of the year, but this issue will be discussed at a later date.

Mary Anne Sullivan created a very comprehensive brochure, *WATCH Adjudication Information*. The brochure will include a listing of the WATCH Charter Members, the mission statement from the bylaws, an overview, a checklist, and the 8 Key Points – Performance of Duties. It was agreed that it will be a valuable tool for recruiting judges in future seasons. When completed, it will be included in the materials sent to the current judges. *Attachment D*.

It was decided that ballots will NOT be E-mailed this year, but a program may be developed for the second season where the entire adjudication process can be streamlined through the webpage. Todd Huse will keep the group informed.

Don Wilson will not be available for 2 weeks around the Christmas holiday (but will be back before the first show on January 7). Sue Pinkman volunteered to be a back-up, should an adjudicator need information.

Al Edick reported that the contact at Deloitte & Touche is Ken Cavanaugh. The Reps received the following information:

Mr. Ken Cavanaugh
703-247-3788 (work – in Clarendon)
540-349-7753 (home, Warrenton)
Email: ken_cavanaugh@hotmail.com
Home address: 5214 Swain Drive, Warrenton, VA 20187

The ballots will be mailed to Cavanaugh's home address. It was agreed that Don would try to meet with Ken prior to January 1, so that when Ken starts receiving completed ballots he will not have difficulty deciphering the information.

Al Edick reported that his contact, Brad Hathaway, at the Alexandria Gazette packet, will be publicizing WATCH, and an article will appear on the website www.theatre.com. Discussion followed regarding local publicity. Sue Pinkman said she would contact the local Reston/Herndon newspapers on behalf of RCP & Elden Street (and WATCH), because they have developed a good relationship with those publications. It was also suggested that press releases be made available to each Rep so they can continue to pursue publicity opportunities.

It was agreed that all the Reps should start approaching corporate contacts to sponsor the first WATCH awards ceremony. Several different locations/ formats / price ranges were discussed. The Reps agreed that at a future date other volunteers can be brought in to assist with this event.

There being no further discussion, the meeting was adjourned at 10:30pm.

The next meeting is scheduled for Sunday, February 13 at 4:00pm at the Reston Community Players facility.

Respectfully submitted,
Sue Pinkman
for
Eleanore Tapscott, Secretary

**PERFORMANCE OF DUTIES
WATCH ADJUDICATOR
KEY POINTS**

1. You will view each production as a stand-alone production, rated according to the merits of that individual piece and not compared to/with other past/current productions of the same piece and/or other productions being judged by a single adjudicator.
2. Your personal likes/dislikes should not affect scores. An adjudicator's judgment will be fair and unbiased (without regard to an individual theater group, cast member(s), crew and/or script) AND based upon the WATCH criteria.
3. Numeric scores will be kept in confidence. Adjudicators should maintain an appropriate level of discretion in discussing their personal opinions about the shows they have scored.
4. Please promptly complete and send in the balloting envelope for one production prior to judging the next. Adjudicators are encouraged to mail ballots within two days of having seen a performance. Judges not returning ballots will be contacted for each production after 10 days from the close of that production.
5. You will not judge a show from your "home" group, or a show from any other group in which you are participating in any way (acting, designing, tech, etc.) Adjudicators who are currently Board members of a group may not judge a production from that group and must send an alternate.
6. You should immediately contact your WATCH Representative who will contact the Adjudication Coordinator regarding any changes in your schedules, or your inability to complete your year's tenure as an adjudicator.
7. Please do not make reservations to view a show on closing night. Productions should be adjudicated prior to the closing night show performance to allow time to schedule an alternate should that become necessary.
8. You are encouraged to familiarize yourself with all the scripts you will be judging.

ATTACHMENT B

BALLOT

ATTACHMENT C

Tie-Breaking / Definitions

ATTACHMENT D

Brochure