

WASHINGTON AREA THEATRE COMMUNITY HONORS

Board of Directors Meeting Minutes

February 11, 2001, 5:00 pm

Reston, VA

Attending: John Monnett (TAP)
Bob Bartlett (HBP)
Todd Huse (ESP)
Judy Mayer (MP)
Sue Pinkman (RCP)
Mary-Anne Sullivan (CR)
Don Wilson (PWLT)
Tracey & Charlie Salus (GFP)

Missing: LTA, Silver Spring, St. Marks, Port Tobacco, Tapestry

Guest: Christopher Dykton, Entertainment Coordinator for WATCH program.

Approval of 11/21/00 minutes were tabled since copies of the minutes were not available at the time.

Treasurer's Report: Bob Bartlett has the application for the articles of incorporation for Wash, D.C. (in addition to MD and VA); which is needed due to our D.C. members in the organization. He has the 501c-3 forms, but will wait to apply for that status until the incorporation articles come back from all areas. It was mentioned that taxes will have to be done for 2000, but he would like to have the 501c-3 status approved first before filing. Member groups paid their dues (\$50) at the table or before hand. Members who have not paid so far: SSS, LTA, PTP, Tapestry, St. Marks, PWLT. Bob will send an email reminder.

AWARDS

Todd Huse showed a sample of the WATCH Trophy with tape over the name since it was an actual award. The trophies will include the following printing: Category name, Recipient name, Character portrayed (if involved), Name of Show, Company, Year 2000. Trophy includes box and optional rubber feet the recipient can put on.

Todd sent out 137 cards to nominees (with John's signature) with a cover letter in a foil envelope. The cards look very professional and will make a nice keepsake.

Todd discussed the details of the actual "Envelope Please" to be used on awards evening. Presenters will be given the Black Pochette with the copies of the nominations/certificates in them. Ties in a category will each get one trophy. John Monnett added that it was a board consensus via email that multiple recipients in one category be given certificates (similar to the nomination cards Todd designed) that are suitable for framing and one trophy. Todd stated that each trophy costs \$60.15 and that any member of a multiple recipient category may purchase another trophy or the sponsoring group may wish to pick up the cost. Each rep should ask their organization if they wish to pick up extra trophies for any multiple winners they may receive in one category. Arlington Players has decided to order and pay for those trophies should that be the case and will present them in their own fashion after March 4. Todd advised that groups should consider this soon since prices will only go up after he places the bulk order.

BIRCHMERE SPACE REPORT- Todd Huse

The Birchmere has a tall Washington Monument cut-out which Todd and Hilary Dugan will decorate as the stage centerpiece. This will be placed upstage center with draped boxes around it displaying the trophies for the awards ceremony. There is a backdrop, sound system and more questions to be answered once Todd gets his info from Rick Newton (Birchmere contact).

ENTERTAINMENT

Christopher Dykton is heading up the entertainment committee and passed out schedules outlining selections to be sung from musicals *Hair*, *Funny Thing Happened...*, *Steel Pier*, *Pippin*, *A Chorus Line*. Also included were rehearsal schedule and checklist of performers.

Chris reported he had a great response from original casts and was able to obtain the original accompanists to play the evening of the awards. They will be using a piano with probably two other musicians. Forty-three people are involved in the casts and musicians for the musical numbers. He gave approximate running times for each of the numbers. Chris has secured the services of Terry Carnahan and Lou Timmons as stage managers. They are not associated with WATCH or any nominated shows. The board thanked Chris for his spearheading the entertainment project.

Todd and John mentioned we will need stair units since the stage is 30 inches high. Stair unit center and two on the sides would be preferable. Sue Pinkman added that RCP has some stair units. John Monnett volunteered lumber from TAP to use for rails on the stairs. Todd reported the ceremony will bring in TAP's body mikes and that the lighting cues should be fairly simple -- up and down. We have the space at 2 pm on Sunday, 4 March for performers and helpers to arrive and set up.

Sue Pinkman reported that Mary Yee was budgeted \$50 to do the display table in the front room of the Birchmere. Mary will be putting together two long tables that should allow a certain amount of space for each of the member groups (including new members) to put up a collage type of display of programs, photos, flyers, and props/costumes. Thank you's to Mary Yee for taking on this project. Sue also mentioned there would be room on the tables for each group to bring in current and upcoming season brochures and organizational literature. REPS are encouraged to bring those items with them early to place on the tables the afternoon of the event.

CEREMONY:

There was a long discussion about the order of the awards ceremony and whether it should be scripted or non-scripted. Mary-Anne Sullivan reported she had sent out a proposed draft to the entertainment committee for commentary, but had received only one response from John Monnett who sent in an alternate proposal. MA typed up John's proposal into a longer numbered order that included emcee introductions. Todd Huse suggested he not present but allow members from his group to present an award group in order to sell more tickets to the event. The group discussed options and decided that a member group who wished to use non-board members to present an awards group would be allowed to do so. Sue Pinkman suggested that as the Board Reps came up to present, they could introduce themselves and give a "PSA" about their organization. In order to keep the reps from spending too much time on "PR" while they are at the podium and not to distract from the awards, the board decided to intersperse PSA's on each group to be done by the emcee throughout the evening as the presenters approach the podium. **Each WATCH rep was asked to prepare a short PSA (Public Service Announcement) about their organization.**

It was discussed whether the reps/presenters would prepare something or just read the nominees or go extemporare. Judy Mayer said she preferred scripted things. Todd showed the script he prepared for the nomination announcements and it was decided that it would be interesting if something was said about each of the productions during the course of the evening. These could be read by the presenters. Presenters would be encouraged to take their page from Todd before the ceremony begins to look be familiar with it. This is not specifically "scripted" but will help to provide something anecdotal about each production. Each Rep is to prepare a TWO Sentence anecdote or factual thing or plot summary on each of their group's productions which are to be sent to Mary-Anne to coordinate. She will then compile the show sentences and the PSA's and assign presenters to the different awards groups (as mentioned, the group agreed that a presenter should not be reading nominations and presenting the award to people from their own groups if possible). Mary-Anne will send in this info to TODD who will put in the book. The group agreed to honor Al Edick with being the presenter of the last two awards.

Ticket sales are going well (over 100 sold).

PR - *The Review* had an article about the nomination ceremony in the February issue which nicely mentioned all the groups. The Birchmere is linked to the POST, so that will add publicity.

Next board meeting will be 4:00pm, at RCP, 6 May 2001.

Respectfully submitted,

Sue Pinkman

Based on notes by Mary Anne Sullivan