

Community Players of Salisbury

Monthly Meeting Agenda

March 4, 2026

Call to Order

Approval of February 4, 2026 Meeting Minutes

Treasurer's Report

President's Report

Committee Reports

- Concessions: Brenda Allen
- Costume Committee*: Lynne Bratten
 - *Needs to be approved as a formal committee
- Facilities Management: Ken Johnson
- Fundraising: Matt Bogdan
- Grants: Matt Bogdan
- Historical: Bonnie Bosies
- Hospitality: Rusty Mumford
- House: Betsy Metzger
- Lifetime Achievement Award: Sharon Benchoff
- Marketing:
- Membership: Melissa Dasher
- Nominating: Sharon Benchoff
- Patrons: Kel Nagel
- Performance Space: Kel Nagel
- Production: Kyle Hayes
- Program/Program Advertising
- Publicity: Pete Cuesta
- Scholarship: Lynne Bratten
- Tickets/Season Tickets/Box Office: Rusty Mumford
- Social Media: Cass Dasher/Mary Cathell

Old Business

- Code of Conduct: Sharon Benchoff
- Committee Structure-Rusty Mumford

- Website: Darrell Mulins
- Capital Campaign: Kel Nagel
- Production Committee Changes

New Business

- Official Communication Channels: Darrell Mullins
- America's 250th Birthday Fundraiser: Matt Bogdan
- New Handrails: David Allen
- Optimist Club Event: Lynne Bratten

Adjournment

Committee Reports for March 4, 2026

Concessions - Brenda Allen No Report

Costumes – Lynne Bratten No Report

Facilities Management - Ken Johnson No Report

Fundraising - Matt Bogdan

1. The 50/50 raffle and beer/wine sales held at the Misery performances in February raised approximately \$1000. The raffle and beer/wine sales will be held at Old Ham performances in April.
2. Our second annual Spring Craft and Vendor Fair will be held Saturday, March 28, from 10 a.m. to 3 p.m. at Community Players' Theater. Admission is free. Come and support the vendors and crafters and take part in the chance and silent auctions. If you would like to be a vendor or crafter at this event, contact Wendy Stever at wendystever@gmail.com.
3. An electronic vote was held and approval was given to hold the Community Players' Friendly Feud Fundraiser to be held April 23-26 at Community Players' Theater. Sixteen teams will compete for the grand prize of \$500, with a second-place prize of \$250. Each team will consist of five members (friends, family, coworkers), answering survey questions with the aim of scoring more points than the other team. The first set of eight teams will battle it out on Thursday, April 23, from 7 to 10 p.m., and the second set of eight teams will battle it out on Friday, April 24, from 7 to 10 p.m. Winners advance to play on Saturday, April 25, from 7 to 10 p.m. Saturday winners advance to the semifinals and finals, to be held on Sunday, April 26, from 2 to 4 p.m. Cost of registration is \$100 per team. If you do not want to enter a team but would like to watch the teams battle it out, admission is \$10 at the door. Matt Bogdan is the coordinator of this fundraiser which will not interfere with 1776. Sharon Benchoff, director of 1776, has given her approval.
4. The Wicomico Historical Society has asked Players to host a program that celebrates America's 250th birthday with a mixture of famous speeches, videos, stories, skits, and music. It will be in two acts (approximately 90 minutes, including a 15-minute intermission). Matt Bogdan will develop and coordinate the program, with help from the fundraising committee and anyone else who would like to help. Auditions will be held for anyone who is interested in performing. The program will be held on June 26 and June 27 at 7:30 p.m. and June 28 at 2 p.m. at Community Players' Theater. Admission will be free; donations will be accepted. The Wicomico Historical Society will make a generous donation of \$1000 to the Players for hosting the event and will cover costs of publicity up to \$500. No royalties are required, since all works to be presented will be in the public domain. The stage will include a screen, as well as podiums on either side of the screen. The theater will be decorated with patriotic pieces, which we already have. The program will not interfere in any way with the production of 1776 or the children's theater workshop. The board needs to vote on whether or not to hold this fundraiser.
5. A musical revue will be held in August under the coordination of Rusty Mumford. Exact dates will be announced soon. The board has already approved this fundraiser.
6. A stage adaptation of *The Great Gatsby*, under the direction of Matt Bogdan, will be held in September. Tentative dates are September 11-13. The board has already approved this fundraiser.
7. A tentative fundraiser in October is a program based on Eastern Shore folklore. Matt Bogdan is exploring a grant from Beach to Bay Heritage Area to support this program.

Grants - Matt Bogdan

1. Efforts are being made to raise funds for the \$150,000 Challenge Grant from the Richard A. Henson Foundation so that Players can complete renovations on the Community Players' Theater. Renovations include installing handicapped bathrooms, dressing rooms, and costume storage. Some of the efforts to raise these funds include promotion of the campaign in the Misery program. Kel Nagel, Capital Campaign Chairperson, spoke to various Misery audience members about the campaign and handed out brochures about

the campaign. A donation button toward the campaign is now on our website. Letters requesting donations to the campaign have been distributed. An appeal to the Salisbury Chamber of Commerce (of which we are a member) to help with the campaign is underway.

2. The Maryland State Arts Council denied our request for \$224,000 to fund the renovations to our theater.

3. The Maryland State Arts Council sent a Grants for Organization panelist to observe our performance of Misery. The panelist also toured the building and spoke to several members of our organization. This observation was part of the grants' process for the 2027 GFO grant. No report from the Maryland State Arts Council has been received regarding the panelist's observation.

4. The Community Foundation of the Eastern Shore denied our request for \$6000 to fund the orchestra for 1776.

5. A request for \$2500 has been made to The Community Foundation of the Eastern Shore to help pay for the stipends for camp counselors for summer Children's Theater Workshops.

6. An application for a grant of \$5000 will be submitted to Beach to Bay Heritage Area in May to support a program about Eastern Shore folklore.

Historical - Bonnie Bosies No Report

Hospitality - Rusty Mumford No Report

House - Betsy Metzger No Report

Lifetime Achievement Awards – Sharon Benchoff No Report

Marketing - No Report

Membership - Melissa Dasher

Nothing new to report

Nominating - Sharon Benchoff Nothing to report

Patrons - Kel Nagel No Report

Performance Space - Kel Nagel No Report

Production – Kyle Hayes

The production committee has concluded their work and presents their suggested 2026-2027 slate at this meeting. A very special thanks to all of the committee volunteers who made for a smooth and fun experience.

Program / Program Advertising - Tom Robinson No Report

Publicity – Pete Cuesta

Billboards, and yard signs are underway for "Old Ham's".

Scholarship - Lynne Bratten No Report

Season Tickets & Box Office - Rusty Mumford No Report

Social Media – Cass Dasher & Mary Cathell No Report

community players

3 messages

kel nagel <kelnagel@yahoo.com> Mon, Feb 16, 2026 at 5:11 PM
Reply-To: kel nagel <kelnagel@yahoo.com>
To: "stacey@hensonfnd.org" <stacey@hensonfnd.org>
Cc: Darrell Mullins <dgmullins58@gmail.com>, Matt8 Bogdan <oceancityhappyme@aol.com>, charlie linton <charlielinton@yahoo.com>, "kylehayesms@gmail.com" <kylehayesms@gmail.com>, tom robinson <tomchicken@aol.com>

Hi, Stacey,

I hope you are enjoying President's Day.

I have a quick question about qualifying monies for our challenge grant. While we have directly deposited over 32 thousand dollars to the Community Foundation since November, we have used some of our income for capital construction over that time period. Most of this has been on lighting, but also some construction work in the sweating area, etc. I am not counting any expenditures for set construction or other show related expenses.

If you will remember, you said that we will not get any money from the grant until our total challenge off \$150,000 is reached, in cash as opposed to pledges, and, in your words, "in the bank."

My question is whether we can count capital expenses paid out of our building fund as eligible for matching, if we can demonstrate that they were not made from loans, etc.? If not, we would have to suspend all construction until we reached our goal, had the money in the CFES account, and received the grant money. This would be difficult, since we are building the theater while using it.

Please let me know what you think.

Kel

Stacey McMichael <stacey@hensonfnd.org> Wed, Feb 18, 2026 at 11:27 AM
To: kel nagel <kelnagel@yahoo.com>
Cc: Darrell Mullins <dgmullins58@gmail.com>, Matt8 Bogdan <oceancityhappyme@aol.com>, charlie linton <charlielinton@yahoo.com>, "kylehayesms@gmail.com" <kylehayesms@gmail.com>, tom robinson <tomchicken@aol.com>

Kel,

Accounting and bookkeeping can be tricky in matching requirements. I do not want to see a complicated statement when you are ready to request our matching funds. I recommend not moving money into the capital campaign account that you need for performance related, operational needs. This should all come from the operating account. I am concerned that your campaign has not been incentivized by our commitment. I recall your board approved moving over \$20,000 from one of your fall performances but if you have only raised \$32,000 clearly your campaign is not going well. It is not our intention to simply match proceeds from performances as capital campaign donations. That is not conducting a capital campaign. These donations should be corporate, foundations and individual donor based.

Our grant was intended to assist you in completing the nonperformance areas of the facility. Most of the outstanding work was for the 2nd floor, bathrooms and some renovation of the current costume rooms, front desk area and performer waiting area next to the stage. When I look at any expenditures from Nov. 2025 (CFES capital campaign account) until you have met the required \$150,000 threshold, I will be looking for those types of investments for expense approval. I have expectations that the balance of the account will be close to the \$150,000 in the bank, as I stated in the approval notice.

If your plan has changed, we need to discuss it.

Stacey



Stacey B. McMichael
Executive Director,
Richard A. Henson Foundation, Inc.
Phone: 410-742-7057
Email: stacey@hensonfd.org
200 West Main Street
Salisbury, MD 21801t
www.richardhensonfoundation.org

[Quoted text hidden]

Kyle Hayes <kylehayesms@gmail.com>
To: Darrell Mullins <dgmullins58@gmail.com>

Wed, Feb 18, 2026 at 5:17 PM

Seems like a strong agenda item for March. If I'm reading this correctly, they want donations to be considered and not simply fundraising for the \$150,000.

Kyle

[Quoted text hidden]

Community Players of Salisbury Production Committee Guidelines
Established August 2021
Modified February 2026

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 the 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 venues, or otherwise are to be reviewed and voted on by a 'Special Productions Committee'.*

Schedule of Production Committee processes is as follows:

Production Committee to be formed by October by Chairperson

Show Submissions open: October 1

Show Submission close: 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 and expense forms (Article A). Shows may be submitted with or without a director interested and forms should contain as much information as possible at the time of submission. Forms are to be returned to the Production Committee Chairperson by November 30.

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 scripts are available.

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 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 recommend 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. 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 primary place for discussion, questions and comments among the Board of Directors and potential directors. Board attendance is highly recommended 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:

<u>November</u>	<u>January</u>	<u>April</u>	<u>June</u>
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

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.

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 WiHi Parkside
Bennett Other (Please List)

Cast Size: _____

PRODUCTION STAFF

Musical Director: _____

Assistant Director: _____

Producer: _____

Choreographer: _____

Set Designer: _____

Stage Manager: _____

Costumes: _____

Sound: _____

Lighting: _____

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

Article A

PROPOSED PRODUCTION EXPENSE WORKSHEET

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)
<u>TOTAL EXPENSES</u>	\$ _____	

*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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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:

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 [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
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

[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