



WILLIAMSBURG PLAYERS

ANNUAL REPORT

2011 - 2012 SEASON

Our 55th Year

Prepared for the August 5, 2012
Annual General Membership Meeting

Table of Contents

<i>Meeting Agenda</i>	<i>Page 3</i>
<i>Annual Meeting Minutes of August 2011</i>	<i>Page 4</i>
<i>Board of Director's & Staff</i>	<i>Page 5</i>
<i>Mission Statement</i>	<i>Page 5</i>
<i>Vision Statement</i>	<i>Page 6</i>
<i>President's Message</i>	<i>Page 7</i>
<i>2011-2012 Budget Report</i>	<i>Page 8</i>
<i>2012-2013 Proposed Budget</i>	<i>Page 12</i>

Annual Meeting Agenda

August 5, 2012

- Annual meeting declared open, confirm quorum is present (D. Hugh Siggins, President)
- Meeting Moderator calls for reports (Debbie Noonan, Secretary)
- Reading & Approval of August 14, 2011 Annual Meeting minutes (Debbie Noonan, Secretary)
- President's Remarks - Annual Report on the 2011-2012 Season (D. Hugh Siggins, President)
- Treasurer's Annual Financial Report for 2011–2012 Fiscal Year (Peter Natale, Treasurer)
- Special Recognitions (D. Hugh Siggins, President)
- 2012 Scholarship Award (Betsy Jo Spence, Chairperson)
- Election of the new Board of Directors (D. Hugh Siggins, President)
 - a. Brief description of organizational structure (D. Hugh Siggins, President)
 - b. Recognition of board members and whose term is up for reelection (D. Hugh Siggins, President)
 - c. Announcements of Resignations (D. Hugh Siggins, President)
 - d. Presentation of slate of nominations to the Board of Directors (Debbie Noonan, Secretary)
Kelsey Helmick, Becky Krantz, Nina Costello, Steve Olson
- Floor nominations for Board of Directors (D. Hugh Siggins, President)
- Close nominations (D. Hugh Siggins, President)
- Short Break, if required, to discuss interest offered to the organization by the nominee(s).
- Vote for slate of Nominations by membership (Debbie Noonan, Secretary)
- Presentation of the 2012-2013 Operating Budget (Peter Natale, Treasurer)
- Call for vote to approve 2012-2013 Operating Budget (D. Hugh Siggins, President)
- Update on lobby and auditorium modifications (D. Hugh Siggins, President)
- Question and Answer Session
- Adjourn Meeting (D. Hugh Siggins, President)

Board Members will remain for brief meeting to elect Executive Officers for the 2012-2013 year

WILLIAMSBURG PLAYERS ANNUAL GENERAL MEMBERSHIP MEETING

Minutes
Sunday, August 14, 2011
Clarion Hotel, Williamsburg, VA

Meeting began at 2 pm.

Present: Board of Directors: Suzanne Douglas, Peter Natale, Bob Noonan, Amy Payne, Bob Shea,
Hugh Siggins, Miguel Girona, Connie Granger, Philip Newbery
Membership attendees

Overall

- The previous month's minutes were approved. Minutes from the 2009/2010 meeting were not available.
- The President's Annual Report was presented, as were 55th season Challenges and Goals.
- The 2010/2011 annual Financial Report was presented and approved.
- 2011 Scholarship Winners were announced and presented. The names of the Scholarship winners for this season are Joey Di Pitre and Kelsey Brown.
- Volunteer and Special Recognition Awards were presented.
- Names of new staff members were presented. They are as follows:
 - Wardrobe Mistress – Jeanette Chapman
 - Scholarships – Betsy Jo Spence
 - Grants – Tina Shafer
 - Programs – Lori Okay
 - Newsletter - Tony Spunzo
 - Ad Sales – Elizabeth Morgan
- An update on theater construction was presented.

Agreements

- 1) A motion was made to revise the Slate of Revisions to the Corporate By-Laws, per the document presented by R. Shea and included in the Annual Meeting agenda. This motion was approved.
- 2) A motion was made to approve the Slate of Nominations as follows: a) reelect R. Shea and A. Payne to the Board of Directors, as their current terms are expiring b) Elect N. Christoff, D. Lasher, C. Moff, D. Noonan, and T. Spunzo to the Board of Directors, to replace outgoing/resigning board members and/or to fill board vacancies. This motion was approved.
- 3) The 2011/2012 Operating Budget was presented and approved.

The meeting adjourned at 3:07 pm

Submitted by,
Suzanne Douglas, Outgoing Secretary



2011-2012 Board of Directors

D. Hugh Siggins, President
Peter Natale, VP/Treasurer
Debbie Noonan, Secretary
Amy Payne, Production
Carol Moff, Volunteers
Miguel Girona, Facilities
Nick Christoff, Marketing
Philip Newbery, Special Projects
Don Lasher, Community Liaison
Tony Spunzo, Season Selection
Connie Granger, At Large

2011-2012 Staff

Robert Bland, Attorney
Tina Marie Shafer, Grants
Lori Okay, Show Programs
Betsy Jo Spence, Scholarships
Jeanette Chapman, Wardrobe
Steve Olson, Set Construction
Jim & Les Waldron, Premiere Night
Bob Noonan, Webmaster
Elizabeth Morgan – Playbill Advertising
Jessica Krop – Reader’s Theatre / Season Selection

MISSION STATEMENT

The Williamsburg Players is a non-profit community theatre committed to enriching and broadening the cultural life and experience of the Greater Tidewater community. Our mission is to present professional-quality theatre productions that challenge, stimulate, and entertain our audiences, patrons, and volunteers. Hands-on learning and scholarship programs provide opportunities for education, experience, personal growth, and challenge.

VISION OF THE WILLIAMSBURG PLAYERS

The vision of the Williamsburg Players is built on a foundation of always providing quality performance stage art to, for, and with the community as well as to provide a venue for the community at large to gain hands-on experience in theatre arts.

Our vision is to become a community resource that enriches all facets of the arts in the area. With the coming 56th season we intend to strengthen our community ties so that we are an integral part of the cultural, arts, entertainment, and travel opportunities for all who live in or visit the area. We will build on the existing reputation for quality theatre as we strengthen our volunteer and community-based support.

During the coming season we will continue to improve our new theater which represents a state of the art facility, providing a mix of shows that will highlight the opportunities for an expansion over what has been possible in the past.

In the coming production year we are introducing our Children's Theatre series, shows designed and presented for the Kindergarten through 5th grade age group. These presentations will not only be fun but educational and will introduce theatre to our future audience members.

Additionally, with careful planning, we will encourage other members of the arts and entertainment community to take advantage of the opportunities to likewise expand what is possible in the new theater.

With electronic ticketing, we have provided an efficient and user-friendly ticketing system that provides patron flexibility without long box office lines.

Our ultimate vision is to become a cultural arts center for the area, providing a venue for theatre, concert, and dance that surpasses anything locally available. We expect expansion to include children's theatre, governmental town meetings, dance recitals, other theatre group productions, special events and workshops. To do this we must expand our volunteer base, attracting all ages to contribute to this unique community resource.

Lastly, our vision is to justify the hard work and financial support that has been invested in the Williamsburg Players. Each volunteer and each financial supporter must see that their investment has enriched the community, paying dividends to those who follow in our footsteps.

THE PRESIDENT'S MESSAGE

Wow, what a year! From the opening of the new theater, five blockbuster shows, a new concession area and a new ticketing process, it has been very exciting. However, from the very beginning, we found problems that we did not anticipate. Some of our sight lines were blocked, patrons sitting in Row G were getting muffled sound and the fact that our steps went down instead of up, created a few spills. We want you to know that we listened to your comments and over the summer we have made some changes that we expect will be improvements.

Fiberglass panels, 2" thick, have been placed on the side and back walls to absorb sound and not allow it to bounce around. The last six rows of the center section have been raised to allow better sight lines throughout the theater, and we have identified steps with fluorescent tape to minimize mishaps. Hopefully these changes will take care of our problems. We also have remodeled the concession area, making an enclosure, similar to the old concession area. We again have an ABC license so that we have a variety of drinks and snacks for our patrons.

This meeting is to review where we have been, our plans for the future and to give our members an opportunity to ask questions of our officers and Board. We will vote on new Board members, give thanks to those leaving the Board and make some presentations. I would be remiss if I did not mention two areas of concern. First, we need to create a more robust volunteer base. We need set builders, painters, ushers, concession workers, box office staff and all the essential tasks that collectively allow us to be the Williamsburg Players that you know, love and support. I challenge each of us to recruit one new volunteer. Whatever one's talent or skills, we have a slot for you. Secondly, we have a mortgage that we want to pay back to Chesapeake Bank as soon as possible. As a non-profit organization we can take all of our excess income and place it on what we owe the bank. Hopefully, with your help, we can get this done as soon as possible. We could also use some donations that would help pay down our principal amount. Thanks to those who have already made contributions and also to those who are planning on making future contributions - we need all of you.

We have made two changes to our programming for the 2012-2013 season. We have discontinued for the time being the Readers' Theatre program and have added a Children's Theatre program. The children's program will be for those from K to 5th grade and will be held on Saturday mornings at 11:00 AM. They will be an hour in length and we hope to get our younger audience members interested in live theatre.

So ladies, gentlemen, friends and family, it has been a very good year and we anticipate that our 2012-2013 season will be even better. Our hardworking volunteers, financial supporters, casts and crews and our Board members have done themselves proud.

I thank you for being part of the Williamsburg Players family.

D. Hugh Siggins, President

2011 - 2012 Year End Budget Report

	Jul '11 - Jun 12	Budget	% of Budget	
Carryover funds from 2010-2011	\$144,800.17			
Income				
Contributed Support				
55th Season Misc. Gifts	63,978.62	30,000.00	213.26%	113% over expectations
55th Season Subscription Gifts	46,495.00	40,000.00	116.24%	16% over expectations
Corporate/Business Grants				
Corporate Premiere Openings	4,250.00	4,000.00	106.25%	
Total Corporate/Business Grants	4,250.00	4,000.00	106.25%	
Local Government Grants				
Williamsburg Area Arts Comm.	6,000.00	6,000.00	100.0%	
York County Arts Commission	800.00	1,000.00	80.0%	
Total Local Government Grants	6,800.00	7,000.00	97.14%	
Nonprofit Organization Grants				
Williamsburg Foundation	5,000.00	5,000.00	100.0%	
Total Nonprofit Organization Grants	5,000.00	5,000.00	100.0%	
Total Contributed Support	126,523.62	86,000.00	147.12%	47% over expectations
Earned Revenues				
Advertising Revenues	4,445.00	4,000.00	111.13%	
Concessions	4,914.91	3,000.00	163.83%	
Gift Certificate Sales	204.00	150.00	136.0%	
Interest Earned	242.84	500.00	48.57%	
Miscellaneous Revenue	9,111.38			Sale of Certificate of Deposit, and Royalty Refunds
Production Ticket Sales				
Ticket Sales 2011-2012				
1 - THE PRODUCERS	25,373.08	17,500.00	144.99%	
2 - TAMING OF THE SHREW	8,104.50	10,000.00	81.05%	
3 - PRIDE & PREJUDICE	17,840.00	10,000.00	178.4%	
4 - NOISES OFF	10,298.17	10,000.00	102.98%	
5 - CURTAINS	12,431.00	12,500.00	99.45%	
Total Ticket Sales 2011-2012	74,046.75	60,000.00	123.41%	23% over expectations
Total Production Ticket Sales	74,046.75	60,000.00	123.41%	
Readers Theatre	421.00	750.00	56.13%	
Rent Revenue	1,490.00	2,000.00	74.5%	
Season Subscriptions				
Total 2012-2013 Season Subscriptions	94,786.00	80,000.00	118.48%	18% over expectations
Total Earned Revenues	189,661.88	150,400.00	126.11%	26% over expectations
Fundraising				
New Chair Campaign	10,175.00	8,000.00	127.19%	
Tribute to Broadway	5,190.00	5,000.00	103.8%	
Total Fundraising	15,365.00	13,000.00	118.19%	
Total Income	331,550.50	249,400.00	132.94%	32% over expectations

Expenses

2011-2012 Capital Campaign	151.64	1,000.00	15.16%	
Administrative				
Books, Subscriptions, Software	183.96	250.00	73.58%	
Membership Dues	1,115.00	1,000.00	111.5%	
Misc. Printing & Copying	552.20	500.00	110.44%	
Office Equipment	15.23	250.00	6.09%	
Office Supplies	1,814.92	2,000.00	90.75%	
Postage, Shipping & Delivery				
Bulk Mail Expense	3,503.40	3,500.00	100.1%	
General Mailing Expense	1,055.89	500.00	211.18%	
Post Office Fees	232.00	400.00	58.0%	
Total Postage, Shipping & Delivery	4,791.29	4,400.00	108.89%	
Telephone & Telecommunications				
Internet	532.35	500.00	106.47%	
Telephone	2,834.12	2,750.00	103.06%	
Total Telephone & Telecommunications	3,366.47	3,250.00	103.58%	
Total Administrative	11,839.07	11,650.00	101.62%	1.6% over budget
Hospitality				
Bereavement	0.00	0.00	0.0%	
Concessions	2,456.57	2,500.00	98.26%	
Gifts & Plaques	335.18			
Premiere Opening				
Catering	3,799.92	4,000.00	95.0%	
Invitations	2,350.51	2,500.00	94.02%	
Supplies	1,117.30	1,000.00	111.73%	
Total Premiere Opening	7,267.73	7,500.00	96.9%	
Volunteer Development	792.00	750.00	105.6%	
Total Hospitality	10,851.48	10,750.00	100.94%	
Misc. Expenses				
Authorize.Net Online C.C.	1,115.15	1,000.00	111.52%	
Bad Debt Expense	90.00			
Chesapeake Bank C.C. Charge	7,109.38	6,000.00	118.49%	
General Expenses	82,437.08	70,000.00	117.77%	
Insurance - Non-employee	3,839.10	4,000.00	95.98%	
Production Equipment	88,439.56	75,000.00	117.92%	
Reserved Funds	0.00	25,000.00	0.0%	
Scholarships Awarded	1,500.00	1,500.00	100.0%	
Ticket Refunds	383.00	0.00	100.0%	
Ticket Turtle Online Fees	5,604.00	6,000.00	93.4%	
Total Misc. Expenses	190,517.27	188,500.00	101.07%	1% over budget
New Building Construction				
Pre-Construction Expenses				
Bank Fees	10.00			
Engineering Fees	43,961.02			
Total Pre-Construction Expenses	43,971.02			
Total New Building Construction	43,971.02	0.00	100.0%	Over budget due to before construction unexpected engineering fees

Occupancy Expenses				
Alarm Monitoring	224.00	225.00	99.56%	
Furniture & Fixtures	17,385.45	15,000.00	115.9%	
Maintenance				
Grounds Maintenance	2,250.00	2,000.00	112.5%	
HVAC Maintenance	775.00	750.00	103.33%	
Janitorial Services	3,661.00	3,500.00	104.6%	
Maint. Improvement & Repairs	3,262.27	3,000.00	108.74%	
Maintenance Supplies	1,438.17	1,250.00	115.05%	
Pest Control	505.60	500.00	101.12%	
Total Maintenance	11,892.04	11,000.00	108.11%	8% over budget
Misc. Tools & Equipment	320.75	500.00	64.15%	
Mortgage interest	69,056.98	75,000.00	92.08%	
Utilities				
Electricity	9,499.16	10,000.00	94.99%	
Oil	975.73	1,000.00	97.57%	
Waste Management	1,569.52	1,750.00	89.69%	
Water & Sewer	1,182.20	1,000.00	118.22%	
Total Utilities	13,226.61	13,750.00	96.19%	
Total Occupancy Expenses	112,105.83	115,475.00	97.08%	3% under budget
Other Personnel Expenses				
Accounting Fees	2,635.00	2,500.00	105.4%	
Engineering Fees	16,815.10	10,000.00	168.15%	
Legal Fees	100.00	500.00	20.0%	
Temporary Help - Contract	410.05	500.00	82.01%	
Total Other Personnel Expenses	19,960.15	13,500.00	147.85%	48% over budget due to after construction unexpected engineering fees
Production				
General Production Expenses				
Box Office	278.01	250.00	111.2%	
Construction	1,546.92	1,500.00	103.13%	
Costumes	217.73	250.00	87.09%	
Misc. Expenses	313.98	500.00	62.8%	
Storage Rental	1,590.56	1,500.00	106.04%	
Total General Production Expenses	3,947.20	4,000.00	98.68%	1.5% under budget
Production Expenses 2011-2012				
1 - THE PRODUCERS - PM	10,340.86	10,000.00	103.41%	
1 - THE PRODUCERS - WP	6,049.70	6,000.00	100.83%	
2 - TAMING OF THE SHREW - PM	3,678.80	5,000.00	73.58%	
2 - TAMING OF THE SHREW - WP	2,006.00	3,000.00	66.87%	
3 - PRIDE & PREJUDICE - PM	4,739.28	4,000.00	118.48%	
3 - PRIDE & PREJUDICE - WP	3,614.84	3,000.00	120.5%	
4 - NOISES OFF - PM	3,001.32	4,000.00	75.03%	
4 - NOISES OFF - WP	2,759.00	3,000.00	91.97%	
5 - CURTAINS - PM	7,050.13	7,000.00	100.72%	
5 - CURTAINS - WP	2,251.66	3,000.00	75.06%	
Total Production Expenses 2011-2012	45,491.59	48,000.00	94.77%	5% under budget
Reader's Theater				
RT Directors Expense	0.00	0.00	0.0%	
RT WP Expenses	1,846.51	1,500.00	123.1%	
Total Reader's Theater	1,846.51	1,500.00	123.1%	23% over budget
Total Production	51,285.30	53,500.00	95.86%	4% under budget

Publicity				
Advertising (Auditions/Shows)	5,642.24	6,000.00	94.04%	
Corporate Advertising (Season)	11,763.55	12,500.00	94.11%	
Total Marketing	17,405.79	18,500.00	94.09%	
Printing - Non Show Specific				
Newsletter	3,525.54	3,500.00	100.73%	
Season Brochure	5,547.47	5,000.00	110.95%	
Total Printing - Non Show Specific	9,073.01	8,500.00	106.74%	
Total Publicity	26,478.80	27,000.00	98.07%	2% under budget
Season Selection				
Season Selection-Scripts, etc	193.05	200.00	96.53%	
Total Season Selection	193.05	200.00	96.53%	
Total Expenses 2011-2012	467,353.61	421,575.00	110.86%	11% over budget
Less Total Income 2011-2012 (page 8)	331,550.50			
Year End Income vs. Expenses	- 135,803.11			
Funds Carryover from 2010-2011	+ 144,800.17			
Funds Carryover into 2012-2013	+ 8,997.06			

2012 - 2013 Proposed Budget

	Budget
Income	
Contributed Support	
56th Season Misc. Gift	30,000.00
56th Season Subscription Gifts	50,000.00
Corporate/Business Grants	
Corporate Premiere Openings	5,000.00
Total Corporate/Business Grants	5,000.00
Local Government Grants	
Williamsburg Area Arts Comm.	6,000.00
York County Arts Commission	1,000.00
Total Local Government Grants	7,000.00
Nonprofit Organization Grants	
Williamsburg Foundation	5,000.00
Total Nonprofit Organization Grants	5,000.00
Total Contributed Support	97,000.00
Earned Revenues	
Advertising Revenues	10,000.00
Concessions	4,000.00
Gift Certificate Sales	200.00
Interest Earned	500.00
Production Ticket Sales	
Ticket Sales 2012-2013	
1 - JESUS CHRIST SUPERSTAR	17,500.00
2 - THE ODD COUPLE	12,500.00
3 - I NEVER SANG FOR MY FATHER	8,000.00
4 - STEEL MAGNOLIAS	12,500.00
5 - CHICAGO	17,500.00
CHILDREN'S THEATRE	
01 - Three Little Pigs	500.00
02 - Lady of Bullyburg	500.00
03 - Amazon Adventures	500.00
04 - The Ugly Duckling	500.00
05 - The Big Dinosaur Show	500.00
Total CHILDREN'S THEATRE	2,500.00
Total Ticket Sales 2012-2013	70,500.00
Total Production Ticket Sales	75,500.00
Rent Revenue	2,000.00
Season Subscriptions	
56th Season Subscriptions	90,000.00
Total Season Subscriptions	90,000.00
Total Earned Revenues	259,500.00
Fundraising	
Bob Milne in Concert	5,000.00
New Chair Campaign	3,000.00
Total Fundraising	8,000.00
Total Income	272,500.00

Expenses

Administrative

Books, Subscriptions, Software	250.00
Membership Dues	1,200.00
Misc. Printing & Copying	750.00
Office Equipment	500.00
Office Supplies	1,500.00
Postage, Shipping & Delivery	
Bulk Mail Expense	3,000.00
General Mailing Expense	750.00
Post Office Fees	500.00
Total Postage, Shipping & Delivery	<u>4,250.00</u>
Telephone & Telecommunications	
Internet	500.00
Telephone	2,500.00
Total Telephone & Telecommunications	<u>3,000.00</u>

Total Administrative

11,450.00

Hospitality

Concessions	2,000.00
Premiere Opening	
Catering	4,000.00
Invitations	2,000.00
Supplies	1,250.00
Total Premiere Opening	<u>9,250.00</u>
Volunteer Development	750.00

Total Hospitality

10,000.00

Misc. Expenses

Authorize.Net Online C.C.	500.00
Chesapeake Bank C.C. Charge	7,500.00
General Expenses	5,000.00
Insurance - Non-employee	5,000.00
Production Equipment	5,000.00
Scholarships Awarded	2,000.00
Ticket Turtle Online Fees	8,000.00

Total Misc. Expenses

33,000.00

Occupancy Expenses

Alarm Monitoring	500.00
Furniture & Fixtures	2,500.00
Maintenance	
Grounds Maintenance	3,000.00
HVAC Maintenance	1,000.00
Janitorial Services	3,000.00
Maint. Improvement & Repairs	1,500.00
Maintenance Supplies	1,500.00
Pest Control	750.00
Total Maintenance	<u>13,750.00</u>

Misc. Tools & Equipment	1,000.00
Mortgage	21,000.00
Mortgage interest	104,000.00
Utilities	
Electricity	12,000.00
Oil	1,500.00
Waste Management	1,750.00
Water & Sewer	1,250.00
Total Utilities	<u>16,500.00</u>
Total Occupancy Expenses	156,250.00

Other Personnel Expenses	
Accounting Fees	3,000.00
Total Other Personnel Expenses	<u>3,000.00</u>

Production	
General Production Expenses	
Box Office	500.00
Construction	500.00
Costumes	250.00
Misc. Expenses	250.00
Total General Production Expenses	<u>1,500.00</u>

Production Expenses 2012-2013	
1 - Jesus Christ Superstar - PM	5,000.00
1 - Jesus Christ Superstar - WP	2,500.00
2 - The Odd Couple - PM	3,500.00
2 - The Odd Couple - WP	2,500.00
3 - I Never Sang - PM	3,500.00
3 - I Never Sang - WP	2,500.00
4 - Steel Magnolias - PM	3,500.00
4 - Steel Magnolias - WP	2,500.00
5 - Chicago - PM	5,000.00
5 - Chicago - WP	2,500.00
CHILDREN'S THEATRE	
01 - Three Little Pigs - WP	650.00
02 - Lady of Bullyburg - WP	650.00
03 - Amazon Adventures - WP	650.00
04 - The Ugly Duckling - WP	650.00
05 - The Big Dinosaur Show - WP	650.00
Total CHILDREN'S THEATRE	<u>3,250.00</u>
Total Production Expenses 2012-2013	<u>37,750.00</u>

Total Production 37,750.00

Publicity	
Marketing	
Advertising (Auditions/Shows)	5,000.00
Corporate Advertising (Season)	12,500.00
Total Marketing	<u>17,500.00</u>

Printing - Non Show Specific

Newsletter	3,000.00
Season Brochure	<u>3,000.00</u>
Total Printing - Non Show Specific	<u>6,000.00</u>

Total Publicity **23,500.00**

Season Selection	
Season Selection-Scripts, etc.	<u>250.00</u>

Total Season Selection **250.00**

Total Expense **272,200.00**