

DAS



STATE OF NEW HAMPSHIRE  
 DEPARTMENT of NATURAL and CULTURAL RESOURCES  
 STATE COUNCIL on the ARTS

105

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

December 3, 2019

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Executive Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources, Division of the Arts to award a Public Value Partnership Grant to Peterborough Players, Inc. (VC #154380), Peterborough, NH in the amount of \$13,500 to strengthen their capacity for affordable diverse arts programs to New Hampshire residents and visitors effective upon Governor and Executive Council approval through June 30, 2020. 100% General Funds

Funding is available in account, State Arts Development, as follows:

03-035-035-353510-41040000-073-500575 - Grants Non Federal

FY 2020  
\$13,500

**EXPLANATION**

Public Value Partnerships are awarded to nonprofit arts organizations, with a minimum of five years of continuous arts programming and professional staffing, to strengthen their capacity for offering affordable, diverse arts program to New Hampshire's residents and visitors. Grant categories and deadlines are advertised through the divisions' website, social media and electronic newsletters.

At a recent meeting, the NH State Art Councilors unanimously voted to accept the Arts Division's Public Value Partnership Review Panel's recommendations for the partnerships based on its funding priority ranking within a competitive review. The six-member peer panel, facilitated by an Arts Councilor, considered seventeen criteria to arrive at a consensus ranking for each application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. The evaluative criteria range from the administrative capacity of the organization, artistic quality, strategic planning, to community impact and accessibility.

The Attorney General's office has approved the agreement as to form, substance and execution.


Respectfully submitted,

  
 Sarah L. Stewart  
 Commissioner



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Peterborough Players Inc. (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

- GRANT PERIOD:** FY2020
- OBLIGATIONS OF THE GRANTEE:**
  - The Grantee agrees to accept \$13,500:00 and apply it to the program(s) described in the grant application and approved budget for **Investment in Cultural Infrastructure**. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
  - Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:
    -  Peterborough Players Inc. is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.
  - The Grantee acknowledges that the NHSCA Program Coordinator may schedule a site visit to the organization and may request a site visit from the NHSCA.
  - The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.
- PAYMENT** will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council.
- FINAL REPORT:** The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.
- SOVEREIGN IMMUNITY:** No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency  
 Signature: [Signature] Date: 12/4/19  
 Name, Title: Sarah L. Stewart  
Commissioner

APPROVED BY ATTORNEY GENERAL  
 as to form, substance and execution:  
 Signature: [Signature] Date: 12/4/2019  
 Office of Attorney General

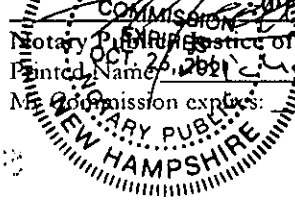
GRANTEE SIGNATURE

Org/ Name: Peterborough Players Inc.  
 Address: PO Box 118, Peterborough, NH 03458  
 Printed Name of Authorized Official for Grantee: Keith Stevens  
 Authorized Official's Signature & Title: [Signature] Date: 10/24/19

NOTARIZATION REQUIRED:  
STATE OF NEW HAMPSHIRE, COUNTY OF Hillsborough

On the 24th day of Oct. 2019 before the undersigned officer, personally appeared Keith Stevens

(Print name of person whose signature is being notarized) or satisfied the requirements by the person whose name appears above, and acknowledged that he executed this document in the capacity indicated.

Notary Public Justice of the Peace  
 Printed Name: Michael J. Atkins  
 My Commission Expires: Oct 26, 2021  


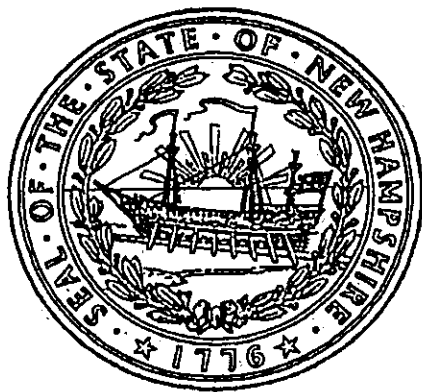
# State of New Hampshire Department of State

## CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that PETERBOROUGH PLAYERS, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 25, 1962. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 64732

Certificate Number : 0004488019



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1st day of April A.D. 2019.

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner  
Secretary of State

Board Resolution

I, Daniel Henderson hereby certify that I am duly elected Clerk/Secretary of  
(Name)

Peterborough Players I hereby certify the following is a true copy of a vote taken at  
(Name of Organization)

a meeting of the Board of Directors/shareholders, duly called and held on Oct 24, 2019  
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Keith Stevens,  
Managing Director is duly authorized to enter a  
(Name and Title) person signing grant

Contract on behalf of Peterborough Players with the  
(Name of Organization)

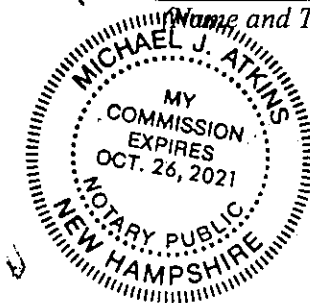
NH State Council on the Arts State of New Hampshire and further is  
(Name of State Agency)

Authorized to execute any documents which may in his/her judgment be  
desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full  
force and effect as of the Oct 24, 2019. I further certify that it is understood that the  
State of New Hampshire will rely on this certificate as evidence that the person listed above currently  
occupies the position indicated and that they have full authority to bind the corporation to the specific  
contract indicated.

DATED: Oct 24, 2019

ATTEST: Daniel Henderson  
(Name and Title) Clerk/Secretary







New Hampshire  
State Council on the Arts

## GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization Peterborough Players

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

The Peterborough Players enriches the human experience by producing quality live professional theatre, developing and training theatre artists, and offering New Hampshire a wide variety of

2. Salary of Administrator: performing arts events.

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

\$54,392

Attach the Following:

3. DUNS Number (If not provided on application) 17-164-1692
4. Resume of Administrator attached
5. Financial Statement: attached  
A one-page financial statement of your organization's most recently completed fiscal year.
6. Board of Directors: attached  
A list of the current directors and officers of your organization.  
Please do not include any personal information such as home addresses, phone numbers or emails.
7. List Geographic Areas Served by Organization attached
8. Certificate of Liability and Workers Comp Insurance with the Department of Natural & Cultural Resources as the certificate holder attached
9. Please include a copy of a current year Certificate of Good Standing. (if not provided with the application) original sent with application, copy attached  
If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.
10. Because we did not receive full funding, also enclosed is a 'Revised Budget' form.

Cover Sheet

<b>PETERBOROUGH PLAYERS</b>				
2018 ONE PAGE FINANCIAL SHEET				
12/31/18		2018	2018	
		YEAR-END	BUDGET	VARIANCE
<b>OPERATING INCOME:</b>				
EARNED INCOME		548861	560054	-11193
CONTRIBUTED INCOME		401682	349935	51747
OPERA/HD INCOME		65613	54577	11036
<b>TOTAL OPERATING INCOME:</b>		<b>1016155</b>	<b>964566</b>	<b>51589</b>
<b>OPERATING EXPENSES</b>				
PRODUCTION EXPENSES		610640	605514	5126
GENERAL AND ADMIN EXPENSES		350054	340021	10034
FUNDRAISING/AUCTION EXPENSES		24129	17813	6316
OPERA/HD EXPENSES		46131	37144	8987
<b>TOTAL OPERATING EXPENSES</b>		<b>1030966</b>	<b>1000492</b>	<b>30463</b>
<b>OPERATING SURPLUS/DEFICIT</b>		<b>-14811</b>	<b>-35926</b>	<b>21126</b>
<b>MUSICAL FUND</b>		<b>49840</b>	<b>50000</b>	<b>-160</b>
<b>NET OPERATING AFTER MUSICAL FUND</b>		<b>35029</b>	<b>14074</b>	<b>20955</b>
<b>DEPRECIATION</b>		<b>96703</b>		
<b>NET OPERATING AFTER DEPRECIATION</b>		<b>-61675</b>		
<b>INTEREST/DIVIDENDS, REALIZED/UNREALIZED GAINS</b>		<b>-7815</b>		
<b>CAPITAL/ENDOWMENT CONTRIBUTIONS</b>		<b>23625</b>		
<b>OTHER EXPENSE</b>		<b>1804</b>		
<b>TOTAL CHANGE IN NET ASSETS</b>		<b>-47669</b>		



## 2019 Board of Trustees

Trustees are elected for 3-year terms

\*= Eligible for a second 3-year term

<u>Officers</u>	<u>Term Expires</u>
President -- Jacqueline Smethurst, <i>Francestown, NH</i>	11/19 *
Vice President -- Peter Tibbetts, <i>Dublin, NH</i>	11/19
Treasurer -- Christopher Flynn, <i>Dublin, NH</i>	11/21
Secretary -- Daniel Henderson, <i>Hancock, NH</i>	11/19
 <u>Members At-Large</u>	
Michael Atkins, <i>Lyndeborough, NH</i>	11/21 *
Joseph Caracappa, <i>Sharon, NH</i>	11/21 *
Jarvis Coffin, <i>Hancock, NH</i>	11/21
Shari Gelber, <i>Rindge, NH</i>	11/20
Tori Haring-Smith, <i>Peterborough, NH</i> (Responsible for Advocacy)	11/20 *
Kathy Hatab, <i>Hancock, NH</i>	11/21 *
Maria Mead, <i>Peterborough, NH</i>	11/19 *
Felicity Pool, <i>Dublin, NH</i> (Responsible for Advocacy)	11/21 *
James Potter, <i>Jaffrey, NH</i>	11/21 *
Elizabeth Tong, <i>Jaffrey, NH</i>	11/20 *
Lulu Weathers, <i>Peterborough, NH</i> (Incorporator)	N/A
John Wilson, <i>Peterborough, NH</i>	11/19 *



## KEITH STEVENS

[REDACTED]  
Peterborough, NH 03458  
(603)630-5320(cell) (603)924-9344 (w) [REDACTED]  
kstevensnh@gmail.com or kstevens@peterboroughplayers.org

### Managing Director

1995-present

Peterborough Players, Peterborough, NH

- Managed all day-to-day and long-range operations of 86 year-old professional summer theatre operating on Council of Resident Stock Theatre (CORST) agreements with Actors' Equity and SDC, including personnel management, contracts, financial management and budgeting, community relations, marketing, development, and events
- Guided two successful \$1.2 Million capital/endowment campaigns and subsequent facility improvements, including full reconstruction of the stage in 2005-06 and construction of on-campus housing in 2012-13
- Selected summer seasons with Artistic Director
- Expanded summer season from 5 productions in 1995 to 9-10 productions annually
- Introduced 3-play winter season in 2016-17
- Introduced HD broadcasts of the Metropolitan Opera, the National Theatre, and other programs as a "second season"
- Established and directed with Artistic Director the Second Company, an intern and apprentice program and Ascending Stars, a professional/high school collaboration
- Directed 9 productions with the professional company, 13 productions with the Second Company, and 1 production with Ascending Stars
- Winner of the New Hampshire Theatre Award for Best Director of a Professional Drama/Comedy for *An Inspector Calls*
- Represented the Peterborough Players with the New Hampshire Professional Theatre Association, the New Hampshire Theatre Awards, CORST negotiating committees with Actors' Equity and SDC, and local Chambers of Commerce

### General Manager

1990-1995

Merrimack Repertory Theatre, Lowell, MA

- Handled all accounting and business management functions including budgeting, contracts, landlord relations, and housing
- Served as computer systems manager including network, ticketing, and database
- Served on LORT negotiating committees

**Community Development Director** 1989-1990  
American Stage Festival, Milford, NH

**Managing Director** 1987-1989  
Charlotte Repertory Theatre, Charlotte, NC

**Marketing and Development Director** 1985-1987  
Merrimack Repertory Theatre, Lowell, MA

**Managing Director** 1984  
Jenny Wiley Theatre, Prestonsburg, KY

## TEACHING EXPERIENCE

**Lecturer, Department of Theatre and Dance** 2007-present  
Keene State College, Keene, NH

### Courses Taught:

#### Arts Management

- 300-level survey course, part of Integrative Studies program
- Emphasis on not-for-profit institutions
- Topics include the Importance of the Arts, Mission, Budgeting and Financial Management, Personnel Management, Marketing and Social Media, Development, and Boards of Trustees
- Final project is the creation of each student's dream arts organization
- Starting in 2016-17, this course was split into two sections: Organizations and Entrepreneurship (offered fall semester) and Marketing, Development, and Communications (offered spring semester)

#### Artistic Entrepreneurs

- 300-level course, part of Integrative Studies program

#### Theatre: The Art Of Imagination

- 100-level introduction to theatre course, primarily for non-majors, part of Integrative Studies program

Directed *Church & State* (2019)

**Guest Artist, Department of Theatre and Dance** 2003, 2006, 2009  
Franklin Pierce University, Rindge, NH

Course Taught: Introduction to Theatre (2003)

Plays Directed: *Light Up The Sky* (2006), *Proof* (2009)

## EDUCATION

**MFA, Theatre/Arts Administration (Concentration in Directing)** 1985  
Virginia Tech, Blacksburg, Virginia

**BA, Theatre (Business/Marketing Capstone)** 1982  
Ohio State University, Columbus, Ohio



#### **GEOGRAPHIC AREA SERVED BY PETERBOROUGH PLAYERS**

15% of our audience comes from Peterborough, 39% from the other 39 towns in the Monadnock Region (Alstead, Antrim, Bennington, Chesterfield, Deering, Dublin, Fitzwilliam, Frankestown, Gilsum, Greenfield, Greenville, Hancock, Harrisville, Hillsborough, Hinsdale, Jaffrey, Keene, Lyndeborough, Marlborough, Marlow, Mason, Milford, Nelson, New Ipswich, Richmond, Rindge, Roxbury, Sharon, Stoddard, Sullivan, Surry, Swanzey, Temple, Troy, Walpole, Westmoreland, Wilton, Winchester, and Windsor), and 18% from throughout the rest of New Hampshire -- another 28% comes from outside the state.