

October 3, 2020

Dear Members,

**This letter serves as formal notice of the Annual Meeting of the Cape Cod Theatre Company/Harwich Junior Theatre (CCTC/HJT), to be held virtually, beginning at 12 pm (noon) on Sunday, October 18.** In addition to conducting the business of the meeting as required under our Bylaws, the meeting will feature reports from the Board of Directors and CCTC/HJT staff addressing our 2020 activities and our plans for 2021.

*Due to the pandemic and as authorized under emergency orders issued by Governor Baker, the CCTC/HJT Board of Directors has temporarily suspended several provisions in our Bylaws in order to ensure public safety and support continued operations.*

In addition to reducing the period of advance notice for the Annual Meeting from at least 30 days to at least 10 days, the Board notes the following:

- This year's meeting will be conducted virtually, via Zoom. For security purposes, log-in details will be sent in a subsequent email no later than 3 days in advance of the meeting.
- Anyone who has donated a sum of \$25.00 or more to Harwich Junior Theatre Inc. since the date of last year's meeting on August 25, 2019 is designated as a member in good standing, eligible to vote on all matters at this year's meeting, so long as you are at least 15 years of age on October 18, 2020. *If you have not yet made a donation this year but would like to attend the annual meeting as a voting member, there is still time to make your annual donation of \$25.00 dollars or more.*
- At the meeting, the Governance Committee will present the membership with nominees for election to serve on the Board for 3-year terms expiring in 2023.
- Additionally, Directors who have completed two 3-year terms and were scheduled to come off the Board this year will be nominated for election to serve for an additional 1-year term, expiring in 2021.

If you are unable to attend the Annual Meeting, you may vote by proxy. All members in good standing may authorize another member in good standing if present and 15 years of age or older, to vote by proxy on their behalf on all matters at the Annual Meeting. A Proxy Request is attached for this purpose. *Your Proxy Request form must be postmarked by Friday, October 9, 2020, and mailed to the following address:*

CCTC/HJT Proxy Request  
c/o Chris Powicki President  
Cape Cod Theatre Company / Harwich Junior Theatre  
P.O. Box 168  
West Harwich, MA 02671

Proxy requests postmarked after Friday, October 9, or those sent to another address will not be valid. You are responsible for informing the person whom you designate to vote your proxy. The designated member, if present, will be required to request a ballot on your behalf, if applicable, at the meeting.

Thank you for supporting the Cape Cod Theatre Company/Harwich Junior Theatre and we look forward to seeing you at the Annual Meeting!

Most Sincerely,  
Megan Downey  
Clerk

# Proxy Letter

Cape Cod Theatre Company / Harwich Junior Theatre  
Annual Meeting  
Sunday, October 18, 2020  
12:00PM

I, \_\_\_\_\_, will be at least 15 years of age or older on or before October 18, 2020, and am a member in good standing of the Harwich Junior Theatre for the fiscal year ending December 31, 2020. I hereby authorize \_\_\_\_\_ who is also a member in good standing of the Harwich Junior Theatre of the fiscal year ending December 31, 2020 if present and 15 years of age or older on or before October 18, 2020, to vote on my behalf at the Annual Meeting. This proxy extends to all matters that may be considered at the Annual Meeting.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**PLEASE NOTE:**

To be valid, this proxy must be postmarked by Friday, October 9, 2020 and be mailed to:

CCTC/HJT Proxy Request  
c/o Chris Powicki, President  
Cape Cod Theatre Company / Harwich Junior Theatre  
P.O. Box 168  
West Harwich, MA 02671

Proxy requests postmarked after Friday, October 9, 2020 or those sent to another address will not be valid. You are responsible for informing the person whom you designate to vote your proxy. The designated member, if present, will be required to request a ballot on your behalf at the Annual Meeting.