

July 15, 2021

Dear Members & Supporters,

**This letter serves as formal notice of the Annual Meeting of the Members of Cape Cod Theatre Company/Harwich Junior Theatre (CCTC/HJT), to be held in person at the theater at 105 Division Street in West Harwich, as well as virtually, beginning at 4 pm on Sunday, August 15, 2021.** In addition to conducting the business of the Annual Meeting as required under our Bylaws, the meeting will feature short performances and reports from the Board of Directors, CCTC/HJT staff, and students.

Please note the following:

- This year's meeting will be conducted live and in person at the theater—on the outdoor stage if weather permits—and virtually, via Zoom. For security purposes, log-in details for virtual attendees 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 CCTC/HJT since the date of last year's meeting on October 18, 2020, 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 August 15, 2021. *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 or more by visiting our **Giving** page.*
- At the meeting, the Governance Committee will present the membership with nominees for election to serve on the Board, or to continue serving on the Board, for 3-year terms expiring in 2024.

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, August 6, 2021, and mailed to the following address:*

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

Proxy requests postmarked after Friday, August 6, 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 CCTC/HJT, and we look forward to seeing you at the Annual Meeting!

Most Sincerely, Maureen Condon, Clerk

# Proxy Letter

Cape Cod Theatre Company, Home of Harwich Junior Theatre  
Annual Meeting  
Sunday, August 15, 2021  
4:00PM

I, \_\_\_\_\_, will be at least 15 years of age or older on or before August 15, 2021, and am a member in good standing of the Harwich Junior Theatre for the fiscal year ending December 31, 2021. I hereby authorize \_\_\_\_\_ who is also a member in good standing of the Harwich Junior Theatre of the fiscal year ending December 31, 2021 if present and 15 years of age or older on or before August 15, 2021, 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, August 6, 2021 and be mailed to:

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

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