

The Sudbury Savoyards Board of Trustees
Monday, August 18, 2008 – Meeting Minutes
7:30 P.M. @ SUMC (O'Reilly Room)

Attendees: Trustees: Andrea Roessler, John Gorgone, Ellen Simmons, Jon Saul, Paul Sliney, Alessandra Kingsford
Board Staff: Janice Dallas, Costume Rentals, Tom Powers, Newsletter Editor
Guests: Donna Roessler, Producer "Arsenic and Old Lace"

Meeting Called to Order at 7:31 P.M. by Ellen Simmons, Chairman

- 1) Consideration of Agenda
- 2) Secretary's Report (P.Sliney)
 - (a) General report – Voice Mail – Transferred back to Secretary from A&OL Ticket Sales. Activity - One Inquiry for Tickets to Yeomen – Returned call. One call – saw Yeomen – enjoyed the show – please ADD name to mailing list.
 - (b) Approval of July 14, 2008 Minutes – Motion to approve by Alessandra Kingsford, Second by John Gorgone - Approved
- 3) Treasurer's Report (J. Gorgone) – \$23,580.66 Current balance as of 8/18/2008, \$10,288.59 in Credits from A&OL. \$13,265.38 in Debits are \$9,235.00 LSHS Rental (Yeomen), \$2,411.83 A&OL Expenses, \$1,271.42 Newsletter, \$227.99 July 4th Float, \$119.14 Telephone and operating expenses.
- 4) Staff Reports
 - (a) Costume Rentals (J. Dallas) – Rental – Rebecca Grimes– Opera Del West costumes for "La Cenerentola" - \$37.50. Work gloves arrived in time for A&OL Strike. Leather Palm used for same, worked well, now in Stage Managers Box. Chore Gloves returned as defective.
 - (b) Equipment/Scenery Rentals (L. Martin) – No report
 - (c) Theater Liaison (E. Fell) – E-Mail Report – Working with School on A&OL invoice.
 - (d) Church Liaison (A. Kingsford) – Draft Utopia Schedule provided to Producer for consideration.
- 5) Summer Show 2008 – "Arsenic and Old Lace"
 - (a) Producers Report (D. Roessler) – Budget Report to 8-18-08 distributed, Income \$10,112.50, Expenses \$6,082.35, Proceeds \$4,030.15. We may have some additional cost once the school invoice is finalized. Ticket Sales - attendance not as high as budgeted, 313-Adult, 319-Student and Senior, 7-Arts Boston. Producer has requested Summary Reports by cast and crew. General discussion of production flow, cast, crew and technical details. Task Lists for Summer Shows were discussed along with a suggestion to consider a Tech Week Cast Responsibilities handout. Overall evaluation - the show went well, came together, and was a good experience.
- 6) "Utopia, Ltd."
 - (a) Producers Report (A. Roessler) –Recruiting in progress, additional positions filled are: Rehearsal Accompanist – Steve Malionek, Orchestra Manager – Nancy Burdine, Set Design/Choreography Shahn Knights, Graphic Design – Steve Malionek, Costume Construction Chief – Paul Moravek, Assistant Music Director - 2 candidates under consideration. Still need Tech Director, Lighting Designer, Costume Designer, and Makeup Designer. Will post a notice on Theater 411 for same.

Directors Meeting planned for 8-20-08. Calendar planned as usual, Two Ring Circus Sunday October 26, Powers House. Significant schedule overlap around audition dates with other local group's productions. Auditions to be scheduled for Sunday November 9 and Wednesday the 12th. Callbacks if needed on Thursday 13th.

(b) Goodnow Library (E. Simmons) – Inquiry for our normal Sunday Presentation of Show Highlights in January 2009.

7) Craft Fair 2008 (D. Roessler) – Still getting applications. Have 27 crafters to date of which 12 are new. Getting close to full.

8) Insurance Coverage (E. Simmons) – Coverage of Savoyard items stored at the Church such as sets, costumes, props, and lighting. Chair contacted Church and their Insurance Agent, Murphy Insurance. We may be covered under the Church Policy under "Property of Others". Coverage would reimburse us for Actual Replacement Value. We would need to work with the Church to agree on our relationship with them and a split of the \$1,000 deductible for each claim. Or we could get our own insurance.

In either case we do need an estimated replacement value of our goods.

Discussion of how to value costumes and set pieces constructed over many years, and hundreds of hours, and how would you "replace" them and the time invested.

John Gorgone agreed to coordinate the collection of estimates of the value of our goods.

9) Newsletter Costs (T. Powers) – We currently send out approximately 2,600 newsletters three times per year. Approximate cost per mailing of \$1,200 to \$1,400. The bulk of the mailing is to local cities and towns with a small percentage spread out as one or two addresses to many other locations. Approximate cost each per Newsletter is \$0.35 Printing w/insert, \$0.05 Prepare, label and deliver to Post Office. \$0.15 Postage. Discussion on ways to reduce costs.

- Reduce the number of entries on the mailing list. – Current list is approximately 60%+ patrons and not members. Reducing list would potentially reduce our publicity for shows and events.
- Change the format from 4 pages ½ fold and produce a one page double sided 8 1/2X 11 newsletter. A sample of this format was distributed and discussed.
- Reduce or eliminate inserts. Each insert page adds approximately \$200 per mailing.
- Use Postcards for some mailings with key information and references to our web site for details. Postcards could be normal small size or the larger ½ page size.

It was decided that:

- The Fall Newsletter would be One Page Double Sided and cover the Craft Fair and necessary information for Utopia Limited - Two Ring Circus and Auditions.
- Quotes will be requested from additional Mailing Services for a cost comparison.

10) Other Business –

A. Roessler reported on the disposition of two props from A&OL. The table will go to Theater III, and the Concord Players will take the couch.

T. Powers noted that the A&OL Strike was well attended; however, the cellars need significant work to organize our materials.

Future Meetings Scheduled for: - Monday September 15, and Tuesday October 7.

Motion to adjourn by Jon Saul, Second by John Gorgone
Adjourned at 9:43 P.M.

Respectfully Submitted – Paul Sliney Secretary