

**The Sudbury Savoyards Board of Trustees**  
**Tuesday, December 9, 2008 – Meeting Minutes**  
**7:30 P.M. @ SUMC (Teachers' Lounge)**

**Attendees:** Trustees: Andrea Roessler, Jon Saul, Ellen Simmons, Paul Sliney, Kirsten Chetwynd  
**Board Staff:** Ed Fell, Theatre Liaison,

Meeting Called to Order at 7:30 P.M. by Ellen Simmons, Chairman

- 1) Consideration of Agenda
  - a. Remove Insurance Coverage (Item 7) and Renumber 8 & 9
  
- 2) Secretary's Report (P.Sliney)
  - (a) General report – Voice Mail – Activity –3 dropped calls, one Cast Manager 12-8. Secretary to provide Voice Mail access information to Cast Managers. Directors Letters for Summer 2009 Show mailed December 1,
  - (b) Approval of November 18, 2008 Minutes – Revise 6 (b) to read....and are... -Motion to approve as amended by Kristen Chetwynd, Second by Andrea Roessler - Approved
  
- 3) Treasurer's Report (J. Gorgone) – E-Mail Report - \$22,465.24 Current balance as of 12/9/2008, \$347.00 in Credits- Utopia Patron \$149.00, Utopia Internal Sales, \$102.00 Lighting Rental. \$96.00. \$582.10 in Debits – major items are \$346.50 Craft Fair, plus Utopia Expenses and Telephone.
  
- 4) Staff Reports
  - (a) Costume Rentals - (J. Dallas) E-Mail Report – IN - Brown U. G&S (helmets) \$16 OUT - Harvard-Radcliffe G&S Players (Peers outfits) - MIT G&S Players (Police uniforms)
  
  - (b) Equipment/Scenery Rentals (L. Martin) – No report
  
  - (c) Theater Liaison (E. Fell) – E-mail Exchange with a School Group (Accent-Acapella) requesting theater for a Friday night during our Utopia run. Answer no. Summer Show - Working with School and two other groups looking for space to resolve date conflicts and schedule overlaps. School is looking to limit use in summer and August 3 is last day the Auditorium may be used. We are NOT to make repairs to School equipment (Lights, etc) on our own. Have the Custodians make the fix. No food in the auditorium, and we need to be sure to pickup anything leftover. Cost increase to \$45 per hour for 2009. Draft Schedule presented and discussed, with 77 hours estimated rental is \$3,465.00. Note that we Must be OUT ON TIME as this was problem with our 2008 production.  
  
Recommendation that an additional condition be placed on the Summer Show Director: to do a Show Run Time Check early in the rehearsal schedule, and then cut as needed to be Out on Time.
  
  - (d) Church Liaison - (A. Kingsford) E-Mail Report – December 13 Hawes Hall Reserved for Set Construction. Hall and Chapel reserved Saturdays January 3 through February 14, *Note: February 7 Chapel only (Hawes Hall in use by Church)*. Hall and Chapel reserved for Saturday 2-14 Put-in. Hall reserved for Strike March 1. Sunday March 22 – 1-2 PM Board Meeting O'Reilly Room, 2-5 PM Hawes Hall De-Briefing Utopia.
  
- 5) Summer Show 2009 – E. Simmons – Examples of the Directors Letter and Suggest Shows were reviewed.

6) "Utopia, Ltd."

(a) Producers Report (A. Roessler) –Cast now at 42 members. Playbill to Date Ads \$1165 and Patrons \$2404 Total \$3569. Debrief scheduled for Sunday March 22. Minor Authorization Form – revised by Ellen Simmons for content and additional information required. Form to be posted on Web Site. Show information continued to be posted on the Web Site. Updated Schedule now posted. Cast Roster in process and to be posted on the secure Cast Page. Scores – sold 54 only 1 left. Budget in process. Nancy Burdine has the majority of the Orchestra recruited. Noted that the Post Office Permit/Account needs more funds to support Returned Mail processing.

(b) Directors' Reports (E. Knights, J. Ravan) – A. Roessler reported for Directors' –. Ed Knights - show is going well.

7) Other Business – Contract for Use of Church Facilities – New requirement – Given to Andrea Roessler, should go to Church Liaison or Chair. Discussion and then passed to Chair - Ellen Simmons, for review.

8) Yeoman of Regard  
Board entered Executive Session at 8:35 PM, Closed Executive Session at 8:48 PM

Future Meetings Scheduled for: - Tuesday January 6, Tuesday February 3,  
Annual Meeting Saturday February 28, and Sunday March 22

Motion to adjourn by Andrea Roessler, Second by Kirsten Chetwynd

**Adjourned at 8:48 P.M.**

Respectfully Submitted – Paul Sliney Secretary