

**The Sudbury Savoyards Board of Trustees**  
**Tuesday, February 5, 2008 – Meeting Minutes**  
**7:30 @ SUMC (Teachers Room)**

**Attendees:** Trustees: Andrea Roessler, John Gorgone, Ellen Simmons, June McKnight, Jon Saul, Pat Kinney, Paul Sliney  
Board Staff: Ed Fell, Theatre Liaison, - Janice Dallas, Costume Rentals  
Guests: None  
Meeting Called to Order at 7:34 P.M. by Ellen Simmons Chairman

- 1) Consideration of Agenda
- 2) Secretary's Report (P.Sliney)
  - (a) General report – Voice Mail – Transferred to Ticket Sales, Minutes on the Web – Now available, two requests for access to date.
  - (b) Approval of January 8, 2008 Minutes – Motion by Jon Saul to approve with minor corrections, Second by John Gorgone - Approved
- 3) Treasurer's Report (J. Gorgone) – \$19,617.12 Current balance as of 2/5/2008, Income from Playbill Ads, Patron Donations, and Internal Sales. Expenses were Town of Sudbury School Department School Rental Deposit and SUMC Donation. Village Bank account has been closed.
- 4) Staff Reports
  - (a) Costume Rentals (J. Dallas) – 1 costume returned \$9, payment due. The Claflin Hill Music Performance Foundation, Inc – Pirates, Bobby Helmets rental \$14. Newton Country Players are looking for Ruddigore Costumes. Riverside Theatre Works– interested in Pirates costumes.  
  
Chair reported for Laurel Martin – Charlie Brown Set pieces out at Walsh Middle School – to be returned.
  - (b) Theater Liaison (E. Fell) – Yeomen School Rental – Agreements completed. Deposit submitted to the school. Reviewed and selected School Sign message that meets the limited text available.  
Summer Show – Discussion of Curtis Middle School which may be available for last weekend's in July, early August, expect to know by next Board Meeting. Air Conditioners – Budgetary quote from SpotCoolers.Com About \$1000 per weekend, Plus Electrical Work (50A Service Needed) Estimate \$3000 for the show. Consideration of other venues - Framingham Schools, new space in Framingham, other. TCAN Query in progress.  
Main Show - future pricing for High School Rental – Discussion of Sudbury School Department offer to fix the School Rental Fee for 2009 at \$13,500 and 2010 at \$14,000. Board Consensus to Accept the offer, Theater Liaison to communicate same to the School.
  - (c) Church Liaison (J. McKnight) – Scheduling issues and conflicts on use of SUMC Facilities. Published SUMC calendar does not reflect dates and events for the Savoyards that were previously scheduled. Chair to discuss with SUMC. Suggestion to add estimated number of participants to future schedule requests so alternate locations in SUMC can be considered based on group size.
- 5) Summer Show 2008 – Selection Committee report (E. Simmons) – Deferred to Executive Session.
- 6) "The Yeomen of the Guard"
  - (a) Producer's Report – (A. Roessler)  
Goodnow Library Program - Awesome – 45 attendees, received a \$75 donation

from Friends of the Library, publicity minimal.

Budget information, \$1254 for police coverage. Playbill and Patrons Income exceeds budget. At \$5,704 to date with \$2,725 in Ads and \$2,979 for patrons. 1200 Playbill Copies ordered.

Publicity - Tickets – Tickets Out to Cast, Voice Mail Transferred to K. Lague, Notice on Website, Posters, Fliers, Postcards Distributed. Arts Boston contacted on show inclusion in e-mail. 1/4 page ad swap with TCAN. 21 Press kits out to Assisted living and Retirement Facilities. The new Town Crier reporter & photograph due to Monday 2-11 rehearsal for 2-14 publication. Sent Photos and names to local papers – sample press release to cast by e-mail.

Photographer – Head Shots Done, Cast Photo \$10 each.

Sitzprobe- Site moved to Harvard – Thanks to T. Dawkins for securing location.

Show Video to be ready for March 30.

No EMACT submittal for this year.

- (b) Stage Directors Report – Paula Moravek – Chair reported for Paula, e-mail report distributed.

Blocking completed. Bows to be done week of 2-11. Full run of Acts I and II completed, satisfactory results, more work needed. Expecting first run –through at the school stage will be unsettling to all on the “real” stage.

Will work with Tech on Tech Week expectations for cast prior to distribution to the cast.

Need to meet with Makeup, and Lighting to finalize issues / concerns.

- (c) Music Directors Report - Tom Dawkins – No Report

- (d) Technical Directors Report – (T, Powers) – Chair reported for Tom, e-mail report distributed.

New Makeup Designer recruited. Attendance at Saturday Work Days Light – set and costume work progressing, more time will be needed to complete all items.

Will be ready to install but may need touch up time. R. Dallas painting scenic flats at home to help.

Tech Leaders meeting held. School schedule presented by Ed. Fell. Plans for Put in Completed. Truck to be rented, all hands call at 9:00 AM.

J. Gauntt logging stage, costume, makeup, sound, lighting crews.

Expenses to budget undefined to date – minimal submissions and no exception issues to date.

- (7) Board Election Nominating Committee (L. Martin, J Gorgone) – J Gorgone reported, Nominations slow, we have 4 openings and 2 candidates to date, looking for a slate of 6 candidates. E-mail to go out to SavMembers seeking nominations/candidates. Committee is actively soliciting members to run.

- (8) Other business –

Discussion of 2008 Chairman’s Survey – Will be conducted, S Malionek compiling draft for review.

Discussion and acceptance of a Donation of 8 Microphones by the Olsen’s valued at \$1,600.

Board Entered Executive Session at 8:47 PM, Closed Executive Session at 9:20 PM.

Future Meetings – Annual Meeting March 1 at Last Supper, March 30 (before “Yeomen of the Guard” debrief)

Motion to adjourn by Pat Kinney, second by Jon Saul - **Adjourned at 9:21 P.M.**

Respectfully Submitted – Paul Sliney Secretary