

The Sudbury Savoyards Board of Trustees
Wednesday, May 14, 2008 – Meeting Minutes
7:30 P.M. @ SUMC (O'Reilly Room)

Attendees: Trustees: Andrea Roessler, John Gorgone, Ellen Simmons, Jon Saul, Paul Sliney, Kirsten Chetwynd, Alessandra Kingsford
Board Staff: Janice Dallas, Costume Rentals,
Guests: Ron Dallas, Jim Ravan
Meeting Called to Order at 7:29 P.M. by Ellen Simmons Chairman

- 1) Consideration of Agenda
- 2) Secretary's Report (P.Sliney)
 - (a) General report – Voice Mail – Minimal Activity
 - (b) Approval of April 16, 2008 Minutes – Change John to Jon in 2(b). Motion by Alessandra Kingsford, Second by John Gorgone - Approved
- 3) Treasurer's Report (J. Gorgone) – \$31,354.64 Current balance as of 5/14/2008, \$1113.00 in Credits from Craft Fair and Costume Rentals. Debits are Yeomen Reimbursements, Costume Gloves, Scripts for A&OL, and advertising expenses. Final School rental Invoice for Yeomen not in yet.
- 4) Staff Reports
 - (a) Costume Rentals (J. Dallas) – Submitted Costume Rental Agent's Report for May 2007 to April 2008. Listing of Rentals by month, 13 to date compared to 8 in prior year. Income was \$975. Partial inventory of costume stock was recently completed. Several shows still need to be done. Ron Dallas has revised the Master Costume Inventory List. Two copies to be printed one for the Costume Rental Agent and one for the attic storage area.
IN: - Harvard Radcliffe G&S Players, Patience Uniforms & Dresses. \$183.50 + \$25 for missing item. OUT - Arden Singers Delaware, Patience Uniforms. - Weston H.S, Police Uniforms + Helmets,
 - (b) Equipment/scenery rentals (L. Martin) – No report
 - (c) Theater Liaison (E. Fell) – E-mail report Curtis School arrangements in process for A&OL.
 - (d) Church Liaison (A. Kingsford) – Chair noted our annual report to the Church was due in May/June. Chair wrote and submitted same to the Church, copy distributed.
- 5) Appointment of Board Officers/Staff, the following were confirmed.

Chairman	Ellen Simmons
Secretary	Paul Sliney
Treasurer	John Gorgone
Church Liaison	Alessandra Kingsford
Trustee	Kirsten Chetwynd
Trustee	Andrea Roessler
Trustee	Jon Saul

Database Managers	Kirsten and Brendon Chetwynd
Theater Liaison	Ed Fell
Task List Chief	Kathy Lague
Newsletter Editor	Tom Powers
Archivist	Andrea Roessler
Second Trombone	Laurel Martin
Webmaster/Listmaster	Steve Malionek
Costume Rentals	Janice Dallas
Lighting Rentals	Mike Bromberg

6) Summer Show 2008 –
 (a) Producers Report (D. Roessler) – A. Roessler reported for Producer. Arsenic & Old Lace (A&OL) – Auditions were held that last two evenings with a light turnout. Planning to cast the show by Friday with no callbacks planned. First Rehearsal is May 21 with a Theater walk through first. Recruiting - need a Stage Manager, Cast Manager. Publicity – 29 Press packages have been sent to Sr Housing and Assisted Living. Two paid ads for the Playbill to date.
 Currently no Chair as yet for the July Float. Deadline is May 15.

7) “Utopia, Ltd.”
 (a) Director interviews – Interview Dates set as June 1 and 2 Evenings at SUMC (6 PM on). Directors Invitations Sent, one reply (no) to date.

8) Attic project (A. Roessler) - Week of April 19 (School Vacation) – Started Saturday – reasonable turnout, organized hats, costumes, about ½ of attic contents inventoried. Garage sale of cleaned out items netted \$20. Belts, Boxes, bags of fabric to be done. Ron Dallas is updating the list (see Item 4a) which was last done in 2002.
 Discussion of insurance coverage for Savoyard materials (Attic – etc) at SUMC

9) Understudy proposal (J. Ravan) - Discussion of the Procedure to Ensure Performance of Critical Roles. Review by Mr. Ravan of the Procedure, goals, implementation, and execution. Extended discussion on the needs, implementation impact, and fit of the process into our productions.

The Chair and Board expressed its thanks to Mr. Ravan for the work and thought that he put into the policy and the discussion of it.

Consensus:

- The Directors have the recommendation on cast and crew replacement.
- The Producer is the final authority on same.
- The proposed Procedure could serve as a potential check list for producers.
- Full implementation would be a future consideration.

10) June contribution to UMCOR – discussion of current balance and donation amount. Motion to donate \$5,000 by K. Chetwynd, Second by A Roessler, Approved.
 Post Meeting - Church Liaison (A. Kingsford) confirmed Presentation will be on Sunday June 29 at the 9:30 service.

11) Other business –

Work Gloves for Put In – under review for cost and fit to our needs.

A Roessler reported a package and letter was received from Tom Dawkins. A letter was enclosed along with his Headshot from the Lobby Display of Yeomen.

Future Meetings Scheduled for: - Monday June 9 and Monday July 14

Motion to adjourn by John Gorgone, Second by Kirsten Chetwynd - **Adjourned at 9:23 P.M.**
Respectfully Submitted – Paul Sliney Secretary