

The Sudbury Savoyards Board of Trustees
Tuesday, October 7, 2008 – Meeting Minutes
7:30 P.M. @ E. Simmons's

Attendees: Trustees: Andrea Roessler, Ellen Simmons, Paul Sliney, Kirsten Chetwynd

Meeting Called to Order at 7:40 P.M. by Ellen Simmons, Chairman

- 1) Consideration of Agenda

- 2) Secretary's Report (P.Sliney)
 - (a) General report – Voice Mail – Activity – 1 Mailing List removal
 - (b) Approval of September 15, 2008 Minutes – Amend 4(d) from Sanctuary to Chapel.
Motion to approve as corrected by Andrea Roessler, Second by Kirsten Chetwynd - Approved

- 3) Treasurer's Report (J. Gorgone) E-Mail Report– \$21,015.51 Current balance as of 10/7/2008, \$0.00 in Credits. \$305.68 in Debits are \$207.30 A&OL Expenses, \$50.00 EMACT Membership and \$48.38 Telephone. Note that the \$21,015.51 does not include \$1,535.31 in outstanding checks for A&OL and the newsletter printing.

Additional E-Mail Report on Mailing Costs. - E-Mail sent to Tom Powers thanking him for his effort to reduce the costs of the mailing. "For the fall Sandwich Board - due to the new format, the total cost including postage was \$769.81. This is a savings of \$500 from our summer 2008 newsletter and nearly a savings of \$700 from our fall 2007 newsletter. This will result in a savings of \$1500 - \$2000 per year, which will help offset the increased costs of our productions."

- 4) Staff Reports
 - (a) Costume Rentals - (J. Dallas) E-Mail Report - One request for policemen's uniforms for MITG&SP's Pirates in December. They'll pick them up when the number of policemen is finalized.
 - (b) Equipment/Scenery Rentals (L. Martin) – No report
 - (c) Theater Liaison (E. Fell) – No report
 - (d) Church Liaison - Chair reported for (A. Kingsford) – The 2009 Savoyard Dates have been entered in the book at the Church.

- 5) Summer Show 2009 – E. Simmons offered to form a Selection Group. Discussion and consensus on using the show list from 2008 as a starting point. Note that Director Letters were sent out in late December of 2007 for our 2008 production of A&OL.

- 6) "Utopia, Ltd."
 - (a) Producers Report (A. Roessler) –Production Meeting held on September 20 with Set, Costume, Stage Directors, Make-up, and Lighting. Production Meeting held on October 6 with 18 management attendees. Walk Through held on October 3 at the School. Ephraim Herrera will be the audition pianist for November 9. Working on the 12th.

Request to put Directors cuts and changes up on Web site. Scores Pre-order on line worked well with 31 ordered. Order placed for 50 scores – 35 Spiral and 15 3 hole. Chorus CD and show shirts are in process. Makeup and Costumes are researching options.

Playbill Ad forms have been mailed. Neil McCormick is working on one Road Sign for Auditions. Family Matinee to be planned. Videographer and photographer under consideration.

(b) Directors' Reports (E. Knights, J. Ravan) – No Report

- 7) Craft Fair 2008 (D. Roessler) – A. Roessler reported - Should be a good weekend with 37 Crafters, the most ever. We will have 4 rooms due to added crafters. Neil McCormick donated hay bales and cornstalks for decorations. Coordinating groups for Bake Sale.
- 8) Insurance Coverage – Property value estimates (J. Gorgone) – No Report
- 9) Company Brochure – P. Sliney – Color Brochure samples of a Quad-Fold (8 ½ X14) and Tri-Fold (8 ½ X11) were reviewed and discussed. Consensus was the Tri-Fold was the best approach with recent show photos, brief descriptions of the Main Show, Summer Show, Craft Fair, and July Parade, along with key company selling points. Cost estimates for various quantities under 1000 were discussed. Additional quote to be obtained from our current printer Century Type. Desire is to have a finished product available for the Two Ring later this month. P. Sliney to work with A Roessler and E. Simmons on final edits for the Tri-Fold.

Addendum – Following the meeting the Tri-fold brochure content and layout was finalized. An e-mail vote was sent by the Secretary (P. Sliney) on October 14, 2008 to the Trustees. It included a PDF copy of the brochure along with cost information for various quantities and suppliers. The recommendation given was to use our current printer Century Type and to purchase a Quantity of 500 copies. The following motion was made by P. Sliney.

I move that the Board vote to proceed with the printing of 500 copies of the Company Brochure at a projected cost of \$325.00.

Second by Jon Saul on 10-14-08 along with an Aye vote.

The motion was approved by e-mail and phone vote. The order was placed with Century Type on October 20, 2008 for 500 copies. The brochures were available at the Two Ring on October 26.

- 10) Main Show Selection for 2010 – Discussion – Deferred to November Meeting.
- 11) Other Business - None

Future Meetings Scheduled for: - Tuesday November 18, and Tuesday December 9.

Motion to adjourn by Andrea Roessler, Second by Kirsten Chetwynd

Adjourned at 9:04 P.M.

Respectfully Submitted – Paul Sliney Secretary