

The Sudbury Savoyards Board of Trustees
Monday August 24, 2009 – Meeting Minutes
7:30 P.M. @ SUMC (O'Reilly Room)

Attendees: Trustees: Kirsten Chetwynd, Bill Fisher, John Gorgone, Bill Johnson, Ellen Simmons, Paul Sliney

Board Staff: Janice Dallas, Costume Rentals, Ed Fell, Theater Liaison, Andrea Roessler – 50th Anniversary Chair

Guests: Ron Dallas

Meeting Called to Order at 7:33 P.M. by Ellen Simmons, Chairman

- 1) Consideration of Agenda
- 2) Secretary's Report (P. Sliney)
 - a. General report – Voice Mail – Reset by K. Lague on August 3 to Craft Fair and Ida Auditions and returned to Secretary for monitoring. No activity. E-MACT DASH Nomination for Utopia, Limited – Selected and sent three pictures of the show to Mark Usher for use in the dinner presentation of the nominees.
 - b. Approval of July 13 Meeting Minutes - Motion to approve by John Gorgone, Second by Kirsten Chetwynd - Approved
- 3) Treasurer's Report (J. Gorgone) - \$22,589.99 Current balance as of 08/24/2009, \$7,769.51 in Credits are Our Town Tickets \$6,716.51, Concessions \$492.00, Patrons \$200.00, Lobby Shoppe \$122.00 remainder Our Town Donations, T-Shirts, Scripts. Also Craft Fair \$85.00, and Costumes \$30.00. \$2,296.33 in Debits – Newsletter \$969.08, July 4 Parade \$142.65, Telephone \$43.56 Remainder Our Town expenses. Note - Outstanding checks amount to \$2,403.00 - Sudbury Public Schools \$2,345.00 and Our Town supplies \$58.00.
- 4) Staff Reports
 - (a) Costume Rentals - (J. Dallas) – No activity
 - (b) Equipment/Scenery Rentals (L. Martin) — E-Mail Report - Upcoming fall rental of Charlie Brown set pieces to the Framingham High School.
 - (c) Theater Liaison (E. Fell) – Our Town – No problems reported to us by the school for our production. Princess Ida – dates were submitted and have been penciled in. Fee stands at \$14,000 per prior agreement. New Light and Sound Boards at LSRHS. Liaison has a copy of the manuals for our technical staff to review.
 - (d) Church Liaison - (B. Johnson) – SUMC is installing new exterior door locks at the church. Project is in process and entry requirements (key, lock code, or both) for specific doors are under development. Liaison will check on access code for the August 30th Ida Production Meeting.
- 5) Summer Show 2009 "Our Town" – Producers report (L. Martin, D. Crane) – E-Mail Report L. Martin – Final income/expense numbers should be available for the September meeting. We went over budget on lighting and sound (by a total of \$34.80). All other areas were either on or under budget. Current expenses are \$4149.27. There is an additional \$150 in expenses for cast gifts, house and concessions supplies, receipts to be submitted. Total income was \$9089.51 (which is our final number). Playbill ads and patron donations brought in a total of \$1305, internal sales \$122 and concessions \$492. This additional income of \$1219 helped to offset the fact that we were under budget in ticket sales by \$1400.

The good news is that our total proceeds fall in the area of \$4800.

Overall, things went very well. There were some casting issues which were resolved. The custodial staff at Curtis was extremely helpful. (Having phone numbers to contact them as things arose was wonderful.) Two producers continues to be the best way to handle all of the tasks especially when

there isn't a Technical Director. Put-in and strike went reasonably well despite the heat. With a small set only a small group was needed for both, so not everyone was called. Coordinating vehicles for strike was a bit of a challenge; although, we worked it out in the end. It just meant making numerous trips from Curtis back to Hawes rather than only one.

- 6) Main Show 2010 "Princess Ida"
 - (a) Producer report (A. Roessler, J. Gorgone, P. Sliney) – P. Sliney - Production Meeting Sunday August 30, – SUMC 7:30, and the 2 Ring will be on November 8th at the Power's house. A. Roessler was contacted by Paula Hiltz, SUMC Secretary for our rehearsal dates to get on the calendar because other entities, especially the Scouts, were asking for space and she wanted to get us on there first. Current dates were provided, and will be confirmed with her after the Production Meeting on 8/30.
Recruitments: Tom Powers – Technical Director, Bill Fisher - Associate Technical Director, Donna Roessler - Costume Designer, David Silber - Lighting Designer, Marcia Goldensher - Internal Sales, Kirsten Chetwynd – Makeup Designer, Ellen Simmons – Cast Manager.
- 7) Task Lists (P. Sliney) – Producer Task List out to A. Roessler for review and comment.
- 8) Craft Fair 2009 (D. Roessler) – Chair reported for D. Roessler – All set and have 3 possible open slots, applications in hand to fill them. There is a waiting list for Jewelry Crafters.
- 9) 50th Anniversary (A. Roessler) – Discussion of ideas and potential activities and ideas to celebrate 50 years of the Sudbury Savoyards. Copy of the Members Database has been requested from the Data Base Managers. Intention is to cull for the older members. They may have memorabilia that could be included or displayed. Interviews with past members, memories. Videographer would be needed. Compile a DVD with clips of past shows, as many as we have. Key Chains, T-Shirts, Weekend party at SUMC. Musical Sing through/program. Display a History of our Donations to World Hunger Relief. Present Citation to members for years in the group. Cook Book of member's favorites. Needs – additional help as Committee members, a Graphic Designer, show selection.
- 10) 2010 Wayside Inn Longfellow Celebration (E. Simmons) – Chair received an e-mail from Cindy Hall Koure Director for the "Longfellow Big Read 2010". The Wayside Inn is planning a community read of Longfellow and has asked us to participate in May, to read one of his works "Evangeline" at the Garden in the Woods. Discussion on the timing (after the main show closes), and the opportunity for additional community involvement and contacts for us, with minimal extra effort. Chair to clarify details and determine if costumes are expected
- 11) Other Business. - Kirsten Chetwynd – noted that Maynard has a pre-Halloween event and parade, downtown on Thursday October 29, 4-6 PM. Would the Savoyards have any interest in participating? Deferred - Kirsten to find out what our participation might entail.

Future Meetings Scheduled for: Wednesday September 23, and Wednesday October 21

Motion to adjourn by Bill Fisher, Second by John Gorgone
Adjourned at 8:38 P.M.

Respectfully Submitted – Paul Sliney Secretary