

**The Sudbury Savoyards Board of Trustees**  
**Tuesday, February 3, 2009 – Meeting Minutes**  
**7:30 P.M. @ SUMC (Classroom)**

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

Meeting Called to Order at 7:35 P.M. by Ellen Simmons, Chairman

- 1) Consideration of Agenda  
Added - Sudbury Day, Photo Request, EMACT Ad
- 2) Secretary's Report (P.Sliney)
  - (a) General report – Voice Mail – No Activity– Transferred to Ticket Sales Monday 1-26-2009
  - (b) Approval of January 6, 2009 Minutes - Motion to approve by Kirsten Chetwynd, Second by John Gorgone - Approved
- 3) Treasurer's Report (J. Gorgone) — \$22,143.45 Current balance as of 02/3/2009, \$2,110.00 in Credits- major items – Utopia Playbill Patrons \$725.00, Utopia Playbill Ads \$700.00, Utopia Internal Sales, \$130.00, Costume Rental \$475.00 - \$3,506.25 in Debits – major items are LSRHS Rental \$3,000.00 Utopia Music Scores \$354.06.00, Arsenic & Old Lace \$110.00.
- 4) Staff Reports
  - (a) Costume Rentals - (J. Dallas) – E-Mail Report IN - Harvard-Radcliffe G&S Players (Peers outfits) Costumes in \$575.00.  
Out – Concord Players Mikado – 10 wigs.
  - (b) Equipment/Scenery Rentals (L. Martin) – E-Mail Report – Two inquiries – one for tables and another for arched bridge. Neither item was rented.
  - (c) Theater Liaison (E. Fell) – E-mail Report – UTOPIA - We are all set with the high school: the deposit check has been delivered and receipted, and the Insurance Certificate delivered. The Sign Request has been delivered, with a request to put it back up if it has to come down after the first weekend. Took David Silber, Lighting Designer, to the school so he can finish his light plot. Trying to schedule a visit/walk-through for Sunday prior to the Tech Meeting, The show schedule remains unchanged.

The Black Box has a monster set - two stories high and filling the outboard side. Trying to talk to school about what will be there come Put-In. Per the Music Department, the acapella group that asked to use a show evening for a concert has no school standing and it is likely we will not hear from them again.

Staff Change at LSRHS - Pam Schreve has retired and has not been replaced. The AV Department, now headed by Chuck Despotopulos, is now in charge of school rentals.

SUMMER SHOW - The usage conflict has been resolved: MetroWest Family Theater has decided to perform elsewhere. Sudbury Parks and Rec will be using the stage from July 6 through July 17 (done by 1:00). We will be able to start a put-in on July 17 at 2PM as previously scheduled, but no sooner. We must also be done and cleared out by August 2. Current schedule is:

Put-In Tech	July 17, 18, 19	No Usage	July 27, 28, 29, 30
Rehearsals	July 19, 20, 21, 22	Show Time	July 31, August 1 (two shows)
Tech Work	July 23	Strike Tech	August 2
Show Time	July 24, 25, 26		

Approximate Cost (77 hours at \$45 per hour)    \$3565. Use application to be submitted to school.

(d) Church Liaison - (A. Kingsford) No-Report

5) Summer Show 2009 – E. Simmons – Ed Knights has been selected to produce Our Town. Discussion of potential candidates for Producer and Staff.

6) “Utopia, Ltd.”

(a) Producers Report (A. Roessler) –Playbill Sales to Date: Ads \$2245/Patrons \$2354. Tech Put-in planning Meeting scheduled for Sunday Feb 8 @2PM SUMC Chapel. Police Detail Request submitted. Tech/Production week responsibilities handout in process. Updated Cast and Staff Roster to be posted to Web. Health concerns – some cast and crew currently sick. Asked Dr. Knights to send cast and crew hints on staying healthy.

SUMC Space conflicts- Bumped from Hawes Hall Friday 2-6 for church supper and Saturday 2-7 for Blood Drive. Have Chapel, Teachers Lounge, O’Reilly Room, and Lower Class rooms for alternate space. Last Supper – Have been contacted by Cindy Simon Heading it from SUMC. Provided “theme”. She just needs a head count – same menu as last year.

Publicity – Press release and calendar listings sent to local papers and posted on Theater 411. Sudbury Town Crier – Reporter calling Sudbury resident leads for interviews - Photographer scheduled for Monday 2/9 with article in Thursday 2/12 edition. Posters, postcards, and flyers reprinted due to music director change. Printer gave us a break on the cost. Out of posters, have many postcards – will distribute a stack to local library, Sr. Center. Poster is on available on Web Site for download.

Photo-Video: Head Shots- Found photographer to fit budget (\$0). Jim Hunt scheduled on 2/1 and 2/6 to take pictures – we will print on our own. Cast Photo- Jeanine Vitale scheduled for Sunday 2/22 @ 1:00 P.M. prior to matinee. Cast call will be 12:00 instead of 12:30. Price is \$11 – includes envelope and cardboard insert. DVD – DigiNovations has new improved camera equipment, price stays at \$35 for DVD only (No VHS).

(b) Directors’ Reports (E. Knights, K. Denney) – A. Roessler reported for E. Knights – No rehearsal on Dark Night 2/19.

K. Denney – E-Mail Report - As of February 1, 2009 the chorus is in very good shape. Singers are making sound with healthy, relaxed facial muscles and good posture, and the women's sound is not adversely affected by being blocked lying down. Intonation is generally good, but we need constant vigilance in that area as we gravitate toward being accompanied by an orchestra. Several spots need part review, including the acapella section of #4 (How fair, how modest), and the middle section of Eagle High.

Principals are doing very well for the most part, and are balancing well. I would like to work with the quartet in #12 at some point soon. I am concerned with using singers' time effectively during all Rehearsals, evening rehearsal times should be considered very valuable, and people's time respected.

Orchestra is going well. We have rehearsed every piece at least once and most pieces twice in our two initial rehearsals, and we are ready for next week's Sitzprobe. Next on our agenda are intonation, balance and style.

We may need to revise our current set up when we move to the school, but I have tried to set people up such that we will not have to move much.

- 7) Board Election Nominating Committee – K. Chetwynd – Committee has been formed with Jamie Cobleigh and Pat Kinney as members. Recruitment is in process, with 4 candidates for three positions to date.
- 8) Other Business. –  
Board entered Executive Session at 8:48 PM, Closed Executive Session at 8:59 PM  
P. Sliney - Discussion on Sudbury Day – April 4 – Noon to 5PM LSRHS. We will not attend.  
P. Sliney - Discussion on Photo Request for Verizon Inside Look Directory Insert. None to be sent.  
A. Roessler – Publicity Discussion – EMACT – NE Regional Festival in March, Ad copy due by February 16. Proposed ½ Page ad at \$75. P. Sliney to draft sample for e-mail approval.

Future Meetings Scheduled for: - Annual Meeting Saturday February 28, and Sunday March 22 (before debrief)

Motion to adjourn by John Gorgone, Second by Andrea Roessler

**Adjourned at 9:10 P.M.**

Respectfully Submitted – Paul Sliney Secretary