

**The Sudbury Savoyards Board of Trustees**  
**Tuesday, January 6, 2009 – Meeting Minutes**  
**7:30 P.M. @ SUMC (Hawes Hall)**

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

**Board Staff:** Janice Dallas, Costume Rentals,

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 – Activity –1 dropped call, Provided Voice Mail access information to Cast Managers.
  - (b) Approval of December 9, 2008 Minutes - Motion to approve by Andrea Roessler, Second by Jon Saul - Approved
- 3) Treasurer's Report (J. Gorgone) — \$23,539.70 Current balance as of 01/6/2009, \$1,992.00 in Credits- major items – Utopia Playbill Patrons \$905.00, Utopia Playbill Ads \$335.00, Utopia Internal Sales, \$452.00, Costume Rental \$238.00 - \$917.54 in Debits – major items are Utopia Set \$680.00, Post Office Fee \$180.00.
- 4) Staff Reports
  - (a) Costume Rentals - (J. Dallas) – IN - MIT G&S Players (Police uniforms) \$222.00 - Harvard-Radcliffe G&S Players (Peers outfits) Costumes in \$575.00 Fee pending.  
Inquiry – Concord Players fund raiser in March – semi staged Mikado – Looking to borrow 10 wigs. Consensus was to ask for our normal deposit and return the check if on return of the wigs there is no damage.
  - (b) Equipment/Scenery Rentals (L. Martin) – No report
  - (c) Theater Liaison (E. Fell) – E-mail Report - Summer Show – Working on schedule with other groups to resolve dates. Draft Schedule stands as distributed in December. Utopia – Usage Request submitted to the school. No additional contact from the group looking to use the stage during our production.
  - (d) Church Liaison - (A. Kingsford) E-Mail Report – Two tables borrowed from the Attic by the Pastor – to be returned.
- 5) Summer Show 2009 – E. Simmons – Two replies to date – One no, and one suggesting a musical. Suggestion was made to post on Theater 411 and NE Entertainment Digest. Chair assigned Board Members to make follow-up calls to Directors Letter Recipients to verify that did get invitation and interest level. Secretary to send the Directors List, Basic Directors Letter and list of Suggested Shows to the Board
- 6) "Utopia, Ltd."
  - (a) Producers Report (A. Roessler) –Draft Budget presented – Some items still open for estimates. Current projections are Income \$28,810 – Expenses \$26,832 – Net \$1,978.00. Drafts of Flyers, Post Cards, and Tickets presented. Reducing quantity of flyers this year and increasing postcards. Playbill Ads and Patron Ads are somewhat slower coming in compared to prior years. Letter out to local Assisted Living and Senior Centers. Marylee Marsh will be Co-House Manager

– Looking for other Co-Manager. Discussion on Dollar Off for Tropical Attire – Decision no. Need BIOS from Cast. Orchestra now completed.

- (b) Directors' Reports (E. Knights, J. Ravan) – E. Simmons Assistant Stage Director reported for Directors' –. Blocking Rehearsals have started.
  - (c) Goodnow Library – Ellen Simmons, Assistant Stage Director is coordinating this effort with Kathryn Denney – Assistant Music Director
- 7) Contribution to SUMC for UMCOR – Discussion on current account balance, proceeds from the 2008 shows, projections for 2009 and potential donation amounts. Motion by John Gorgone to Donate \$3,000.00. Second by Andrea Roessler, Approved. Chair to contact Church Liaison for Presentation schedule. – Potential Dates February 1<sup>st</sup> or 8<sup>th</sup>.
- 8) Board Election Nominating Committee – Discussion held – decision pending.
- 9) Other Business. – A Roessler reported the 2009 Craft Fair will be held on October 10<sup>th</sup>.

Future Meetings Scheduled for: - Tuesday February 3, Annual Meeting Saturday February 28, and Sunday March 22 (before debrief)

Motion to adjourn by Jon Saul, Second by John Gorgone

**Adjourned at 8:55 P.M.**

Respectfully Submitted – Paul Sliney Secretary