

The Sudbury Savoyards Board of Trustees
Monday July 13, 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, Laurel Martin

Board Staff: Janice Dallas, Costume Rentals, Ed Fell, Theater Liaison

Guests: Peter Welsh – July 4 Float Chairman, Mary Spinosa-Wilson - Our Town Co-House Manager, and Joyce Isen

Meeting Called to Order at 7:31 P.M. by Ellen Simmons, Chairman

- 1) Consideration of Agenda
- 2) Secretary's Report (P. Sliney)
 - a. General report – Voice Mail – No-Report – Voice Mail in use by Our Town Ticket Sales.
 - b. Approval of June 22 Meeting Minutes - Motion to approve by Bill Fisher, Second by John Gorgone - Approved
- 3) Treasurer's Report (J. Gorgone) - \$17,116.81 Current balance as of 07/13/2009, \$875.00 in Credits are Our Town Ad's -\$250.00, Patrons \$425.00 and Shirts \$200.00, \$3,251.18 in Debits – UMCOR Donation \$3,000.00, July 4 Truck Rental \$150.00, Remainder Telephone, Postage and Our Town expenses. Note - Outstanding checks amount to \$1,449.33 for newsletter and Our Town T-Shirts.
- 4) Staff Reports
 - (a) Costume Rentals - (J. Dallas) – No activity – Annual Report for May 2008 to April 2009 Presented – 10 rentals in the past year compared to 13 in prior year. Income of \$1473 was up \$498 over prior year's \$975. Annual income has varied from \$300 to \$2,670.
 - (b) Equipment/Scenery Rentals (L. Martin) – Charlie Brown Piano back in, Deposit has been returned.
 - (c) Theater Liaison (E. Fell) –
OUR TOWN - Liaison will provide school with a request for House support items, tables, chairs, etc. School rental total is \$2,345.00 of which \$1,610.00 is due by the end of July.

PRINCESS IDA – Our schedule has been submitted. Fee at \$14,000.00 regardless of any changes we may consider to our time, Therefore - no changes for this year. Note Sunday Strike Time will go back to 6 hours, as this year's "leave early" request was for a special event.
 - (d) Church Liaison - (B. Johnson) – Conflict for Wednesday July 15 with Hawes Hall, rehearsal moved to Chapel. Liaison will check on potential conflict with Hawes Hall for Saturday July 18, Our Town put in. Liaison has approval from SUMC Trustees to investigate A/C costs and feasibility for Hawes Hall.
- 5) Summer Show 2009 "Our Town"
 - (a) Producers report (L. Martin, D. Crane) – L. Martin – Current Estimated Budget is Income \$9300.00 and Expense \$5030.00. Most expense items are expected to come in under budget. Cast production schedule out to cast members, and the associated Tech schedule out to the Tech crew.
Co-House Manager – Mary Spinosa-Wilson – Most house staff positions filled. Still working on final schedule.
 - (b) Publicity report (A. Roessler) – E-Mail report- **Submitted and Posted**:NETheater411, NEED, Whofish.org (still need to submit a photo), Arts Boston, Press kits sent out to local senior centers and assisted living facilities, (New Horizons is sending a bus to the Saturday 8/1 matinee). SUMC Chronicle, June/ summer issue had flyer and ticket order form, Action Unlimited: article

appeared on July 3, Savoyard webpage sent to our email lists; follow ups to come this week and next Ticket order form emailed to Our Town list. Posters, flyers and postcards made available to cast. FoBMA: full page ad swapped for their production which opened 7/9. **Submitted info to:** Family Line/ MetroWest News (photo appeared in Sun. 7/12 edition), MetroWest News: bulletin board, calendar listing, press release, Sudbury Town Crier: sent July 4th photos w/captions, they printed 3 in 7/9 edition, Stow Independent: sent photo of Stow residents from float w/ captions, The Beacon (Acton/Boxborough): sent press release featuring local residents, calendar listing, The Boston Globe: sent press release and calendar listing Globe West calendar, WHDH community calendar. The Concord Journal: calendar listing, featured Don Williams. Sunday 7/12 SUMC bulletin asked for volunteers for house/baking.

Still to do: Saturday 7/18 or Sunday 7/19 put out fire station road signs. Thursday 7/16 Feature article by Carole LaMond w/ photos in Sudbury and Wayland Town Criers. Requested assistance putting up posters around local towns, Volunteers: Ellen Simmons, Kathy Lague, Laurel Martin, Laura Estrada, Lowell Glovsky, Neil McCormick. SUMC Chronicle: July 13 deadline for summer issue. Sav lists: send webpage again.

July 24 move sandwich board to Curtis from Rt 27 fire station & post arrows at major intersections pointing to Curtis.

Playbill Chief Report: (A. Roessler) – E-Mail report - **Playbill Ads:** Total 9 ads sold plus 2 ads swapped with TCAN and FoBMA = \$560. Income. **Patron donations:** 8 total donations (not including the 1/2 page ad) = \$545. Income.

Due to large number of cast bios (23 this year!) playbill needs to be 20 pages. We are using Century Type for printing, 650 copies, price: \$300. With deadline to send file on Sunday 7/19, they will deliver them to A. Roessler's house by Thursday 7/23.

(b) Fourth of July Float – Sudbury Parade - Peter Welsh – 2009 was a great Parade. Savoyard Float earned Second Place in its group. Peter thanked all who had helped with the effort. The float featured six recent performances which included Our Town, Yeoman, Utopia, Arsenic, Charley Brown and Princess Ida. Noted: * SUMC Schedule conflict Hawes Hall double booked on June 13. Good that it was a sunny day. * Saturday Tech Day turnout was mixed. Participation at 1st and 3rd weekends low, middle weekend was good.* Recommended we replace some of our 4'X8' Signs that are warped or very heavy (2 signs) with new plywood. It would help tracing and painting. * With only 3 weeks for signs the simple design of Our Town and Princess Ida signs worked well. * Parade CD had a lot of thought to cover the recent shows and keep the beat consistent with the parade, * Recommended 1,500 ½ page flyers for 2010. Also control distribution so we have some left for the RT 27 Parade end. * Speakers on truck roof worked well. * Recommended for 2010 to contact Sudbury Lumber 2-3 months in advance and ask for the 22' Mack truck. " Also recruit a host for the after parade party.

Discussion on putting a discount flyer, (similar to Parade Flyer), on the web site – Tabled to 2010.

- 6) Main Show 2010 "Princess Ida"
 - (a) Producer report (A. Roessler, J. Gorgone, P. Sliney) – P. Sliney – Recruitments: Ron Dallas – Set Designer J. Gorgone - The Powers have agreed to host the Two Ring on Sunday November 8
- 7) Task Lists (P. Sliney) – No activity
- 8) Craft Fair 2009 (D. Roessler) – No report
- 9) Other Business. – Kirsten Chetwynd – discussion on proper expression of sympathy for recent deaths in the Savoyard community. Chair to send card on behalf of the Board.

Future Meetings Scheduled for: Monday August 24, and Wednesday September 23

Motion to adjourn by Laurel Martin, Second by Bill Fisher
Adjourned at 8:22 P.M.

Respectfully Submitted – Paul Sliney Secretary