

The Sudbury Savoyards Board of Trustees
Monday May 25, 2009 – Meeting Minutes
7:30 P.M. @ SUMC Choir Room

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

Board Staff: Janice Dallas, Costume Rentals

Guests: Joyce Isen

Meeting Called to Order at 7:36 P.M. by Ellen Simmons, Chairman

- 1) Consideration of Agenda
- 2) Appointment of Board Officers/Staff, the following were confirmed:

Board		Staff	
Chairman	Ellen Simmons	Database Managers	Kirsten and Brendon Chetwynd
Secretary	Paul Sliney	Theater Liaison	Ed Fell
Treasurer	John Gorgone	Task List Manager	Paul Sliney
Church Liaison	Bill Johnson	Newsletter Editor	Tom Powers
Trustee	Kirsten Chetwynd	Archivist	Andrea Roessler
Trustee	Bill Fisher	Second Trombone	Laurel Martin
Trustee	Laurel Martin	Webmaster/Listmaster	Steve Malionek
		Costume Rentals	Janice Dallas
		Lighting Rentals	Mike Bromberg

- 3) Secretary's Report (P.Sliney)
 - a. General report – Voice Mail – Low Activity – Re: April Minutes - Insurance Company – Secretary returned call. Found our voice mail number was listed on the DMA Telephone Preference Service, a telemarketing database, as a business. Researched web site for DMA and sent an Opt-Out Letter on April 22, 2009. Also registered 978 443-8811 on the National Do Not Call Registry using secretary@sudburysavoyards.org as the e-mail address.
 - b. Approval of April 21 Meeting Minutes - Motion to approve by Kirsten Chetwynd, Second by John Gorgone - Approved
- 4) Treasurer's Report (J. Gorgone) - \$19,364.40 Current balance as of 05/25/2009, \$1,560.00 in Credits are Costume Rental \$20.00 and Craft Fair \$1,540.00. \$900.40 in Debits – Utopia Photographer \$357.00, Our Town Royalty \$450.00, Telephone \$43.40, Craft Fair Refund \$50.00
- 5) Staff Reports
 - (a) Costume Rentals - (J. Dallas) – IN – MIT Gilbert and Sullivan Players Private Willis Helmet \$20.00, Campion Center, Weston Pirate Hats \$24.00. Request from Central Methodist College, Missouri for Patience Jackets.
 - (b) Equipment/Scenery Rentals (L. Martin) – Rented Charlie Brown Piano to Acton-Boxborough High School Theater Group - \$20.00
 - (c) Theater Liaison (E. Fell) – No report.
 - (d) Church Liaison - (B. Johnson) – No report.

- 6) Summer Show 2009 – Producers report (L. Martin, D. Crane) – L. Martin – there was a meeting with the lighting designers (Jared Sell & Chris Carda) on May 12. Followed by a Production meeting on May 13. Meeting completed publicity outline, Show Shirts to be denim blue. New vision for the set will require platforms with some construction necessary. House Managers will be Jamie Cobleigh and Mary Spinosa-Wilson. Rehearsals start Tuesday 5/26/09.

Fourth of July Float – Sudbury Parade - Peter Welsh will coordinate this effort. Parade Theme is “Small Town - Big Parade”, our theme is “Small Group - Big Production”. We will be presenting costumed characters from several recent productions in addition to promoting "Our Town". The truck has been reserved.

- 7) Main Show 2010 “Princess Ida”
 (a) Producer report (A. Roessler, J. Gorgone, P. Sliney) – A Producer(s) and Directors(s) meeting is scheduled for Friday June 19

- 8) Task Lists (P. Sliney) – Thank you to Kathy Lague our prior Task List Manager for her work on them, and providing background information and past edits. Working with our Webmaster Steve Malioneck the following Task Lists have been updated and posed to the Web Site:

Task List	Updated Information from	Date Completed	Reference Documents
Internal Sales Chief	Marcia Goldensher	May 10, 2009	Internal Sales Order Form Internal Sales Money to Treasurer Form
Orchestra Manager	Nancy Burdine	May 8, 2009	
Secretary	Paul Sliney	May 8, 2009	Sample Board Meeting Agendas
Stage Manager	Bill Fisher	May 10, 2009	

A Thank you e-mail was sent each person to let them know their updates were posted.

In progress – Producer and Current Calendar.

Next steps will be to: Update lists as new information is provided. Review the numerous cross referenced dates in multiple lists and decide on how to handle/update them.

- 9) Whole Foods Fundraising – Ellen Simmons – Have application for program- Currently about a 2 year wait. They also do support community organizations/causes such as world hunger relief. Potential for an ad placement in our playbills.
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- 10) June contribution to UMCOR – discussion of current balance and donation amount. Motion to donate \$3,000 by Kirsten Chetwynd, Second by John Gorgone, Approved. Potential presentation dates of June 14, 21, and 28 to be checked with Church Liaison for match with SUMC Schedule. Subsequent to the meeting, June 28 was confirmed as the presentation date.

- 11) Other Business. – Ellen Simmons – None

Future Meetings Scheduled for: and Monday June 22, Monday July 13, Monday August 24

Motion to adjourn by Laurel Martin, Second by John Gorgone

Adjourned at 8:24 P.M.

Respectfully Submitted – Paul Sliney Secretary