

The Sudbury Savoyards Board of Trustees
Tuesday, February 9, 2010 – Meeting Minutes
7:30 P.M. @ SUMC (O'Reilly Room)

Attendees: Trustees: Kirsten Chetwynd, Bill Johnson, Ellen Simmons, Bill Fisher, John Gorgone, Paul Sliney
Board Staff: Andrea Roessler, Princess Ida – Producer, Ed Fell, Theater Liaison

Meeting Called to Order at 7:32 P.M. by Ellen Simmons, Chairman

- 1) Consideration of Agenda
- 2) Secretary's Report (P. Sliney)
 - a. General report – Voice Mail – Member called and offered a reference for a RI - philanthropist Allen Feinstein in Cranston RI. Noted he has donated money to other "causes" and we might get something from him. Discussion that this may have been reviewed in prior years. Secretary to investigate.
 - b. Approval of January 20, 2010 Meeting Minutes – Change 8) Nominating Committee member from Bill Johnson to John Gorgone. Motion to approve as amended by Kirsten Chetwynd, Second by John Gorgone - Approved
- 3) Treasurer's Report (J. Gorgone) – \$18,941.71 Current balance as of 02/09/2010, \$2,650.00 in Credits. IDA Patrons \$915.00, Ida Playbill Ads \$855.00, Ida Internal Sales \$205.00, Ida Ticket Sales \$554.00, Ida Donation \$20.00, Rental Income \$101.00 \$6,975.41 in Debits, Ida LSRHS Rental \$3,000.00 UMCOR Donation \$2,500.00 remainder IDA expenses. Current Outstanding Debits \$2,453.02 Newsletter \$1,010.37 Ida Costumes \$791.18, Post Office Permits \$370.00, remainder Ida Expenses.
- 4) Staff Reports
 - (a) Costume Rentals - (J. Dallas) – E-Mail report – Request from Harvard-Radcliffe on Pirates uniforms, nightgowns, etc for 3 weekends Mid-April through May. MITGASP wants sailor jackets for Gondoliers at the end of April. They need to cast the shows before we finalize anything
 - (b) Equipment/Scenery Rentals (L. Martin) – E-mail Report – Check received for Charlie Brown rental from Framingham High School. Have contact Summer Show Director Mary Spinosa-Wilson to discuss graphic design.
 - (c) Theater Liaison (E. Fell) – Ida – Application has been submitted to the School, Liaison will send copy to the Secretary. Police Detail will be required by the school. Show Schedule checked against the school calendars. Move in for Friday is all set. Sound at Noon and remainder at 2:00 PM. Black Box will require some re-arranging. School Department requested we postpone any discussion for future rentals until after Town Meeting.

Summer 2010 show - "On Golden Pond" – No changes as yet to the Draft Schedule. Need feedback on show run time and set construction time requirements.

 - (d) Church Liaison - (B. Johnson) – Key situation is a work in progress. Kettle drums have been returned. Ad swap with Mosher Autobody and truck for put-in are all set. Mosher also indicated they would like to help with the 4th of July Parade. Liaison to provide contact information to Peter Welsh.
- 5) Main Show 2010 "Princess Ida"
 - (a) Producer report (A. Roessler, J. Gorgone, P. Sliney) – A Roessler – PLAYBILL - Ads and patrons rallied since last report. To date: Ads: \$2270. Patrons: \$3184. Stoney and Andrea finalizing layout this week, playbill due to printer by Monday 2/15.

DASH - Application for judging submitted and receipt confirmed.

DE-BRIEF - Date of Sunday March 21, 2010 2-5 pm in Hawes Hall confirmed with Church. Paul Sliney agreed to organize the receipt and posting of reports in advance and has sent out a save-the-date email to the Ida list.

HOUSE - Meeting scheduled at LS on Sunday 2/14 to review needs, etc. with House Manger Persis Thorndike and Asst. House Manager Marylee Marsh. Marylee agreed to coordinate the special diet bakers for concessions.

POLICE DETAIL - Submitted request by email and confirmed with Officer McLean they received it. He went on our website for more details. We discussed the issue of the handicapped parking spaces being patrolled and the change of parking at LS lots. He said he will make sure each detail officer is aware of this.

PUBLICITY - We ran out of posters, ordered 100 more and delivered them to rehearsal on 2/8. Request made to have poster on website for members to print out. Web page announcement to be sent out to email lists by this weekend. Postcard: Lady Psyche/ Wendy Parker accidentally omitted, Producer and Graphic Designer have apologized to her. Photos of local residents have appeared in Sudbury Town Crier and MetroWest News. Photo of SUMC check presentation has been submitted to Town Crier and SUMC.

All press releases and calendar listings sent out on 2/6/10.

Two reporters are doing articles: Kathy Uek from MetroWest Daily News and the Town Criers will call people in advance and attend rehearsal on Sunday 2/14. Need to have a follow up call with Kathy on Wed. 2/10 and confirm News photographer will show up at a certain time.

Denise Taylor from Globe West replied to the press release and will run an article on 2/18. She requested we send a photo by early a.m. on Monday 2/15. Contacted Stoney Ballard to come on Sunday 2/14 to take 'posed' photos in costumes on the set. Andrea requested the Directors help schedule photo time and make sure that costumes are worn on stage.

Follow up calls to be made this week to the Assisted Living, Senior Centers, and Retirement Communities.

REHEARSAL ON WEDNESDAY 2/10 -Based on the weather report, it is likely this will be cancelled due to snow. A decision will be made by 2pm if that should be the case and everyone will be notified.

TECH & PRODUCTION WEEK - "Responsibilities" document edited and emailed to the Ida list. Orchestra included so all are on the same page with many issues. Parking is a concern this year as the school has changed the entrances, and the parking on the lower level outside the stage door/lobby will have to be strictly enforced.

Two cast members replied they have conflicts with Put-in on 2/13: Tom Weber is unavailable to attend and Staci Berkson, Alyssa's mother, said since they are new they did not know that Put-in is mandatory cast attendance as it was not stated that way on the rehearsal schedule.

An orchestra member requested two relatives be allowed to attend Monday 2/15 rehearsal since they cannot attend any performances. Deferred to Directors for final decision, answer still pending.

Company photo confirmed to be taken on Sunday 2/21 at 1 pm prior to matinee. DVD recording date confirmed.

Internal Sales given the prices and go ahead to start selling the videos and photos.

Crews still being recruited for Lighting and Sound put-in on Friday 2/12.

Fire Station road signs and Sandwich Board sign to be installed on Saturday 2/13.

Technical Director Tom Powers addressed the cast at rehearsal on 2/8 regarding put-in; Make up Designer Kirsten Chetwynd and Costume Designer Donna Roessler also addressed the cast. Follow up w/ additional information to be done by emails.

- 6) Summer Show 2010 "On Golden Pond" – Producer recruitment – Discussion of options and potential producers.

- 7) By-law amendment – Discussion of changes to Sections V.10 and V.11 to include E-Mail as a Consensus method.

From:

V.10 Section: Telephone Consensus

A consensus of the Board may be obtained by telephone, subject to confirmation at the next Board meeting.

V.11 Section: Quorum

A quorum for conducting business at any Regular or Special Meeting or Telephone Consensus shall be four Trustees. Only Trustees present at a Meeting shall be allowed to vote on the business before that Meeting

To:

V.10 Section: E-Mail or Telephone Consensus

A consensus of the Board may be obtained by E-Mail or telephone, subject to confirmation at the next Board meeting.

V.11 Section: Quorum

A quorum for conducting business at any Regular or Special Meeting or E-Mail Consensus or Telephone Consensus shall be four Trustees. Only Trustees present at a Meeting shall be allowed to vote on the business before that Meeting

Motion to Approve by Paul Sliney, Second by Bill Fisher, Approved

- 8) Re-election of appointed board member – Discussion of bylaw section(s) dealing with length of current service not to exceed 3 years and nomination eligibility. Additional information to be e-mailed by the Secretary to the Board for review.
- 9) Other Business – Bill Johnson
- a. He will work with the Church on a draft article for the 50th Anniversary
 - b. Suggestion to send complimentary tickets to School Committee and encourage them to come and see the show. Bill to forward draft cover letter to Producer - A. Roessler.

Future Meetings Scheduled for:

Revised March to Sunday March 21, 1:00 PM Prior to Debrief
and Wednesday April 21

Motion to adjourn by Bill Fisher, Second by Kirsten Chetwynd

Adjourned at 8:57 P.M.

Respectfully Submitted – Paul Sliney, Secretary