

The Sudbury Savoyards Board of Trustees
Wednesday, January 20, 2010 – Meeting Minutes
7:30 P.M. @ SUMC (Teacher's Lounge)

Attendees: Trustees: Bill Johnson, Laurel Martin, Ellen Simmons, Bill Fisher, Paul Sliney
Board Staff: Andrea Roessler, Princess Ida – Producer, Ed Fell, Theater Liaison
Guests: Mary Spinosa-Wilson, Director 2010 Summer Show

Meeting Called to Order at 7:34 P.M. by Ellen Simmons, Chairman

- 1) Item 6) - Board Entered Executive Session at 7:35 P.M. to Discuss Summer Show 2010 Selection. Closed Executive Session at 8:05 P.M.
 - 1.1) Consideration of Agenda
- 2) Secretary's Report (P. Sliney)
 - a. General report – Voice Mail – Turned over to Ida Ticket Chief Jamie Cobleigh on 1/9/2010.
 - b. Approval of December 16, 2009 Meeting Minutes - Motion to approve by Bill Fisher, Second by Laurel Martin - Approved
- 3) Treasurer's Report (J. Gorgone) – E-Mail report. \$23,267.12 Current balance as of 01/15/2010, \$2,688.00 in Credits. IDA Patrons \$1,785.00, Ida Playbill Ads 490.00, Ida Internal Sales \$413.00, \$255.74 in Debits, Ida Scores \$213.23, and Telephone \$42.51. Current Outstanding Debits \$3,665.84 Ida LSRHS Rental \$3,000.00, Ida Shirts \$436.84, Ida Playbill Postage \$44.00, Post Office Permits \$185.00.
- 4) Staff Reports
 - (a) Costume Rentals - (J. Dallas) – E-Mail report – Pirates Police Costumes are back from SLOC, and we are getting Ida costumes from them in return.
 - (b) Equipment/Scenery Rentals (L. Martin) – E-mail has been sent on Charlie Brown rentals to Framingham High School.
 - (c) Theater Liaison (E. Fell) – Ida – Application almost ready for School, also have the deposit check. Open Issues with LSRHS * Police Detail required (yes/no). * Tech issue on video and audio feeds to the Black Box and any cross connection with Comcast.* Trouble Shoot the ClearComm sets.

Draft Schedule presented for Curtis Middle School for Summer 2010 show.

 - (d) Church Liaison - (B. Johnson) – Key situation is working out. Using clamps on the door closers for Saturday Tech. The stage has been cleared, and Kettle drums secured for the Orchestra.
- 5) Main Show 2010 "Princess Ida"
 - (a) Producer report (A. Roessler, J. Gorgone, P. Sliney) – A Roessler – CAST - 3 people have dropped out of the chorus: Marylee Marsh, Marianne Orlando, and Paul Sliney.

DIRECTORS - Producer has requested they communicate with others on rehearsals being cancelled, cast changes, and anything else that may affect others working on this production. Producer notified SUMC that rehearsal on 1/20 was cancelled and we would not need the Hall.

TICKETS - Jamie Cobleigh changed the phone line message to be about tickets and he will now be checking the messages. Steve made the ticket page live on the website. Ticket order form ready for use, Century Type printed the tickets and Jamie has started to distribute them to the cast. Email was sent to [ALL] re: ticket sales by the cast, orchestra and crew. Dennis O'Brien is donating a gift certificate to Christmas Tree Shoppe for person who sells the most tickets.

HOUSE - Meeting was held with House Manager Persis Thorndike and former H. Manager Marylee Marsh. Marylee forwarded all her files for Persis to use if needed. Working on the recruitment

letter/email for house staff and bakers, to be sent soon and also posted in SUMC Sunday bulletin for 1/31 and Chronicles. Persis is unavailable 2/15-2/22 due to work/travel commitment so Marylee has agreed to step in to help. Recruited Staci Berkson to serve as Ticket seller in Lobby for each performance.

NOTE: Directors and Stage Manager gave permission for audience members (friends of Dennis O'Brien) to attend Dress Rehearsal on 2/18 because they cannot attend any performance. No "swag" being purchased to sell in the lobby this year.

PUBLICITY - On 1/13, 28 press kits were sent to assisted living/retirement communities as well as 1 Red-Hat Society group in Ashland.

Contacted reporter Kathy Uek to negotiate feature article in Sudbury Town Crier. She said to get back to her with date we want it to run: Thursday 2/11 or 2/18? If 2/18 then photographer could come to a rehearsal at LS. Board selected 2/18

Take photo at SUMC check presentation on Sunday 1/31 to submit to Town Crier.

Steve is still working with printer on posters and postcards. Polled a few people and decided not to print flyers w/ map or 11x14 posters this year. Try to do more electronic files that people can forward or print themselves.

Head shots and group town photos being taken by Jim Hunt on Friday 1/29, scheduled for chapel or choir room. Scheduled Stoney Ballard to take dress rehearsal photos for website on Wed. 2/17/10.

PLAYBILL - Ad sales sluggish, but acceptable. Deadline extended for at least another week Both inside covers still available. May be able to cut down number of pages of playbill. Patron donations doing well, can accept more for another couple of weeks. To date: Ad sales: \$1705. Patrons: \$2389. Need to collect names of all crews recruited to include in playbill.

ORCHESTRA - Recruitment completed. Rehearsal scheduled for 1/17 was cancelled. Producer notified SUMC which they appreciated. Possibility of canceling 1/31, Steve will decide on 1/24, and if so, suggestion is that Tech/Costumes use the hall that day to catch up

There will be chamber music in the lobby only on Saturday eve 2/27, coordinated by Jagan Nath Khalsa, who is not playing in the orchestra this year, in exchange for comp tickets.

Discussion of comp tickets for orchestra and a recommendation that tradition and policy be reviewed for future years.

INTERNAL SALES - Second order of shirts arrived 1/18, Marcia to inventory and distribute.

COSTUMES - Donna ordered the armor and more fabrics. Still much to be done!!

SOUND - Still waiting for Bill Lopoulous to present his proposal for use of body microphones. Budget includes purchasing huge amount of batteries. Steve and Andrea donating 80 AA batteries and clipping coupons to purchase more. Waiting to hear from Bill or Rich as to how many total AA and how many 9 volt batteries will be needed.

BUDGET - Producers met on 1/13 to determine expenses and guess at income to come up with a budget. Current Expenses are estimated at \$27,949.00. We will be lucky if we break even, and we are dependent on ticket revenue even higher than last year in order to do it.

CAST SUPPER - Cindy Simon has agreed to organize Cast Supper on 2/27/10. Andrea sent her budgeted amount of \$300. Cindy asked for any diet restrictions she should be aware of. Menu will be usual lasagnas, salad, vegetable soup, bread and desserts.

DE-BRIEF - Procedure for submitting reports suggested to be electronic and in advance, with Producer to select topics for discussion during meeting. Will request Hawes Hall for Sunday March 21, 2010 from 2-5pm for meeting

- 6) Summer Show 2010 Selection – (M Spinosa-Wilson) See Item 1 above.

- 7) Contribution to SUMC for UMCOR – Discussion of the amount of the donation in light of estimated proceeds from Ida, the present account balance, as well as ongoing and future cash needs. Treasurer recommended \$2,500.00 in his E-Mail Report.
Motion to donate \$2,500.00 made by Bill Fisher, Second by Laurel Martin, Approved.
- 8) Board Election Nominating Committee – Laurel Martin Chair, Member, John Gorgone
- 9) Other Business – Bill Fisher
 - a. Noted consideration of a revision to the Bylaws section 5.10 Telephone Consensus to reflect and include the use of E-Mail.
 - b. Venue for the 2011 G&S Production – discussion on forming a search/selection committee. B Fisher offered to Chair the committee, and was selected to do so..
 - c. Discussion on potential ticket prices for 2011.

Future Meetings Scheduled for Tuesday February 9, and Wednesday, March 17

Motion to adjourn by Laurel Martin, Second by Bill Fisher

Adjourned at 9:28 P.M.

Respectfully Submitted – Paul Sliney, Secretary