

Sudbury Savoyards Board of Trustees  
Meeting Minutes  
Tuesday July 17, 2012  
7:00 PM at SUMC

**Attendees**

Trustees:

x	Randy Divinski	x	Bill Fisher	x	Dennis O'Brien	x	Peter Welsh
x	Ann Ferentz	x	Kate Meifert	x	Susan Schultz		

Board Staff: Susan Elberger, Producer Gondoliers; Jim Ravan, Technical Director, Gondoliers; Laurel Martin, Second Trombone; Ed Fell, School Liaison; Janice Dallas, Costume Rental Agent

The meeting was called to order at 7:05 PM by Dennis O'Brien, Chairman.

Motion to approve the minutes from the June meeting by R. Divinski, seconded by S. Schultz. Minutes approved.

**Officer and Staff reports**

- Secretary (A. Ferentz): Low volume of questions coming in by e-mail. Voice mail message will be changed to include Savoy Club ticket prices. After Savoy Club, will be changed to highlight Opera Comique only.
- Treasurer (R. Divinski): Treasurer responsibilities almost completely transitioned to Randy, pending final paperwork. Payment to post office is needed for bulk mailing.
- Church Liaison (P. Welsh): Things going well with the church. Space has been secured for summer rehearsals and performances. Keys are being obtained for the Gondoliers production team as people are brought on board. Church has asked about removing three clothing racks in poor condition that are currently in the attic; Dennis has tagged them for removal.
- Theater Liaison (E. Fell): A preliminary theater schedule was distributed. It includes dark Wednesday during tech week (which we ended up using for rehearsal last year). Estimated cost \$14,000.
- Costume Rental (J. Dallas):
  - Nothing is currently out for rental.
  - Rental fees received: Labyrinth (hats, \$40); TCAN \$395.
  - Annual summary: Overall, we made \$1153.50 on costume rentals during the 2011-2012 year (see [Attachment 1](#)). Income from costume rentals in previous years has ranged from \$86.50 (a year we did a costume exchange with SLOC) to \$2670. Harvard-Radcliffe and MIT are our biggest clients.
  - Costume storage in attic. Straw hats are a potential fire hazard and Janice suggests exploring the possibility of storing them in someone's home. Some costumes need to be put away in boxes (are on racks or piled). **Action item:**

Dennis to put word out that we are looking for a place to store straw hats.  
Plan an October work day to put away costumes and take care of any other attic cleaning that needs to be done.

- Props and Equipment rental (L. Martin): TCAN paid \$30 for use of two fireplaces for Sherlock Holmes. Kathy Lague borrowed food for La Boheme (no fee).
- Newsletter: Done, but no one at the meeting had received it yet. Possibly sitting at post office waiting until money is put into our account? **Action item:** Randy to follow up. *Post-meeting note: Tom Powers has cleared up the confusion at the post office and mailing went out Thursday, July 19<sup>th</sup>.*
- Social Media Coordinator (D. Bergeron)—no report
- Publicity (A. Roessler via e-mail): see [Attachment 2](#)

#### **4<sup>th</sup> of July debrief** (P. Welsh)

Thanks to all who helped decorate the van and particular thanks to Laurel. We won first place in our division. There was a good turnout of walkers and many fliers were distributed, but some were left over of the 2000 that were printed. Laurel will take the extras to the library.

#### **Savoy Club** (D. O'Brien) –July 27-28

- Draft schedules for both nights are complete with David Larrick as MC both nights. *Cox and Box* and some other acts will be performed on both Friday and Saturday; some acts will be different on the two nights.
  - House crew of ~6 people each night has been lined up
  - Small lobby shop (Andrea Roessler)
  - DVD sales (Bill Fisher)
  - Simple decorations and refreshments (lemonade, ice cream, popsicles, etc).
  - Vinyl road signs have been prepared for this show (\$65 per sign) using Susan Schultz's design.
  - Ticket prices updated to \$10 for adults, \$8 seniors/students
- Action item:** Facebook users: tout Savoy Club on facebook

#### **Opera Comique program** (D. O'Brien) –August 19

- Housing has been arranged.
- Rides are being worked out to transport the group from Framingham to Sudbury on Saturday afternoon (Aug 18) and from host homes back to Framinhham on Monday morning (Kate and Laurel volunteered to help).
- Saturday evening Nancy Powers will organize a cookout to be held at Peter Welsh's home. From there, the Opera Comique members will go to their host homes.
- Performances will be in Hawes Hall rather than in the sanctuary.
- Ticket prices: \$10 adults; \$8 seniors/students
- Vinyl road signs will be produced using graphic from Susan Schultz

### **Gondoliers 2013**

- Producer report (S. Elberger)—The first production meeting has been held. Tony and Beth Parkes have agreed to manage the playbill and advertising; Andrea has agreed to head up publicity. Susan Elberger and Jim Ravan are planning to have an online calendar color coded for various aspects of the show. Auditions will be November 12th and 13th (Monday and Tuesday), with callbacks on Thursday, November 15<sup>th</sup>. Two-Ring date is to be determined. Tickets will be available by early December so that they can be given as gifts.
- Stage director (Ed Knights)—no report
- Music director (Kate Meifert)— We will use the Schirmer score, which appears to be available and will be ordered in August. Roberta Sutter will be the main rehearsal accompanist. Orchestra manager to be determined.
- Tech director (Jim Ravan): Draft spreadsheet of tech positions was distributed. Most key positions are filled. Need set construction chief, costume construction chief, and paint chief. Aim to fill all positions except runners by end of August. The board brainstormed about ways to identify potential people for tech positions in the future: at debrief, via sign up sheets at rehearsal, and by reaching out to people beyond the cast.  
**Action item:** Dennis to communicate with Paul Sliney about changing “sound liaison” to “sound designer” in task list.  
*Post-meeting note: Bill Fisher circulated the task lists for Paint Chief and Set Construction Chief by e-mail.*

### **Other business**

Updated brochures should be printed before Two-Ring.

**Action item:** Dennis to follow up with Paul Sliney.

**Next meeting:** August 14, 2012 7:30 PM

Motion to adjourn by B. Fisher, seconded by S. Schultz.

Meeting adjourned at 8:40 PM