

**Sudbury Savoyards Board of Trustees**  
Tuesday August 3, 2013 - 7:30 pm  
**Minutes**

Board Members: Dennis O'Brien, Chairman; Hershel Clopper, Susan Schultz, Secretary; Peter Welsh, Church Liaison; Randy Divinski, Treasurer  
Present: Susan Elberger, Fantasticks Producer/Tech Director; Andrea Roessler, Pirates Producer, Archivist; Jim Ravan, Fantasticks Director; Tom Powers, Newsletter; Susannah Kay, Pirates Tech Director; Paul Sliney, List Manager

Meeting called to order by D. O'Brien, Chairman at 7:30

**1. Consideration of agenda:** Agenda approved with amendment.

**2. Approval of July minutes:** minutes not available

**3. Board/staff reports:**

Secretary report (S. Schultz): Kept up with phone messages for the most part; will leave informational greeting prior to future events.

Treasurer report (R. Divinski): Current balance of \$17,420, \$6,200 to be deposited; Items to be resolved (from *The Gondoliers*): Police detail, sound equipment. Randy to step aside as treasurer, Dennis nominated Hersch Clopper to take over, Peter seconded, all agreed.

Church Liaison (P. Welsh): No report.

Theater Liaison (E. Fell): not present; report via email:

1. LS now has a new Business Manager - Glenn Fratto. I will be reaching out to him before the new school year starts.
2. No update for Pirates. Preliminary Schedule was distributed last month.
3. No update for Fantasticks. Updated Insurance Certificate (showing renewal) will be obtained later this month.
4. DVD Sales Policy: No Update. I plan to create new forms for use at the Fantasticks Lobby, with clear guidance for Gondoliers (still at full price).
5. Actions re: Edward Jajko and Gondoliers DVDs are complete - we sent him 2 DVDs at the Cast Price and have refunded his overpayment of \$10. He has acknowledged receipt of the DVDs and the check. He plans to buy two more once the price drops.

Costume rental (J. Dallas): No report.

Props and Equipment rental (L. Martin): No report.

Newsletter (T. Powers):

Used new vendor (RPJ Associates of Hopkinton) for 4-color postcard. New format effective, especially photos.

Fall newsletter: Newsletter to printer by 9/15 for Oct 1 delivery. Will be postcard size. Contents: auditions, 2-ring, Director's notes, summer show recap, and first prize on float.

Suggestions: improve website/Facebook coordination; explore larger dimensions, obtain tax-exempt form to avoid sales tax; distribute extras to cast for promotion.

Social Media: No report

#### **4. Summer Show—The Fantasticks: debrief**

Director's report: See accompanying DirectorsReport.pdf

Faced numerous challenges securing commitments

Acknowledged challenge of directing and playing during rehearsals

Sincere thanks to all: cast, crew, tech, house managers, AC coordinator

Overall successful and rewarding experience, show very well received

Tech Director's report (S. Elberger):

All materials have been returned to MTI, new participants welcomed

Publicity could have been better, but still net profit

Gross revenue: \$6,404; expenses \$5,311.39, profit of \$1,092.61; over 20 parade coupons used. Overall attendance: xxx over 6 performances.

New source for gaf, glow tape: Barbizon Lighting; found confetti supplier as well.

AC report (P. Welsh):

First year was a learning experience but overall huge success. Cost for 2 weeks

\$2,970. Insurance \$390 (comped by vendor). Oil refill was comped (est. \$120) by George McCarthy of Interstate Gas & Oil, Sudbury; they will receive comp ad in program; Dennis to send thank-you letter.

Lesson learned: early reservation enabled us to get significantly better price.

#### **5. Pirates 2014**

Producer's report (A. Roessler):

85% filled in for staff

Production meeting scheduled for Wed. August 14 at 7:30 pm in Hawes Hall

Graphic in production

Developing materials for auditions

Hersch to create budget

Add ticket price discussion to September board agenda; Andrea to bring data

Tech Director's report (S. Kay):

Tech recruiting moving along

Monthly meetings planned

NE Institute of Art: will reach out to recruit new tech people

Costumers have already met

Director's report (D. O'Brien):

Props and costumes will establish theme

All characters in Steampunk; not just pirates

Working on audition materials: vision statement, character sketches

#### **6. Sudbury Library presentation**

Claudia Brandon from the Goodnow Library in Sudbury requested 60-minute presentation on G&S on third Sunday in January for their cultural series.

Pros: could help promote show and raise profile in community, especially families

Cons: costumes not ready, need accompanist, busy time of year, no guaranteed audience

Decided that Family Show Coordinator (L. Martin) should make decision once she returns from vacation (after Labor day). Susan S to reply to Library.

#### **7. Other business**

On behalf of the Company, Andrea Roessler sent get well cards to members Laura Gouillart, Neil McCormick, and Will Ford.

Next meeting set for September 18th.

D. O'Brien: Motion to adjourn; H. Clopper second. All approved.