

Sudbury Savoyards Board of Trustees
Meeting Minutes
Monday, January 14, 2013
6:30 PM 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: Ed Knights, Stage Director, Gondoliers; Susan Elberger, Producer, Gondoliers; Jim Ravan, Technical Director, Gondoliers; Janice Dallas, Costume Rental Agent; Ed Fell, Theater Liaison; Tom Powers, Newsletter Editor; Laurel Martin, Second Trombone.

The meeting was called to order at 6:30 PM by D. O'Brien.

P. Welsh moved to approve the minutes of the December meeting; B. Fisher seconded. Minutes approved.

Officer and Staff reports

- Secretary (A. Ferentz): No update.
- Treasurer (R. Divinski): The balance is \$22,720 (see [Attachment 1](#)). Next week, the old bank account will be closed and we will once again have a single account. Statements are now being received only electronically, at a savings of \$5 per month. There was brief discussion about sending acknowledgment letters to donors; to be discussed further next month.
- Church Liaison (P. Welsh): An issue arose regarding use of the stage for storage and was resolved quickly.
- Theater Liaison (E. Fell): LSRHS has purchased a wireless headset system. (*Post-meeting note: The system is considered part of our rental agreement and Rich Olsen is in communication with the sound tech at the school to find out details.*) The space is reserved and the contract is being worked out. The Curtis Middle School rental for the summer show has been approved including the first weekend in August (through August 4th); cost would be approximately \$7150 for three weekends total (two weekends of performances).
- Costume Rental (J. Dallas): Mike Lague rented a policeman uniform for \$25.
- Props and Equipment rental (L. Martin): No new rentals.
- Newsletter (T. Powers): Tom collected information for the winter newsletter. Susan Schultz will provide some additional graphics. Input from stage director is needed—Dennis will follow up with Ed Knights. All information is needed by Friday. The board agreed to include a coupon, as was done last year. Spring newsletter: Need to discuss format at a future meeting.
- Social Media Coordinator (D. Bergeron via R. Divinski): Deede would like to remind the directors to tell her what specific things they don't want photos of (spoilers). Jim Ravan and Laurel Martin will work out a specific list and provide it to Susan Elberger to share with cast and to Deede for facebook. The cast should also be reminded not to post pictures that are

spoilers. Before posting photos, they must be approved by one of the directors or the producer. *(Post-meeting notes: At rehearsal, Susan Elberger reminded the cast not to post photos of props, costumes, or stage pieces. Via e-mail, Andrea Roessler requested that the Social Media Coordinator share the guidelines with the Publicity Chief.)*

Gondoliers 2013

- Stage director (E. Knights): Things are going well.
- Music director (K. Meifert): Orchestra recruiting is nearly done. Parts have gone out.
- Producer (S. Elberger): Everything going well.
- Tech director (J. Ravan): There is ongoing discussion of the audio system. Jim has a PZM microphone (floor microphone) that may be tried at center stage. Regarding the tech day policy for minors, the Board agreed that Jim has the authority to (1) not admit children unless the policy has already been signed and (2) ask parents and children to leave if they are being disruptive.
- Ticket sales (from J. Cobleigh via e-mail): Jamie Cobleigh has the tickets and is ready to begin selling tickets by our usual channels (phone reservations, mail in orders, Paypal orders). As previously discussed, we will be prepared to accept credit cards at the door, but will not advertise that method of payment. Jamie will update the message on the Sudbury Savoyards' voicemail.

- Publicity update (from A. Roessler via e-mail): So far, Andrea has done the following:
 - Submitted our posting to netheater411
 - Sent article to Trumpet Bray (deadline 1/15)- editor confirmed receipt
 - SUMC submitted poster and ticket order form for The Chronicle
 - Arranged with Ed Fell for Sudbury Cablevision to show our videos, will publish schedule when confirmed
 - Submitted to Sudbury Town Crier bio & headshot of Mike Lague for publication in 1/17 edition
 - Submitted to Sudbury Town Crier bio & headshot of Alison Smith-Vaniz for publication in 1/24 edition
 - Emailed Linden Ponds Savoyards poster & ticket order form
 - Emailed follow ups to Assisted Living Residences to make sure they received info
 - Drafted press release for newspapers (waiting for Ed Knight's approval)
 - Mailed 12 postcards
 - Requested photos of Sudbury and Framingham residents from Producer

Board Election Nominating Committee

Laurel Martin is ready to start the nominating committee process. Bill Fisher volunteered to assist. Kate Meifert will speak to orchestra members. The deadline for nominee statements is Friday before put in. This year there will be three openings, so five candidates are being sought.

UMCOR Contribution

B. Fisher moved to donate \$3000. Seconded by S. Schultz. Motion passed.

Post-meeting note: Check will be presented on February 3rd.

Summer Show 2013

Two directors have been interviewed for the summer show. The board will meet on Friday at 7 PM to make a decision.

P. Welsh contacted an air conditioning company about renting an air conditioner for Hawes Hall for performances this summer. Based on square footage, the cost can be roughly estimated at \$1500 to \$3000.

Next meeting: Saturday, February 9th at 4:00 PM

Motion to adjourn by A. Ferentz, seconded by S. Schultz. Meeting adjourned at 7:28 PM.