

Sudbury Savoyards Board of Trustees

Wednesday, November 20, 2013 at 7:30 PM

SUMC Chapel

Minutes

Attendees: Kate Meifert, Chair; Hersch Clopper, Treasurer; Susan Beckett, Secretary; Karen Powers, Dennis O'Brien

Andrea Roessler: Pirates Producer; Janice Dallas, Costume Rental; Susannah Kay, Pirates Tech Director; Ed Fell, Theater Liaison

Meeting called to order by K. Meifert at 7:39 PM

1. Consideration of Agenda: no changes
2. Review and approval of October minutes: Motion to approve: D. O'Brien, 2nd: K. Powers, all approved
3. Board/Staff reports

Secretary report: Phone message updated to pre-show greeting

Treasurer report: Spreadsheet attached

Church Liaison: (via email) no news; working on resolving HH tech day space conflict in 2014

Theater Liaison: Dropped off application and met with Glenn Fratto, the new LSHRS business manager. Hoping to receive a price before Christmas vacation. A potential conflict with use of the orchestra room on the Tuesday of tech week was identified.

Check for \$3000 given to E. Fell for school deposit. Discussion of qualifications for Theater Liaison replacement, K. Meifert to follow up.

Costume Rental: Incoming, items from Longwood. Outgoing, obis to Ridgewood, NJ; costumes to LSB for Les Mis

Props and Equipment Rental: Nothing to report

Newsletter: Committee named (T. Powers, A. Roessler, P. Sliney, B. Fisher or A. Ferentz) to discuss schedule, format, electronic vs. paper mailing, use of coupons, etc. Committee will meet prior to next board meeting and present recommendations.

Social Media: Generally pleased with Facebook buzz; no

restrictions needed on concealing "spoiler" items

4. Pirates 2014

Producer report: See attached. Discussion and affirmation by the board on the recommended username and password (as suggested by the webmaster) for the Cast, Orchestra, and Tech page access.

Director report: Auditions went well, rehearsal schedule filled in, blocking proceeding

Tech director report: Tech meeting took place at TD S. Kay's house on 10/24/13. Set Designer D. A. Prescott went over details of elevations, color renderings.

TD is developing budget for Producer A. Roessler.

Inquiry from Board Chair K. Meifert re: conflict of use of Hawes Hall on 1/25/14 (tech work day). Reply: Conflict resolved:

Email from Shetal to Church Liaison P. Welsh and Producer A. Roessler dated 11/8/13 stated that the church has granted Sudbury Savoyards sole use of Hawes Hall on 1/25/14.

TD identified need for modular road signs. Motion to approve budget of \$100 for updates to signs made by D. O'Brien, 2nd: S. Beckett, all approved. R. Dallas, D. Lopshire, and S. Beckett to design and build.

Inquiry re: Tech shirts, can be ordered in January.

Update re: ongoing project of the Tech Web Page repository on the Sudbury Savoyard server.

- Many files have been sent to Webmaster S. Malionek, to be placed on the Sud Sav server such that the data and history from shows is not lost, misplaced, or forgotten about on personal hard drives, and also to increase availability of such information.

- The first iteration of the page is up and running, it is password protected, and TD asked the board and was given permission to share the password with all of tech, which TD has done.

- TD continues to solicit material from various areas of tech for submission to this electronic archive and will forward appropriate material to Webmaster S. Malionek to be added to the queue to be posted.

- Archivist A. Roessler, stated that she had copies of all

debriefs and tech budgets for prior shows. TD requests that such information be added to the tech page for use by tech and financial officers of Sud Sav as reference material to assist in determining best use of funds re: purchasing and budgeting.

5. Town Meeting Tonight discussion

General agreement that TMT would not be a good fit for Savoyards. Possible interest in September 375th event. K. Meifert will inform H. Cutler of the Board's decision.

6. Holiday caroling: See attached Producer's report; Music Director Kate Meifert is selecting music and may recruit more singers.

7. New business: UMCOR donation: Suggest that we request Sunday February 9th for check presentation. Amount to be discussed at next meeting.

Next meeting proposed for Tuesday, December 17th.

November 20, 2013 Board Report from Andrea Roessler

Pirates Producer:

Auditions/ Cast:

Auditions took place on 10/27 & 10/28 for singing and call-backs on 10/30 with a few additional singers and all readings. We had 40 people audition with many new faces from a variety of sources.

Cast numbers approx. 66 at the moment with at least 3 people we have on the roster likely to drop out and possibly a few new ones showing up at the first rehearsal. Database Manager Paul Sliney has already generated the cast name badges thus far.

I sent a "Welcome to the Cast" email out this week with the **Cast Participation Form** attached, with only 2 replies so far. I will forward the forms to the Cast Managers to compile the attendance sheets. I assume the Directors will also want them for voice parts and blocking information.

Cast Page: I received the final rehearsal schedule this afternoon and it is now posted on the Cast page. Steve is waiting for the official word to make the protected pages "live." He has selected a user name and password and would like approval or we can change it (as long as we make it difficult for security purposes).

Chorus Recordings: Music Director Kathryn Denney has been creating mp3 files for the Chorus to download. Webmaster Steve Malonek has put them on the protected cast page of the Savoyard website. I will send an email to the cast with the password and location of the files prior to the first rehearsal.

Shirts: We have sold 32 out of the first order of 36 shirts. Orchestra Manager Joyce Isen sent an email to the orchestra list. Deadline for round 2 to place orders was Nov. 17 and after a reminder email went out to the cast & management staff email list we sold 33 additional shirts. Many people ordered more than one style shirt. I just placed an order for 60 shirts with enough of the best-sellers to cover anyone who still wants one as well as the future Lobby Shoppe. Bolduc Apparel promises to ship the shirts by November 30 in order to have them available at the first rehearsal on Dec. 2. I think this pre-order system for shirts on the website with Paypal worked well for us this year.

Publicity:

Lawn Signs: Alltype Graphics in Framingham gave me a price per sign and I just received an email invitation to their open house on 11/21 where attendees will receive a \$100 gift certificate off their next order, which will make the price more reasonable—so I'm going! I will poll the cast/crews to see who will place a sign on their lawn so I only order the quantity needed.

Playbill:

Ad Sales & Patrons: To date we have received \$1624 from patrons and \$635 for ads. Bill Kuhlman is planning to take the outside back cover for \$200. I need to send out an email with the forms soon. A few forms and payments were mailed to SUMC instead of my home address. Playbill forms are now on the website.

Tickets: I ordered 2300 printed tickets from Century Type, same quantity as last year, which I will have by this weekend. We are printing a separate Senior and Student ticket this year. I still want to finalize discussions of any type of discount or coupon offer on ticket prices.

Budget: Treasurer Hersch Clopper and I met again to review the format for the budget categories. We are still collecting input of anticipated expense amounts. Ed Fell still needs to meet with LSRHS and confirm that expense. I would like to be able to present something more complete at the December board meeting.

The Revenue Deposit form he created has already been put to good use to document the income from shirt sales, playbill, and patron ads.

Tech: A meeting took place at TD Suzy Kay's house on 10/24/13. Set Designer David Allen Prescott went over details about set construction.

I had Paul Sliney review the Member Registration Forms from auditions and note who is interested in helping in any tech areas and forwarded the spreadsheets to TD Suzy Kay for recruitment purposes.

Lobby Design: I received a very ambitious and exciting proposal from Dave Kay for decorating the lobby this year in the Steampunk theme. He intends to build it off-site and finance it himself. We are planning to meet soon to go over it in detail to make sure it is not a bit too ambitious for us, especially since he plans to be in the chorus.

AGENDA ITEM #6

Holiday Singing – I have changed the time to sing at New Horizons in Marlborough on Sunday Dec. 8 to 2:30 pm. I have confirmed singing at The Hosmer House in Sudbury for 12 noon. At the moment there are 3, possibly 5 men, and 8 women participating. Rehearsals are Tuesday Nov. 26 at SUMC, Tuesday Dec. 3 at the Lague's house, and Thursday Dec. 5 at SUMC (room tbd) all starting at 7:30 pm.

I plan to send out one more email to the members and cast lists for singers to participate. Suggestion is to not do our usual costumes but wear concert dress attire with red or other holiday accents.