

Sudbury Savoyards Board of Trustees
Wednesday, October 23, 2013, 7:30 pm
60 Winsor Rd, Sudbury

Minutes

Attendees:

Board members: Peter Welsh, Dennis O' Brien, Karen Powers, Herschel Clopper, Treasurer; Susan Beckett, Secretary

Andrea Roessler, Pirates Producer; Janice Dallas, Costume Rental; Tom Powers, Newsletter; Susannah Kay, Pirates Tech Director

Meeting called to order at 7:33.

1.Consideration of Agenda: Motion to Approve: P. Welsh; Second: Karen Powers; all approved

2.Town Meeting Tonight discussion with Hal (Harold) Cutler

In order to determine whether the Sudbury Savoyards might be interested in performing "Town Meeting Tonight" as the summer show and in conjunction with Sudbury's 375th, Hal Cutler presented short synopsis. The show is a 90-120 minute musical/play requiring a cast of 20-30 (characters can be doubled) and piano accompaniment. Prior to the meeting, several board members were able to view a video of the production as it was performed previously (at 350th).

His committee needs to know our interest by end of 2013/early 2014.

He also mentioned a field day/fireworks event in early September that would have a venue for musicians.

Motion to table discussion for next meeting: D. O'Brien; Second: P. Welsh; all approved.

3.Review and approval of September minutes: Motion to Approve: H. Clopper; Second: S. Beckett; all approved

4.Pirates 2014

- Producer report

See attached

- Director reports

Ready for auditions, readings have been selected.

- Tech Director reports

Have talked to Art Institute. S. Kay and S. Carr will visit and present internship program.

Master Electrician has joined tech team. Still looking for Paint Chief—candidates wish to see set plans/elevations before committing.

Have ideas in place to construct “plug and play” audition sign for future use.

5. Board/Staff reports

- Secretary report: Phone message updated for Pirates audition announcement.
- Treasurer report: Introduced new expense sheets and new form for deposits. Report attached.
- Church Liaison: Hawes Hall set storage area approved; must allow access to storage closet.
- Theater Liaison: Not present, via email: Nothing new to report.
- Costume rental: Longwood is renting; Ridgewood NJ renting obis. Janice commended by S. Kay for providing thorough cataloging of existing costumes.
- Props and Equipment rental: Not present, via email: There has been no new Props/Set Piece rental activity this

month.

- Newsletter: T. Powers proposed using postcard format for next issue (traditionally 1/c, trifold) announcing show and including coupon. Target delivered date of 2/1. He will explore size options to find optimal size at least cost.
- Social Media: Not present, request made for posting privileges for new board members. Need resolution of two sites: Sudbury Savoyards and The Sudbury Savoyards.

6. New business

- Holiday caroling: K. Meifert has expressed willingness to lead group. Andrea has proposed scheduling Hosmer House at 12 PM and New Horizons at 2 PM on December 8.

Date for next meeting: November 20th.

Motion to Adjourn: D. O'Brien; Second: K. Powers; all approved

Meeting adjourned at 9:23.

October 23, 2013 Board Report(s) from Andrea Roessler

Archivist:

Thank you for the beautiful flowers when I had my surgery last month! I am overwhelmed by the offers to help out and drive me around, especially from those who don't even live nearby! Jim Ravan had a cardiac procedure on 10/17 and is home recuperating.

Neil McCormick moved into New Horizons Asstd. Living in Marlborough, I sent his new address and phone number to the database manager and other people.

Past member Terri Meehan (now Whitney, her maiden name) contacted me through the info line to see if she could come back to the group this year. I called and assured her she was welcome.

Communication:

Board Staff Email List: I was curious to know who was on it to make sure it reached all necessary recipients and I discovered that the current mgmt. staff was not included however previous staff was still receiving bd. staff emails, such as Ed and Shahn Knights. Bill Fisher has now updated this list.

Phone line: I didn't know what the current message was, or who is ultimately responsible for changing it to stay up to date, so I called it on 10/19 and it still announced The Fantasticks and its May audition dates. Secretary Susan Schultz has now updated it to include auditions for Pirates.

Pirates Producer:

Staff Recruitment:

Ellen Simmons and John Gorgone have switched to Co-Cast Managers, Sue Flint is Internal Sales, Karen Powers is the Social Chair. Assistants may still be recruited. Marilyn Carr has backed out of Costume Construction Co-Chief.

Two-Ring Party on 10/20:

Webmaster Steve Malione sent a webpage announcement. I created a page on Facebook and invited @150 people – lots of responses. Attendance was better than expected with a few new faces welcomed. Bryce Denney was accompanist.

FYI: NEGASS & Concord Players both had events this same night. It was great to see a number of the NEGASS members joined us after their event ended, including the host Tom Frates.

Auditions:

A document was sent to involved parties detailing staff, supplies, and other needs for 10/27 & 10/28.

Several people are helping me make copies of forms and hand-outs, thank you.

Donna Roessler & helpers will be measuring for costumes both nights.

Website was changed to reflect call-back date being moved to Wed. 10/30. Peter Welsh has arranged for spaces at SUMC.

Website Policies page now has the newly revised **Attendance and Conduct Policy**.

Shirts:

I placed the first minimum order for 36 shirts on 10/ 1 and got delivery on 10/14. 21 shirts were pre-ordered through the Audition page on the website for \$407. Paypal fee was <\$15.72> so we netted \$391.28

The balance of the order was available to sell at Two-Ring. Steve created a special order form and put the shirt order page back on the website so additional orders can be placed through Nov. 15 in order to have them by first rehearsal on 12/2. I will add enough to the second order to cover lobby sales but I do not plan to order 2XL and 3XL sizes if they are not pre-sold.

Publicity:

Audition sign in front of SUMC - since TD Suzy Kay declined to have tech assist with this Dennis offered to take care of it by Oct. 7. Dennis then became ill for 2 weeks so it did not happen.

Trumpet Bray: Editor Martha Birnbaum acknowledged receiving Two-Ring and Audition information prior to their 9/15 deadline. I received my issue in the mail on 10/10 and we were not included at all, except for the 2014 production dates on their Calendar of Events. Martha apologized for the "oversight" and promised to put it on the NEGASS website. I checked the website but since I am not a dues-paying member it would not let me access it.

Audition info has appeared in the Sudbury Town Crier, Action Unlimited, Sudbury Patch.com, yaptracker, netheater411 and the SUMC Chronicle.

Newsletter: Need to discuss with Tom format for next Sandwich Board, either postcard and if so, what size, or folded 8.5x11 sheet of paper.

Last year we included coupon for \$2. off/ticket in newsletter resulting in <\$268>, equivalent to 134 tickets sold.

WWW.BOSTON.COM: I was researching our list of past posts on the site and discovered a chart that shows between 1/31/13 and 3/2/13 for "The Gondoliers" we had 164 clicks on our calendar listing.

Lawn Signs: I am looking into the cost for printing and supplying the metal frame for a small quantity.

Playbill:

Ad Sales & Patrons: since no one stepped forward to take on Playbill Ad Chief, thanks to Steve Malioneck and Paul Sliney they reformatted the existing database provided by Beth Parkes and created mailing labels and updated forms. Steve assisted me with stuffing envelopes, etc. so the mailing went out on 10/5. To date we have received \$1624. from patrons and \$180. for ads. Forms & payments are being mailed to my home address so I will get them quicker. Returns will go to SUMC.

Playbill forms are now on the website.

Ad Swaps: arranged with TCAN "Spelling Bee", SLOC "The Mikado", and MITG&SP "HMS Pinafore" for their November productions, Susan Schultz sent our quarter page ads to each.

Budget: [status same as last month]

Hersch and I met on 10/9 and some reimbursement checks were issued. Still collecting input of anticipated expense amounts however Hersch is still working on reconciling data from last year. 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 November board meeting.

Tech:

Due to conflicts, illness, and injuries the Tech meeting scheduled for 10/3 was cancelled. Next scheduled meeting is 10/24/13.

New Business:

Holiday Singing – I have scheduled us to sing at New Horizons in Marlborough on Sunday Dec. 8 at 2pm.

The Hosmer House in Sudbury would love to have us sing during their Open House. At the moment we have our choice of date and time slot: Saturdays Dec. 7 or 14 or Sundays Dec. 8 or 15.

The house is open from 10-4 each day. I believe the only slot already filled is Sat. 12/14 in the morning.

Sunday mornings are usually very quiet due to church.

Suggestion: if we sang at Hosmer at noon on 12/8 we could then go right to New Horizons.