

Sudbury Savoyards Board of Trustees
Wednesday September 18, 2013 - 7:30 PM
Minutes

Board Members: Kate Meifert, Chairman; Hershel Clopper, Treasurer; Susan Schultz, Secretary; Peter Welsh, Church Liaison; Randy Divinski, Dennis O'Brien, Karen Powers
Present: Susannah Kay, Pirates Tech Director; Janice Dallas, Costume Rental

Meeting called to order by K. Meifert, Chairman at 7:40

1. Consideration of agenda: Agenda approved.

2. Approval of July minutes: S. Schultz moved for approval. H. Clopper seconded, all approved.

Approval of August minutes: D. O'Brien moved for approval. H. Clopper seconded, all approved.

3. Board/staff reports:

Secretary report (S. Schultz): Passed along request for alternate audition time requested via email.

Treasurer report (H. Clopper): Current balance of \$22,411.23, Items to be resolved (from *The Gondoliers*): sound equipment. Checks disbursed to Arts Boston, EMACT for membership. Account signature has been transferred to Hersch, K. Meifert to be added as alternate signer.

Savoyards member Kathryn Denney has inquired about offering a donation earmarked for purchase or rental of sound equipment. It was determined that this would be allowable according to Savoyards bylaws. Agreed to table this discussion for the next board meeting.

Church Liaison (P. Welsh): SUMC would like to use the stage for church school. P. Welsh met with Anne Hamilton to discuss alternate space for set/tech/costume storage during the tech period for Pirates. Rejected use of cellar under main sanctuary due to tight access and odor (musty). Proposed using corner of Hawes Hall to the left of the door as you enter the hall (where the grand piano was) of equivalent area to the stage, using temporary partitions to contain. Church Trustees will decide after consulting with Sunny Hill and Community Education. Alternate possibility would be rental of a portable storage unit.

Costume rental (J. Dallas): Check received from TCAN for \$125; Private Willis costume returned, awaiting check. Attic cleanup date of October 19th with attention to costumes proposed. Dennis to send email announcement. Janice announced plans to retire from this position by May 2014. Plan needed for mentoring replacement.

Theater Liaison (E. Fell): not present; report via email: no new developments.

Reminder to draw up qualifications for replacement staff for this position.

Props and Equipment Rental (L. Martin): Not present. SLOC to contact for possible rental of fans, parasols.

Newsletter (T. Powers): Not present, report via email:

Newsletter is in process and will go to the printer this week for October 1 delivery to the post office. We are using the same printer (RPJ) and postcard format as we did for the spring newsletter. Costs will be the same as in the spring. I haven't determined yet whether the new printer will need the postage fee up front as they did last time; if so, I'll have to ask for a separate check to be sent to them quickly. H. Clopper approved check for postage.

Social Media: Not present. Updates have been posted to website, graphic posted on Facebook, need to add audition info. Request for better coordination of website, Facebook page, and newsletter.

Archivist (A. Roessler): Not present, report via email: Anne Rollins' cancer has returned, she is undergoing treatment at this time. Neil McCormick will be moving into New Horizons Asstd. Living in Marlborough very soon.

4. Pirates 2014

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

Met with David Silber, S. Kay, and Tony Parkes and created draft lighting plot. Have begun blocking, will be continuing work with Tony
Plan for next six weeks: Prepare for 2-ring and work on audition materials—readings.

Producer's report (A. Roessler): Not present. See attached report.

Attendance and conduct policy revision: H. Clopper moved for approval with no changes, D. O'Brien seconded, all approved.

Ticket prices: K. Powers moved to keep the same as 2013 (2013 prices were: \$24/Adult \$18/Seniors & Students \$12/Children under 12 \$15/Dress Performance), D. O'Brien seconded, all approved.

Tech Director's report (S. Kay):

First meeting was 9/12; will meet every 3 weeks until January when tech days begin.

The NE Institute of Art: Developing criteria for sound tech and lighting tech internships, including evaluation forms, hoping to establish long-term relationship.

Remaining vacancy: Paint Chief—have candidate.

5. Other business: Request for alternate audition times due to conflicts.

Suggested to change callbacks from Tuesday, Oct 29th to Weds, Oct 30 and allow individuals with conflicts on the other dates to audition beginning at 6:00 PM and staying for callbacks at 7:30. Dennis will consult with K. Denney before finalizing this change.

Treasurer has requested detail on all vouchers, as well as both signature and printed name.

Guidelines about prop guns at LSRHS. Kate to contact Ed Fell for opinion to see if this is mentioned in their guidelines.

Next meeting set for October 23rd; at Peter Welsh's house.

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

Pirates Producer:

Production meeting took place on August 14 with majority of staff present, got to meet new people, introduced everyone then broke into small groups for networking.

Arts Boston membership has been renewed for Sept.1, 2013 – August 31, 2014. Hersch issued check for \$165.

EMACT: Dues were not current for membership year of July 1, 2012 – June 30, 2013 even though we were judged for *The Gondoliers* and recently sponsored a DASH Award category “Best Props Coordination in a Play” for \$50. Treasurer(s) could not find a record of our last dues payment and we have not been listed as a member on their site. When posting on netheater411 it asks if you are a current member. Hersch issued a check for \$50 dues for the current year July 1, 2013 – June 30, 2014.

Auditions:

Priority for the past month has been to gather and update all pertinent information related to our auditions which has now been posted on our website. Susan Schultz created a fantastic graphic and has provided it to Newsletter and Social Media for their use. Webmaster Steve then sent an email to the lists announcing our Audition pages were posted.

Action item: Unfortunately our Audition dates conflict with SLOC’s *Mikado* rehearsals so I would like to work something out to accommodate those involved who wish to audition.

New this year are links to the audition forms that you can fill out in advance, as well as appropriate policies including the existing **Minors Policy** (dated 1997) & now the **Minors’ Authorization Form**, which Bill Fisher created electronically because we never had it in electronic form until now.

The **Member Registration Form** has been edited to remove the line above the signature that said the person read and agreed to the Attendance and Conduct Policy. Now the required signature is only for authorization to release their rights for our purposes.

Action item: The existing **Attendance and Conduct Policy** has no date or reference that it was ever voted on as a policy, however it is on our Policies page and now considered to be out of date. I solicited input from past Cast Managers Ann Ferentz and Ellen Simmons, redrafted it and sent it to the Artistic Staff to review. After incorporating additional edits I sent it to Chairman Kate for distribution to the board for their review prior to the September meeting so I could make any additional changes and **ask for a vote** at this board meeting. At the moment our audition page links to the existing policy.

Shirts: Also new this year one can pre-order their Pirates show shirt on our website and use Paypal to guarantee their order. You can even see a picture of each style with the graphic on it. I chose the Gildan brand in Dark Chocolate and added junior & women’s styles. This year the prices on the 2xl & 3xl are slightly higher due to the additional cost for the larger sizes. We can order up to size 5xl if we need to. I intend to place our entire order with Bolduc’s Apparel no later than October 1. We will not offer any shipping option, all shirts can be picked up starting at Two-Ring or Auditions.

Staff: We posted all the Artistic, Production and Technical Staff to date as well as a few positions that are still available. I have had no response from anyone about anything as of yet, however Ellen Simmons and John Gorgone have offered to switch from Internal Sales to Cast Managers if

needed. I don't know if Ellen will be a Pirate or a Ward since we prefer a Manager from each chorus gender.

Jim Ravan is going to be our Rehearsal Accompanist.

Publicity:

Fire Station Road Signs have been reserved for the week of February 16 – 24, 2014

Audition sign in front of SUMC - requested assistance of TD Suzy Kay, waiting for a resolution but would like to have it in place in early October.

Goodnow Library Program: I emailed Laurel to see if she would be willing to put a presentation together but she declined. After additional discussion with Dennis and Tony we decided not to participate at all. Susan Schultz contacted their representative.

Trumpet Bray: I sent Two-Ring and Audition information as their deadline was Sept 15 for October issue.

Netheater411.org:

Playbill Ad Swaps: arranged with TCAN, deadline is October 15 for "Spelling Bee" production; contacted SLOC and Concord for their deadlines; no response from MIT

Budget:

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. Due to the popularity of "Pirates" I am hoping our ticket sales will increase more than our expenses will need to be increased for this production.

Ticket Prices:

Action item: We are donating 2 Adult tickets to the HopeSudbury Telethon on Nov. 2, as we do every year. I need to send them our gift certificate which has the value of the ticket on it. Their deadline is October 1st to receive it and include us in the printed program. Thus we need to establish our ticket prices for 2014.

2013 prices were: \$24/Adult \$18/Seniors & Students \$12/Children under 12 \$15/ Dress Performance

We offered coupon for \$2. off/ticket in newsletter resulting in <\$268>, equivalent to 134 tickets sold

We will also be selling tickets through Arts Boston at a reduced rate, less their fee.

Tech:

A productive meeting took place on 9/12 at Suzy Kay's home with all tech disciplines present. Peter Welsh took care of obtaining current tax-exempt documents for SUMC & were distributed. Dennis O'Brien is taking responsibility for distributing access cards & keys to appropriate people Props Designer Aimee Ledwell has created a Pinterest account for posting pictures, ideas and suggestions.

Costume Designer Donna Roessler and I went to Brimfield on 9/4 and found that any vendor with anything remotely "steampunk" wanted top dollar because they knew how popular it is! We bought one prop item – an antique blowtorch- and a few possible costume pieces.

Tech Day use and storage issue re: SUMC has probably already been covered by Church Liaison Peter