

Sudbury Savoyards Board of Trustees Meeting

Monday, April 7, 2014 at 7:30 PM

Sudbury United Methodist Church

Minutes

Board attendees: Kate Meifert, Chair; Susan Beckett, Secretary; Hersch Clopper, Treasurer; Karen Powers, Randy Divinski, Peter Welsh, Dennis O'Brien

Attendees: Andrea Roessler, Pirates Producer, Archivist; Janice Dallas, Costume Rental; Ed Fell, Theater Liaison; Laurel Martin, Second Trombone; Sue Flint, Andrew Conway

Meeting called to order by Dennis O'Brien at 7:35 PM

1. Consideration of Agenda

2. Review and approval of February, Annual Meeting, and March minutes: K. Powers motion to approve with no further changes, P. Welsh 2nd; all approved.

3. Board/Staff reports

a. 2nd Trombone report (L. Martin): No rental activity. Inquiries from Concord Player about using halberds in Spamalot; Inquiry re: truncheons passed on to costume rental.

b. Secretary report (S. Beckett): Phone message updated: see website for latest information. Action item: remove summer show director invite from website.

c. Treasurer report (H. Clopper): Pirates budget nearly finalized. 15K gain year over year. Action items: begin construction of General budget; develop formal system for acknowledging donations over \$250.

d. Church Liaison (P. Welsh): Space has been reserved for Sing-Out and Broadway Concert. Note that SUMC now requires rental form for use. Action items: Schedule square dance; request that Church Liaison be added to Church Chronicle email newsletter list.

e. Theater Liaison (E. Fell): Invoice received, E. Fell to deliver check to LSRHS. Tentative schedule for 2015 distributed. School complaint: failed to restore settings to sound board. Action item: figure out how to correct for next time. Three DVD orders processed.

f. Costume rental (J. Dallas): Concord (NH) Light Opera: Sailor uniforms; Saenger Concert Chorus: truncheons and police helmets. Action items: deliver annual report in May when D. Roessler takes over position; update master inventory books.

g. Newsletter: Action item for May agenda: create a committee to review newsletter: format, schedule, distribution mode.

h. Social Media: Discussion of NEGASS website that uses images from the Sudbury Savoyards website without permission or citing source. Suggestion: develop policy for permission and appropriate photo credits, also for guidelines for appropriate use of photos taken by company members. Action item: Review policies regarding photo use. Tabled for further discussion.

A. Roessler, A. Ferentz, and D. Bergeron attended EMACT “Social Media for Community Theaters” workshop on March 29. A. Roessler also attended Arts Boston workshop on using social media. Suggestion: the Savoyards might want to officially set up a line of management for publicity that places Facebook and other social media under that management. Action item for June agenda: A. Roessler and D. Bergeron to present, discuss, and answer questions about social media and marketing and a plan for going forward. Action item: Create job description for board staff position of Company Promoter.

Action item: Content for Facebook page requested: Summer activities, dates, YOR speech and photos.

#### 4. Pirates 2014

##### a. Producer’s report (A. Roessler)

Budget nearly finished, a few notes: \$34,000 in ticket sales, 17K profit; \$400 donations in kind. Costume was under budget, Set went over budget due to rigging and set dressing expenses.

Notes for next year: Pre-order of shirts worked well. Not selling scores was OK for Pirates, but should consider for Patience, based on availability of scores. Broke even on DVDs. Use business card rather than postcard. Not worth repeating: Using Bostix, lawn signs. Action item: distribute final budget.

Recommendation that Tech members sign conduct policy.

##### b. Debrief report and recommendations (K. Meifert)

- Tried to focus on moving forward to better communications and relations for next year.
- Proposal that next year be considered a mentor year.
- Have assessed interest in workshops, should consider opening workshops to other groups.
- Should establish a formal system to have board backup for problems/support.

#### 5. New business

##### a. NEGASS Sing-out Collaboration on May 31, 2014, 10:00 AM-10:00 PM

Schedule: 10 am: *Pinafore*, Lunch, 1 pm: *Princess Ida*, Break, 3:30 pm: *Patience*, Dinner, 7:00 pm: *Pirates*

Katherine Engel Meifert will represent the Sudbury Savoyards and Angela Jajko will represent NEGASS and will collaborate to organize the event. Venue - The Sudbury Savoyards will provide SUMC as the venue for this event. (Done)

Cast will be selected from volunteer members from NEGASS and the Sudbury Savoyards, and will represent both groups. The selection process will be overseen by a member from each group (KEM & AJ). This process is nearly complete.

Orchestra for *Pirates* will be recruited by the Sudbury Savoyards (KEM). We already have at least one on every part, but could use some more strings, especially violins, and one more trumpet. Pianists for *Pinafore*, *Princess Ida*, and *Patience* will be recruited and paid by NEGASS. (Done by AJ) Conductors will be recruited collaboratively. (Done by KEM & AJ)

Costumes will be kept minimal – we are hoping to use hats and props from the Sudbury collection. Donna will not be available to help at the time of the event, so we need to plan ahead to ensure that we keep things organized and return them properly.

Admission is free for NEGASS members, a goodwill donation for non-members. Net proceeds will be divided equally between the two groups to cover costs. We could use volunteers to mind a welcome table (and the donation jar) at the beginning of each show. We could also use a donation jar.

Lunch will be a potluck affair organized by Kaori Emery from NEGASS and hopefully a willing Sudbury member. Any volunteers? Dinner will be on our own. Idea: talk to local restaurants about a possible discount or percentage donated? Any volunteers?

Concessions – we have an opportunity to make a little money for our cause by selling baked goods, ice cream, and drinks throughout the day, but we need someone willing to organize this on the Sudbury end.

b. Summer activities report (K. Meifert)

**Summer Broadway Scenes Concert Report**

Dates – June 20 & 21, 7:30 PM (rehearsals tentatively June 16 & 18); Venue: SUMC Hawes Hall, reserved; Pianist: Roberta Sutter recruited for piano accompaniment.

Singers already recruited: Connell Benn, Kathleen Larson Day, Donna Dewitt, Carolyn Schwartz, Kate Meifert, Ed Fell, Tom Frates, Dennis O'Brien

Recruit volunteers for: House staff – setup, collecting admissions, concessions table, baking.

Master of Ceremonies: will enable more concessions buying and smooth transitions between scenes and singalong material.

I could use a volunteer to run the laptop connected to a projector during the singalong numbers – the words to the songs will be projected on the screen.

Publicity plan: Use Facebook page and email lists for publicity, singalong suggestions. Performer profiles (Q&A) for Facebook page?

Action item: Agree on a name so that publicity materials can be created.

Ticket price: Motion by D. O'Brien to charge \$10 admission. Motion amended to add that proceeds support installation of air conditioning in Hawes Hall. 2nd: H. Clopper, all approved.

**August Square Dance:** Savoyard Tony Parkes has been contacted and has expressed interest.

c. Patience 2015. Request responses by mid May, plan for early June interviews. Action items: S. Beckett to route invitation letter, and on approval, mail (or email) to list and post to Theater 411, NEED, and Savoyards website. K. Miefert to email general list asking for producer candidates.

d. Bylaws amendment to address the issue of a tie in the election process. Action item L. Martin volunteered to draft language to amend bylaws.

e. Task list updates. Recommendation to establish subcommittee to manage tasklists to bring up to date, avoid omissions and duplications. Volunteers L. Martin, K. Powers, and J. Gorgone—others welcome. A. Roessler has notes to contribute.

D. O'Brien to set agenda for next meeting scheduled for Thursday, May 8th

Motion to adjourn D. O'Brien; 2nd: K. Powers; all approved. Meeting adjourned at 10:37 PM