

Sudbury Savoyards Board of Trustees

Tuesday, February 11, 2014, 7:30 PM

Sudbury United Methodist Church

Minutes

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

Staff attendees: Andrea Roessler, Pirates Producer; Susannah Kay, Pirates Tech Director; Ed Fell, Theater Liaison; Laurel Martin, Nominating Committee, Second Trombone, and Family Matinee Coordinator.

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

1. Consideration of Agenda
2. Review and approval of January minutes. Motion to approve, K. Powers; Second, P. Welsh, all approved
3. Board/Staff reports
 - a. Second Trombone: no new rentals; borrowed blue throne was painted red.
 - b. Nominating Committee: has received two statements, have been promised two statements, and two possible. Action item: Follow up on statement submission and continue recruiting.
 - c. Family Matinee Coordinator: Recruiting leads to present, SM and SD will be on stage, as well as an orchestra member. FM coordinator action items: Youth Playbill, Comprehensive participant instruction sheet.
 - d. Secretary report: Sudbury resident, Janet Mason, has offered vintage clothing for donation in exchange for show ticket; producer approved offer of ticket; Costume Designer D. Roessler will follow up.

Director's list mail returned as undeliverable. Action item: Follow up with P. Sliney re: undeliverable and updated director addresses.
 - e. Treasurer report: See attached budget spreadsheet. City of Cambridge erroneous debit cleared up. Board Chair K. Meifert added as account signer. Will retain second bank account specifically for donations designated toward capital. Action item: Resolve several outstanding 2013 production expenses.

Discussion of acknowledging gifts of \$250 or more for tax purposes. Action items: R. Divinski to forward template letter, A. Roessler to send list of 2014 playbill patron names.
 - f. Church Liaison: Church confirmed HH availability for 3/30 debrief. TD has made arrangements to pick up lights after 3:00 pm on Friday before put-in.
 - g. Theater Liaison: Have tentative dates for summer show based on middle school availability: Put-in 7/11 run through 7/28; have not yet requested space.

Clarification of communication during E. Fell's absence: Notify school regarding use on dark night 24 hrs in advance (usually decided Monday night). School will contact Andrea if school is to be closed due to snow. All requests for custodial

needs should go through Mr. Fisher. D. O'Brien will manage black box portions of mini-strike and reset.

Edward Jajko DVD situation resolved, check cashed.

Revised DVD order form created for lobby and posted on website.

Action item: K. Meifert and D. O'Brien will continue to seek replacement School Liaison (E. Fell is content to continue on as black box coordinator).

- h. Costume rental: No report. Checks received from Ridgewood, NJ G&S for rental fee and replacement fee for lost item.
- i. Newsletter: Postage invoice received by Treasurer H. Clopper, printer's invoice to come.
- j. Social Media: TD S. Kay has been keeping up posts; numbers are up significantly, would like to add content on overall mission, process of putting show together. Requests made to keep the following items out of social media: complete costumes, dirigible, dummies, Queen V. Action items: Producer will communicate exclusions to cast. TD S. Kay will work with S. Carr to create short video.
- k. Archivist: Haworth family expressed appreciation for Savoyard presence at memorial service.

4. Pirates 2014

- a. Producer report: see attached report.
 - i. Discussion of print quantity for playbill, will print 1200, and promote patron "recycling." Production photo will be available by the 2/28, DVD by Debrief (rough cut will be available for Strike Party). Producer has requested more definitive guidelines than "at the discretion of the producer" for distribution of comp tickets. Agreed to table for future meeting.
- b. Director reports
 - i. Stage director: See attached report
 - ii. Music Director: No report
 - iii. Tech Director: Pleased to report that many new contacts have been established in all areas, especially sound, and many new volunteers have been recruited.

Regarding sound for 2014 production: We will not use the school's system. Wireless intercom system donated by Ed Council; wired intercom donated by Dave [S. Kay: please provide last name]. AV rental company, Talamas (of Newton, MA) will rent to Savoyards 12 cast microphones for \$1620. These mikes are preprogrammed not to interfere with the school's system. TD has worked with E. Fell to have equipment added in a rider to insurance policy.

Lobby display is being completed by D. Kay, with assistance from D. Lopshire.

5. New business

- a. Annual meeting agenda: (This also serves as the next board meeting). Church committee will include birthday cake as part of supper (Frederic is 39 and one half). Action item: K. Meifert to email agenda, A. Roessler will send last year's agenda for guidance.

Clarification requested for T. Powers re: YoR presentation: It is OK to contact B. Fisher directly, suggested to begin with email to Joyce. Dennis has written page in playbill, A. Roessler will send further information.

- b. Annual Chairman's survey: K. Meifert has solicited input for new questions. Suggestions: follow "Start, Stop, Continue" format--though possibly too open-ended; when asking if people would like to be more involved, request contact information. Will review questions from previous surveys.
- c. Summer show interviews: Have received two definite requests for interview and one possible. Action item: S. Beckett to follow up with Doodle poll to determine available interview dates and confirm interest of "possible" director.
- d. Possible May sing-out collaboration with NEGASS: Is there interest in hosting event in Hawes Hall? Motion to follow up and explore dates and details: S. Beckett; second K. Powers, all approved.

Motion to adjourn 10:20 pm: P. Welsh; second H. Clopper, all approved.

Suggested dates for April Board meeting: 4/7 or 4/8 TBD.

February 11, 2014 Board Meeting Producer Report Andrea Roessler

Cast: 2 more cast members have departed – Sara Ballard had health issues and other conflicts, and it was determined that Beth Goldstein had already missed 4 rehearsals and needed to be deleted. We now total 57 with the Chorus broken down with 21 Wards including Kate, Edith, Isabel, with 27 Pirates including Samuel (7 of which are female) and 10 Policemen.

Tickets: SUMC weekly Chronicle email bulletin has been including our Ticket Order Form

Phone line: Ticket Chief Kathy Lague updated the message line with more ticket information.

Budget: Would love to see some Income being added to those pages!

Publicity:

Business Cards: I printed 1500 business card size hand-outs for all to distribute.

Posters: We are out of 8.5 x 11 posters. Original order was placed for 600 of which David Baldwin and his friend took over 150 and used them all. I assume the cast, crew and orchestra took the remainder. A few people have emailed with where they have posted them.

Lawn Signs: I ordered 10 and distributed them to cast members on busy streets in Sudbury, Maynard & Framingham. Unfortunately the ground is frozen which makes installation difficult.

Road Signs: On 2/1 Bill Johnson delivered the 2 sandwich board signs to the Police Station on Route 20 and the Fire Station on Route 27. They were covered in snow so I asked him to keep checking on them for us. He promised to dig them out if necessary.

The remaining 2 4x8 signs will be installed at the fire stations during Put-In on February 15.

Newsletter: A 6 x 9 size postcard was mailed as the February newsletter. Unfortunately there was a typo on the performance dates that went unnoticed – the February 23 matinee and the February 28 evening performance were reversed. I sent an email to the Pirates list and corrected

several hundred extras. The extra copies were made available to the Cast for distribution with the instruction about putting a first class stamp over the bulk permit area.

With such an abundance of them I asked Jane Graham to deliver stacks to the Sudbury Sr. Center and the Goodnow Library.

Arts Boston: I posted our show and they created the BosTix page for us.

FYI: I attended their very informative seminar on January 21 for publicity suggestions regarding emails subscribers, websites, electronic newsletters, demographics, etc. I will make a presentation at a future board meeting.

Tickets to the Arts/ Globe Ad: Susan B. designed banner for ad, I submitted it on 2/10.

Our discount price for being a member of Arts Boston made it \$135 rather than \$180.

I also submitted color ad to boston.com for \$19.95 (we had 196 clicks on it last year)

Globe GRANT coupons: This program awards the top 5 designated non-profits that receive the highest number of coupons turned in from their supporters in order to receive advertising dollars which expires on March 1. We haven't a chance.

Sudbury Cablevision: Ed Fell has arranged for our 2 previous *Pirates* and 2013 *Gondoliers* to be broadcast and sent out an email announcement. I posted show on their calendar page.

Town Photos: Photos and captions were submitted to the local newspapers, facebook and on-line postings. I've been getting some tags so people must be seeing them.

Facebook page: Suzy Kay has been providing great tech day photos and captions on a regular basis and the number of "likes" has been increasing.

The only thing the Costume Designer asked is NOT TO POST ENTIRE COSTUMES! Parts and work in progress are okay but she is getting nervous about seeing too many already posted.

Assisted Livings/Retirement Homes: Poster and information was mailed to the Activities Directors; follow up phone calls to be made. New Pond Village is sending a bus to the 2/23 matinee.

Print Media: emailed editor of Sudbury Town Crier to arrange photographer on 2/16, then followed up by phone – response was the usual "will put in the request, but no promises". Editor suggested I have a back-up photo plan, just in case. Chris Pollari n/a on 2/16, will ask Stoney or Tom.

On-line postings: I'm hammering away at these. The 'do-it-yourself' postings take an incredible amount of time to do each one as they are all different, you need to create a user name and password for each site, and then they aren't always the easiest formats to use. In order to see what I've posted on media Facebook pages I have to "like" each one, ugh.

NEGASS Party: On behalf of NEGASS I forwarded a "Save the Date" email to our Pirates list. Angela Jajko then asked for our email list to send out an evite. I consulted with the Listmasters and they also were not comfortable handing over 101 personal email addresses, especially since some members had specified that their email was not to be made public. Explaining this to Angela got very complicated and I deferred (delegated?) it to Chairman Kate Meifert. As a result, Social Chair Karen Powers sent out the Evite and will collect the RSVP's and provide them to Angela one week in advance.

Ladies Luncheon: Recd. email from Social Chair Karen Powers that it was not on her task list and because she works and therefore cannot attend, she would not be dealing with it. I delegated it to Jane Graham who immediately organized it.

Family Matinee: Coordinator Laurel Martin responded re: tech staff and other specifics needs for the TD & Stage Managers planning purposes.

Playbill: Many people were involved in proofing this year and it is at the printer. Final version is 44 pages including covers. Now we are working on the insert page. Rather than leave one side blank, looking for suggestions of what to put on the reverse – a Glossary? Email list registration form to try to grow our email lists?

Final Revenue (but not necessarily reflected on the budget yet):

Playbill Ads: \$3050. Budgeted: \$2000 still trying to get payment from 1 cast member for ad

Patrons: \$3523. Budgeted: \$3500

Internal Sales: Internal Sales Chief Sue Flint created the order form for the Company Photo, DVD, BluRay DVD & Photo CD, posted on protected website page. Email sent to company 2/9.

EMACT: DASH application and fee was submitted and receipt confirmed. They now have an additional “Professional Disclosure Statement” required that tells them if anyone is a theater professional, member of a union, if anyone was paid, and what items were rented vs. our original design & construction. Joyce polled the Orchestra, I inquired of the Tech staff & cast.

I contacted the EMACT rep for assistance with the wording since we did rent some parts of costumes. Based on feedback, no one involved in this production is considered to be earning their living wage from the task in which they are participating.

Police Detail: Request for each detail shift was emailed to the Sudbury Police Dept on 2/2.

Follow up call on 2/10 discovered they never received it (or they don’t know where it went) so I personally delivered a hard copy.

House: Asst. House Manager Susan Elberger sent email to recruit for House Staff and Bakers and was also included in the SUMC Chronicle. Persis and I spoke on 2/10 for staffing update and set-up plans. She’ll be sending a google doc with their status.

Lobby Music: As of last month’s report it was decided that Joyce would have a discussion with Kathryn to hopefully discourage Jagan Nath from organizing chamber music in the lobby this year for a number of reasons. As of 2/10 this had been overlooked and Kathryn will discuss it with Dennis.

Certificates: I am going to try to have at least the House Staff certificates by 2/20 so we can present them after each shift. Often we do not see these people again. I suggested that Stoney deal directly with Beth and/or Tony to provide him with the names in his preferred format.

Tech & Production Week Responsibilities: Document was edited and submitted to Management list for edits & approval prior to distribution; emailed 2/3 to the entire Pirates list.

Requested that the TD and ATD please copy me on all tech-related emails so I can stay informed.

Tech Shirts: I place an order with Bolduc’s Apparel for some special order styles and sizes and some inventory of smaller sizes. Expense is part of general budget, not show specific. They are being delivered on 2/11.

Orchestra: Rehearsal scheduled for Sunday 1/26 was cancelled since it was originally scheduled as a snow/ make-up day. Peter Welsh notified SUMC that the space was not needed.

De-Brief: Scheduled for Sunday, March 30 at 7:30 pm at SUMC and requested Peter confirm with SUMC as were listed as “tentative” on their calendar.

I will be requesting/begging (as we do every year with little results) for people to update their task lists and turn them in by this meeting. Outstanding expenses will also need to be turned in for reimbursement or payment by then or they will be thanked for their 'donation'.

Annual Meeting/Last Supper Agenda: concerned about timing, especially the presentation of the certificates, due to so much business that needs to be covered in such a short time.

Stage Director Report – 2/11/14 Dennis O'Brien

We're in pretty good shape as we head into Tech Week. The show has been blocked and we've run it a couple of times. I have some final movements for the cast in the Act 2 finale, and we'll block those as well as curtain calls on Wednesday. Tony made some revisions to "With Cat-Like Tread" which improve the flow across the stage. Overall I'm pleased with the way the show is developing. The fight scene towards the end of Act 2 is particularly fun, with three different encounters (headlined by the rumble between Ruth vs. Mabel) taking place within the 10 beats of music. The chorus sound is uniformly strong, and impressive.

There was one issue which came up a couple of weeks back, when I found that the Act 2 set had been altered slightly without my knowledge. The change was in fact necessary, and I'm sure that it seemed relatively inconsequential when the alteration was made, but it did require some revision in blocking to accommodate the entrance/exits for the cast relative to the new location of the Major General's house. The change was made without difficulty, but had we arrived at Tech week without knowing this it could have posed a more serious problem. I'll discuss this in more detail at the debriefing with a view to avoiding similar confusion in the future.

We lost a few folks along the way for one reason or another. As it turns out, the final count of the cast is not far from our normal onstage complement, with 45 in the chorus and 10 leads.

I am eagerly looking forward to seeing all the various pieces which have been assembled over these past six weeks come together on the stage. Many thanks to all who have been working so hard to make this happen - I believe that you'll be happy with the results.