

Sudbury Savoyards Board of Trustees

Monday July 21, 2014 - 7:30 pm

SUMC Chapel

Minutes

Board attendees: Dennis O'Brien, Chair; Susan Beckett, Secretary; Hersch Clopper, Treasurer; Sue Flint, Karen Powers, John Gorgone, Andrew Conway

Attendees: Andrea Roessler, Archivist; Kate Meifert, past Chair (executive session only); Susan Elberger, Patience Producer; Jim Ravan, Patience Director; Peter Welsh, Theater Liaison; Paul Sliney, Database Manager; Ed Fell

Executive session called to order at 6:42. Discussion of procedure for dispute resolution during production. Suggestion: entire board should be informed so that board can take necessary action, replacing staff if necessary.

Meeting called to order by Dennis O'Brien at 7:33 pm

1. Consideration of agenda
2. Approval of June amended minutes: Motion to approve: H. Clopper, 2nd: J. Gorgone, all approved.
3. Board/Staff reports
 - Secretary report (S. Beckett): email inquiry re: G&S summit. Action item: respond asking for recap of event.
 - Treasurer report (H. Clopper): See attached report. Would like to send check to church for a/c donation. Action item: Will check with Randy about \$500 check from foundation; \$1600 to church from Savoyards account.
 - Church Liaison (K. Powers): Dates have been requested and approved for auditions, callbacks, and company meeting.
 - Theater Liaison (P. Welsh): Expect to have more to report next meeting.
 - Costume Rental (D. Roessler): Has received rental form, notebooks, will write new policies, expects to raise rates and deposit amount.
 - Props and Equipment rental (L. Martin): Nothing to report.
 - Newsletter: Committee update (A. Conway):
 - Keep existing postcard format for October mailing (mailbox deadline 10/1).
 - Create and administer electronic survey to cover all communications media. Action item: A. Conway: draft survey, finalize by 9/1.
 - Update the logo/identity. Action item: S. Beckett to provide sketches for next board meeting.

- Reintroduce the Company Promoter position (board staff) to coordinate Savoyard communications across all media.
 - Will meet to discuss with all communications disciplines early September. Action item: A. Conway to plan meeting.
- Social Media: No report.
4. Dallas Farewell. K. Denney has volunteered music direction for musical tribute. Action item: D. O'Brien to follow up with approved commemoration.
 5. DASH Awards. Savoyards sponsored award category: best prop design for musical; Nominations received: Best Lead Actress, Kim Moller; Best Music Director, Kathryn Denney. Gala is August 16th.
 6. Patience 2015.
 - Producer report: Tech Director: Brenden Chetwynd; Graphic Designer: S. Beckett; Set Designer: L. Martin; Setting final dates with MD. Two-ring will be October 19th at the Martin's house; Auditions on October 20, 22, 24th (callbacks); Company meeting on Nov 3; Budget will be available after first tech meeting.
 - Confirmed that Tech Director is hired by producer.
 - Motion to update Tech Director task list to have TD report to Producer offered by D. O'Brien, 2nd: K. Powers, all approved.
 - Stage Director: Will be meeting on 7/23 with TD and MD to communicate vision.
 - Music Director: No report.
 7. Fall Workshops/Company Meeting. Suggestions: Check Chairman's survey for areas of interest. Audition workshop:-ave early in fall, determine age limit. Action item: D. O'Brien will check with K. Meifert re: availability to teach this workshop. Set painting effects. Suggestion: have workshop after company meeting; date TBD.
 8. Square Dance event. T. Parkes is open to doing this, he is unavailable on Saturday nights, need to determine date, admission charge. Action item: K. Powers to check Hawes Hall availability on Friday nights in early September.
 9. Task Lists—Trustees revision. Revision to language regarding attending check presentation. Motion to accept changes to trustees task list: J. Gorgone, 2nd: A. Conway, all approved.
 10. Sudbury 375th. Suggestion: The Sudbury Savoyards could participate in Sudbury's 375th Anniversary with an information booth at the final celebration on Saturday, September 6th (12 pm – 8 pm at Lincoln-Sudbury High School). This would be a wonderful opportunity to make ourselves better known in the community as well as announce our upcoming 2015 production of "Patience." We could have an archival display, Savoyard Shoppe, and gather data and email addresses via a survey. Possibly organize an appropriate "act" or small ensemble to perform. A. Roessler has volunteered to take the lead in organizing participation. Motion to authorize Andrea to proceed D. O'Brien, 2nd: S. Beckett, all approved.

11. Costume Storage. D. O'Brien has spoken to Shetal re: installing floorboards in attic.

Thinks it will be OK. Date set tentatively for September (cooler weather)

Next meeting Wednesday, August 20th

Motion to adjourn at 9:18 by J. Gorgone; 2nd: D. O'Brien, all approved.