

Sudbury Savoyards Board of Trustees

Thursday June 26, 2014 - 7:30 pm

Minutes

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

Attendees: Andrea Roessler, Archivist; Susan Elberger, Patience Producer; Jim Ravan, Patience Director; Ed Fell; Kate Meifert

Meeting called to order by Dennis O'Brien at 7:34 pm

1. Consideration of agenda
2. Approval of May minutes: Motion to approve with no amendments: K. Powers, 2nd: H. Clopper, all approved.
3. Board/Staff reports
 - Secretary report (S. Beckett): Updated voice mail message; added Wendy Stuart to director mailing lists.
 - Treasurer report (H. Clopper): See attached. School check cashed, church check cashed. ~\$25,000 in bank operating fund; \$900 in capital fund. Broadway Cabaret produced \$1,592 in net income. Highland Street Foundation (R. Divinski's company) has offered to donate \$500. Suggestion: Wait for HSF check and then donate \$2000 to church via offering plate (per SUMC suggestion).
 - Church Liaison (K. Powers): Nothing to report.
 - Theater Liaison (P. Welsh via email): Met today with E. Fell and many of the staff of the High School. Will follow up in the early fall with those I did not meet today. Unfortunately the school business manager position is in turmoil again so the pricing strategy Ed has so carefully crafted will need to be revisited. There is an interim business manager (did not meet him) but I got the feeling he will not be permanent.
 - Costume rental (J. Dallas via email): The truncheons and helmets are back in good condition from the Boston Saengerfest Men's Chorus. We charged \$44. Will be meeting with D. Roessler soon to transfer records and key.
 - Props and equipment rental: No report
 - Newsletter: Subcommittee to hold second meeting on July 17th, K. Powers to confirm church room. P. Sliney has sent mailing list data, list

manager has provided Google groups data, and H. Clopper has provided detail of printing/ mailing expenses to A. Roessler for next meeting.

- Social Media: No report.
4. NEGASS Singout recap (K. Meifert): Medical emergency resolved. Great day--fun time had by all. Great PR and networking opportunity for both groups. Pirates orchestra score has been returned.
 5. Broadway Cabaret recap (K. Meifert): Three performers subbed at last minute; No expenses required for performance; great having a/c. Sing along numbers well received by target demographic.
House Manager report (D. O'Brien): all helpers showed up and everything went smoothly, \$90 in expenses, has been reimbursed. Overall: simple to put together could be done again and used to promote summer show.
 6. Patience 2015: K. Denney music director interview scheduled for Wednesday, July 2nd. Action items: K. Powers to reserve room, D. O'Brien to confirm with KD.
Producer report:
 - Created draft calendar in Google cal. Will confirm dates with MD once selected. Will fill in dates as more things get confirmed. Planning rehearsals to have all present on Fridays for parties. Scoping location for cast party. Suggestion: social event after tech day. Pot luck?
 - New event: Company meeting. Suggested timing early November. Brief on tech for cast, introduce production staff, ask for skills, interest, and volunteers. Follow up with training on a Saturday. Makes it clear who we are and expectations. Suggestion for company meeting: sing along.
 - Recruitment: Need help finding TD. Set designer is Laurel Martin; Linnea Martin will be paint chief. Dave Silber will be lighting designer, wants to be involved in tech. Have been trying to post to Theater411, did finally get posted. Exploring connection with Fitchburg State theatre dept. Stage Source has been suggested for posting.Stage director: Vision: 1-set, Intended to be funny. Set is inside Bunthorne's castle. Use scrim for outdoor scenes. Arch for exit/entrance. Suggestion of brick wall, rather than continuous flats. Multi-level, in various groupings and arrangements (not chorus risers). Costume build is mostly hats--flowerpots. Front piece: narrator and British telephone box (time machine) and Oscar Wilde look-alike.
 7. DASH award award sponsorship, membership: Motion to approve: D. O'Brien, 2nd: J. Gorgone, all approved. H. Clopper to send check.
 8. Other summer fundraising event: Talk to Tony Parkes re: summer square dance event. Suggested date: August. Action item: D. O'Brien will reach out to Tony.

9. Fall workshops: Hope to attract people who want to learn skills. Timing? Early fall. Target audience: people who have an interest, use to expand group. How to recruit speakers/teachers? Possible presenters? Topics? Action item: D. O'Brien to send out topics and ask for volunteers. Suggestion: Could repeat workshops for cast.

10. Task List Team report (A. Roessler, Past Producer/ Archivist, P. Sliney, Task List Manager)

After requesting that task lists be updated and submitted at the de-brief meeting after the 2014 production of "Pirates" only two were received, from Internal Sales Chief Sue Flint and Stage Director Dennis O'Brien. Chris Pollari created and submitted one for the task of the Photographer since there was not one previously. Since then, Social Chair Karen Powers has provided her changes.

In July of 2013 Paul had received updates to the Ticket Reservations Chief and the Tickets Chief from Jamieson Cobleigh.

A new format was discussed but since we could not come up with one the existing format will continue to be used. Paul has made some minor changes to the most recent lists to streamline them a bit.

At the April Board Meeting a few people expressed interest in working on the project of getting these Task Lists up to date as soon as possible: John Gorgone, Laurel Martin, and Karen Powers.

Andrea updated the task lists for Chairman and Church Liaison in early May and Paul Sliney made the edits and distributed them to the group for their review and approval on May 23 with no response from those individuals. Peter Welsh reviewed and approved the edits for Church Liaison. Sue Flint reviewed and approved the edits for Internal Sales.

On June 16, Paul sent the updated lists to Webmaster Steve Malionek and they were promptly posted on the Policies/Hierarchy page. Steve has since added the date of the last update next to each task for easier reference.

The next Tasks to be updated by Paul and reviewed are: Stage Director, Social Chair, Ticket Chief, and Photographer. Andrea is working on editing the Trustees, Board Officers, and Producer Tasks at this time.

Suggestion is that the Nominating Committee use the Trustee Task Lists as a recruiting tool so that potential nominee candidates understand and agree to the responsibilities expected of them prior to running for the Board rather than after they are elected.

Action item: Plan is to continue working on it.

11. Dallas costume donation. More costume storage space needed. Items also need to be cataloged. Lots more to come (armor, parasols). L. Martin has volunteered basement space. Suggestion: install more flooring and/or shelving in attic (where

strip lights are currently stored). Action item: D. O'Brien to meet with Shethel to discuss.

12. Sudbury 375th: Olde Time Community Fair event scheduled for Saturday, August 23rd. Committee needs people in costume to walk around and sing. Action item: K. Powers to ask 375th committee to define needs. Send request to SavMem to gauge interest; D. O'Brien to review before sending. Suggestion: Have interested Savoyards reply directly to 375th committee.

13. Notes and other business:

- Tuesday, July 15th DASH awards nominations. Saturday, Aug 16th, DASH Gala.
- Mail permit: have only \$25 in account. OK to leave as is for now? Yes.
- K. Meifert returned Hawes Hall dogging key.
- Added second signatory (D. O'Brien) to bank account.

July meeting tentatively scheduled for: July 21 at 7:00 pm (7:00-7:30 executive session).

Motion to adjourn at 9:40 pm: D. O'Brien, 2nd: K. Powers, all approved.