

Sudbury Savoyards Board of Trustees
Wednesday, October 8, 2014 at 7:30 p.m.

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; Susan Elberger, Patience Producer; Jim Ravan, Patience Director; Kathryn Denney, Patience Music Director

Meeting called to order by Dennis O'Brien at 7:35 p.m.

1. Consideration of Agenda
2. Approval of September amended minutes: Motion to approve by H. Clopper, seconded by A. Conway, all approved.
3. Board/Staff reports
 - Secretary report (S. Beckett): received Revels G&S event announcement via email. Action items: Forward announcement to group for distribution. Add audition info to voice mail.
 - Treasurer report (H. Clopper): Report submitted via email. Only outstanding bill is for newsletter. Have placed revised vouchers on website. Created new budget forms for Producer. Added space to record date for donations to keep track of and acknowledge donors over \$250.
 - Church Liaison (K. Powers): No new news; all dates confirmed.
 - Theater Liaison (P. Welsh): In process of scheduling meeting with Patrick Collins of LSRHS. Will report after meeting.
 - Costume rental (D. Roessler): No report.
 - Props and equipment rental (L. Martin via email): No new rental activity since our last meeting. P. Moravek is cleaning out her basement and offered the tops of the towers from Yeoman 1997. I told her we really don't have the space to store them. I also have no idea how they could be used in the future.
 - Newsletter editor: Fall postcard newsletter has been mailed out.
 - Revision Committee update (A. Conway): Survey is live. There have been 3 responses so far. We will be able to track source of survey takers.
 - (S. Beckett) Requested preliminary input on revised logo. Action item: solicit further comment via email.
 - Social Media: No report.
 - Archivist (A. Roessler): Will send card to M. Cashman family.
4. Pirates 2014 DVD discussion (D. O'Brien): Company member wanted to see if we could get revised DVD with better sound balance. S. Whitaker has remixed and delivered a copy. Suggestion: investigate duplication and distribution of

revised version. Send email to purchasers and replace for those who want it at no cost.

5. Patience 2015

- Producer report:

Staffing update: Joel Hirsch will be Stage Manager. Internal Sales will be Johanna Shriver and Ann Ferentz. Social chairs still needed—wait until after auditions to get newcomers. Still need: Ticket Chief—House Sales and Playbill Ad Sales. Preliminary staff roster is done, will forward to staff.

Preliminary Budget: Budget has been drafted going liberal with expenses, conservative with revenue resulting in moderate profit. Will update as we progress.

Two-Ring: Requested more prominent posting on website. Have set up mechanism to communicate location. S. Beckett will cover responses while S. Elberger is away. Requested that the Powers put up sign at their house with S. Elberger's contact info. Dennis will send out email reminding of new location.

Auditions: All paperwork, forms, etc. have been copied. B. Fisher and J. Isen will do photos. J. Gorgone and E. Simmons will take care of sign-in table

- Stage Director report: Preparing show "grid" that will help track who is on stage when. Has drafted dialog for pre-show front piece.

Set design update: Set designer is working on model. Will be on display at Two-Ring.

- Music Director report:

Orchestra recruiting: All set—orchestra is completely staffed.

Accompanist: Have several possibilities; have someone confirmed for January.

Scores: D. Larrick is loaning orchestra score. Parts will be available by the end of October.

- Tech Director report (B. Chetwynd via email): Will be scheduling next tech meeting for late October.

Staffing update: Need rigger and set construction chief.

Hawes Hall storage: Have submitted proposal to SUMC add flooring. Per fire inspector, SUMC side storage needs to be addressed. Need to wait for SUMC. Need to have Dallas boxes unpacked and recataloged, but no room. Need to wait until we have more space to put recataloged items.

6. Summer 2015 show: Director letters should go out in early December, interviews in January. Suggestion to change process: Designate committee to investigate and choose plays, then propose plays in director solicitation. Action item: J. Gorgone, K. Powers to organize committee and solicit ideas for shows.

7. EACT outreach proposal (D. O'Brian): EACT would like to send a representative to attend a board meeting. They would like to make 30-minute

presentation. Action item: D. O'Brien will contact them and recommend a spring meeting

Next meeting is set for Monday, November 10th.

Motion to adjourn at 9:06 p.m. by D. O'Brien, seconded by A. Conway, all approved.