

Sudbury Savoyards Board of Trustees
Wednesday, September 10, 2014 — 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

Attendees: Andrea Roessler, Archivist; Susan Elberger, Patience Producer; Jim Ravan, Patience Director; Laurel Martin, Second Trombone; Brendan Chetwynd, Patience Tech Director; Janice Dallas

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

1. Consideration of Agenda
2. Approval of August Minutes: Motion to approve by H. Clopper, 2nd: J. Gorgone, all approved.
3. Board/Staff Reports
 - Secretary report (S. Beckett): Received questionnaire from G&S summit and forwarded to Chair for completion. Once completed, they will send roster, proceedings, and survey results. Action item: send chairman's final survey replies to summit organizers.
 - Treasurer report (H. Clopper): Balance ~\$24K; two checks outstanding. Action item: create annual budget for all activities.
 - Church Liaison (K. Powers): Fine tuning final confirmation of dates with SUMC. Some delay caused by church website under construction.
 - Theater Liaison (P. Welsh via email): have made contact with the LSRHS Business Manager and will have first meeting in the near future.
 - Costume rental (D. Roessler via email): may have a rental with Theatre III for frock coats. Still working on a draft of policy changes for costume rentals. Action item: Should have a policy to submit by or before the October meeting.
 - Props and equipment rental (L. Martin): Boston Conservatory inquiry for orchestra wall. Wall is no longer available for rental so it has been removed from webpage. Opera Providence requested our Pirates Act 1 set. It was explained that we only have individual pieces not a complete set. They thanked us but there was no rental.
 - Newsletter editor (T. Powers): On vacation; working on postcard for Oct mailing.

- Revision Committee update (A. Conway via email): Action items: Plan meeting with extended group to address holistic communications strategy; revise survey based on comments; draft samples in top survey packages to evaluate. I should be able to get all of this done by the end of the weekend.
 - We will need a URL to include in the postcard mailing. Suggestion: add a page on our website with info about the survey and a link to participate. We'll need the webmaster to set up a page with a simple URL, such as www.sudburysavoyards.org/survey.
 - Social Media: no report.
 - Archivist (A. Roessler): Reception for Officer Rocky: Have a certificate and gifts (Savoyard swag) for presentation at event. Donna and Dennis will attend and present gift.
4. Sudbury 375th report (A. Roessler): Bottom line: we received \$1 in donations and sold an archival t-shirt for \$5 = \$6.00 total and netted 8 mailing list forms filled out. I borrowed a 12 x 12 pop-up tent from Save A Dog and (3) 8' tables from SUMC. All other display items came from the archives, Shoppe and attic; S. Beckett loaned a TV/DVD player, A. Conway provided a mailing list sign-up sheet that asked if one wanted to participate in our email survey, D. O'Brien provided a large printed version of *Patience* poster, L. Martin provided the donation bucket and new signage, P. Sliney provided name badges, and S. Elberger provided hand-outs announcing *Patience* and opportunities to participate.
- Turnout was probably less than anticipated due to the weather (earlier publicity estimated between 3-4,000 attendees). We found few people to engage in conversation or even show interest in our booth; however, if we had not participated, I would have regretted missing an opportunity. The volunteers who braved the hot and sunny weather were all helpful, thanks to: D. O'Brien, S. Elberger, J. Ravan, S. Flint, L. Martin, J. Saul, A. Conway, M. Marsh, S. Beckett, and D. Roessler (for transportation).
5. *Patience* 2015
- **Producer** (S. Elberger): Announcements have been sent to webmaster; not on website yet.
 - Two-Ring: All set, attendees who need them must call for directions. Action item (L. Martin): Due date for set design is two-ring
 - Auditions: have photographers, have pianist.
 - Preliminary budget: Will prepare once set design is complete. Action item: have budget set for October meeting.
 - Shirt ordering: Design is all set, color is kiwi. Action item (S. Beckett): Upload file to Bolducs.

- Stage source event in Boston. S. Elberger and J. Ravan took this opportunity to network with other theater companies. Boston University theater department interested. A few other groups have agreed to post information.
 - **Stage Director** (J. Ravan): working on set ideas, had time to consult with designer; set design is getting close to final. Adding four roles: Oscar Wilde, Scientist, and two scientist assistants (non-speaking). Working on blocking notes program.
 - **Music Director** (K. Denney via email): J. Isen and I have identified players for every instrument part and plan to contact them after “Oklahoma!” is over, as many of the musicians overlap.
 - Rehearsal CDs are being provided from the archives (2003). I will duplicate and distribute them.
 - The orchestra parts and score are still under investigation; I believe we can locate them before Two-Ring. The hope is to rent them for four months, so that musicians can review the score before they reply.
 - **Tech Director** (B. Chetwynd): Still many staff vacancies. Have reached out to previous staff and many groups to recruit tech management team members. Action item: send out list of vacant positions via email; K. Powers will post at work.
 - Had tech meeting two weeks ago: Costume crew: L. Dean is designer, S. Flint and K. Weeks are construction chiefs, and P. Moravek is hat designer.
 - L. Martin is set designer, Linnea Martin is paint chief, T. Powers will consult with set construction, R. Olsen is sound designer, S. Carr will help with sound, D. Silber is lighting designer, R. Dallas will be available long-distance to consult on rigging. Have pursued several leads, but still need SM;
 - Action item: set up next tech meeting.
6. Stage Source, Gold Star discussion (S. Flint): Information on both services distributed via email.

Stage source allows us to ask for info, post calls for staff, auditions, announcements, and advertise events. Stage source \$165 first year, \$120 subsequent years. Motion to sign up: H. Clopper, 2nd: S. Flint, all approved. Action items: H. Clopper to take care of sign up and payment. Dennis to be account holder for posting. Find out if we need to post their logo on our site.

Goldstar: service for promotion and excess ticket sales. Block of tickets—they sell at 50% off and they take 5% fee. They claim to bring in new audiences members. Suggestion: pass on this opportunity, based on BosTix experience.

7. Other Business—Company meeting discussion: Date for meeting is Monday, Dec 1. Came up with a theme “Making the Magic.” Meeting is intended to present overview of tech and production areas. Presentations of various tech disciplines to take place on Saturday, 12/6. Suggestion: have sessions that rotate so attendees can see more than one. D. O’Brien will add to two-ring remarks; add to website info.
8. Adding floor to attic space. Action item: Dennis to confirm date with Shetal. Will announce when known.

Next meeting Wednesday, Oct 8th.

Motion to adjourn at 8:36 p.m. by J. Gorgone, 2nd: H. Clopper, all approved.