

Sudbury Savoyards Board of Trustees
Wednesday April 8, 2015, at 7:30 p.m.
Hawes Hall, Sudbury United Methodist Church
Minutes

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

Attendees: Jim Ravan; Susan Elberger; Jamie Cobleigh; Paul Sliney; Laurel Martin

Meeting called to order by D. O'Brien at 7:36 p.m.

1. Consideration of Agenda
2. Approval of February draft minutes. Motion to approve with no further changes by H. Clopper, second by D. O'Brien, all approved.
3. Board/Staff reports
 - Secretary report (S. Beckett): Update to post-show voicemail, need audition info to announce.
 - Treasurer report (H. Clopper): Report submitted. Should have a net of 16–17K after all accounts are settled. Working on developing an annual budget.
 - Church Liaison (K. Powers): Audition dates for summer show all set.
 - Theater Liaison (P. Welsh via email): Have received final invoice from school. Still need to discuss final amount. Currently \$500 higher than original budget, but may decrease by \$100.
 - Costume rental (D. Roessler): No report
 - Props and equipment rental (L. Martin): Loan of benches to K. Meifert, they have been returned.
 - Newsletter editor (T. Powers):
 - Communications committee (A. Conway): Met on April 1, 2015 to discuss plan. Will consolidate lists; will open account and create Mail Chimp templates; T. Powers will continue to fill editor role. Talked about creating position to coordinate all communication roles. SandwichBoard.org will be account name for Mail Chimp account.
 - Archivist (A. Roessler): No report
 - Social Media: No report
 - Database manager (P. Sliney): Has updated database with new email addresses. Will be stepping down from this position. Many thanks for a job well done.
4. Patience financial report (S. Elberger):

Many thanks to H. Clopper for developing budget structure. Overall, *Patience* broke even. Suggestion: Keep a record of past show budgets on website in a data repository. Discussion of storage particulars tabled for future consideration.

5. SUMC remodeling plans (D. O'Brien): D. O'Brien and K. Powers have met with church regarding SUMC proposed remodeling plans. Church is looking for input for plan to possibly add "hospitality hall" between Sanctuary and Hawes. May need to take space from Hawes for additional classrooms.

Attic floor/cleanout: On hold until church gets electrician's estimate for new lights.

Workshop paint storage: Request has been made that we store paint locked in a fireproof cabinet.

7. Cellar situation: Needs to be scheduled ASAP. Action item: Schedule long cellar cleanout.
6. SUMC Financial discussion: SUMC has asked us to meet to review our finances. We need to provide data for their annual report. D. O'Brien, K. Powers, H. Clopper to meet with church representatives. Will also discuss our relationship to SUMC. Meeting scheduled for May 7.

Suggestion: To improve our relationship to church, invite a church participant to attend our meetings on a regular basis.

8. Summer Show (D. O'Brien): Questions have arisen regarding suitability of material for performance in church. Ask Wendy if she will consider doing a different show. Auditions currently scheduled for April 29, 30, & May 1.
9. Sorcerer director invite: Letter will go out in mid April. Action item: S. Beckett will email draft of letter and send, schedule interviews, etc.

Suggestion: Develop uniform list of questions to formalize the process. Action item: Send suggestions for questions to S. Elberger, who will organize.

Producer recruitment: post to SAV announce, Stage source, and Theater 411.
Action item: Sue Flint

10. Audience development/training session report (S. Elberger): Reported on seminar for nonprofit groups with similar problems to ours: aging audiences, etc. Ideas for long range planning. Will share slides when received.
11. Other business—Pay Pal account (J. Cobleigh): J. Cobleigh is still account contact. Account needs to be closed and reopened to change contact. Suggestion: change Pay Pal contact to board member. Action item: J. Cobleigh will close account.

Next meeting is scheduled for Monday May 4th, 2015, at SUMC at 7:30 p.m.

Motion to adjourn at 9:25 by K. Powers, second by Dennis O'Brien, all approved.