

The Sudbury Savoyards Board of Trustees
Thursday, December 3, 2015 at 7:30 p.m.
Hawes Hall, Sudbury United Methodist Church

Minutes

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

Attendees: Kathryn Denney, Fred Hughes

Meeting called to order at 7:34 by S. Elberger

1. Consideration of Agenda
2. Secretary report (S. Beckett)
 - a. General report: Two email inquiries forwarded to appropriate staff; summer show director invite letter drafted; need direction on thank-you note.
 - b. Approval of amended November minutes: Motion to approve by H. Clopper, second by S. Flint, all approved
3. Treasurer report (H. Clopper): Includes donations made by Bill Johnson to cover attic flooring costs, rental income from Sudbury PAC costume rental, and \$980 collected from costume fee; November Verizon bill should be the last one.

Approval of Treasurer's report: Motion to approve by S. Flint, second by K. Powers, all approved

4. Consent agenda:
 - a. Costume rentals (D. Roessler): Rental completed from Longwood Opera, total amount \$335. On the attic topic, we spread out everything and rearranged the props and costumes. Anything new has been documented and Sue will be adding it to the database. We did not get to inventory the existing costumes due to not enough help on either Saturday. We also need to inventory wigs and clean out and reorganize all of the notions, trims, etc. It would be great if we can clean out the fabrics at some point since we have a huge inventory of fabrics, both large quantities and pieces.
 - b. Equipment/scenery rentals (L. Martin): \$45 check received for rental of items to Sudbury PAC's production of *The Sound of Music*; items still out to SLOC and Needham. Per the number of requests for loans to fellow Savoyards in other groups, my proposal for the website is as follows: As of January 1, 2016, all set and prop pieces used by any person or group (other than for Sudbury Savoyard productions) will incur rental fees.
 - c. Theater Liaison (P. Welsh): (1) Application for use of LS submitted; (2) Stage walk-through with Producer, Set Designer, and Set Construction Chief conducted 11/24; (3) Awaiting word on connection with Sound Designer and Charles Despotopoulos; (4) Awaiting word on LS-provided lighting from Lighting Designer D. Silber; (5) Will need certificate of insurance to provide LS after 1st of year; (6) As arrangements are being made with LS Orchestra Director T. Grandprey, I will need to know the request/approved status in due course.

- d. Church Liaison (K. Powers): Nothing new to report
- e. Database Manager (J. Ravan): Nothing new to report
- f. Newsletter (A. Conway): Nothing new to report
- g. Social media: (S. Flint): Nothing additional to report
- h. Archivist (A. Roessler): No report
- i. List Managers (A. Ferentz/B. Fisher): Company, Tech, and Management lists for Sorcerer have been updated with the latest names supplied by the producers.

Approval of Consent agenda: Motion to approve by H. Clopper, second by K. Powers, all approved

5. Sorcerer

- a. Producer's report (J. Gorgone, S. Elberger): Chris Fanger will be second cast manager. Still need Playbill Layout Chief. Budget distributed.
- b. Stage Director's report (T. Parkes via email): We had a lower than usual number of candidates for principal roles this year, but we were able to put together what I feel is a strong cast. We also have fewer men in the chorus than usual, but we plan to have a few women sing the tenor line and/or dress as men in order to balance the chorus both aurally and visually.

Our first rehearsal night, as planned, included a series of announcements followed by a read-through of the show. The announcements took more time than I believe anyone anticipated, and we had to cut the Act 2 dialogue and some of the musical numbers in order to dismiss the cast by 10 p.m. I feel that the read-through is an important part of the rehearsal process: it is the first opportunity for the cast to meet as a group and begin bonding, and it gives people a sense of how their part fits into the whole. I suggest we revisit the question of how many announcements to make at the first rehearsal; particularly as next year's show (Mikado) is considerably longer than Sorcerer.

I was able to sit down with a majority of the leads during their first music rehearsal and discuss characterization. I look forward to completing the process at an upcoming rehearsal.

At the 1 December tech meeting, I got the impression that we are on track. Communication between me and the design team has been good.

- c. Music Director's report (C. Tata via email): Rehearsals have started, and though there is much work to do, I remain optimistic about the production.
- d. Tech Director's report (S. Elberger): Tech meeting took place on 12/1. First tech day will be 12/5. Based on set design, few stage crew will be needed; new make-up mirrors will be constructed
- e. Tickets, online purchase (A. Conway): Brown bag tickets will process online ticket purchasing. They add a customer fee, so no added cost to us. They send us a check when finished. Purchases are made at their site. We can send them graphics and verbiage for a landing page. Action item: Set up page by January 1.
- f. Publicity (A. Roessler/S. Flint): No new information.

6. Summer Theater Program (K. Denney): Proposal for a children's theater summer program.
 - Three weeks, beginning at the end of July and running into the first two weeks of August. Dates would be 25–29 July, 1–5 and 8–12 August.
 - 9 a.m. to 1 or 2 p.m., with time for running around and snacks and/or lunch.
 - 15–20 children, ages 6 or 7 to 12.
 - Cost of \$550 per child.
 - Junior version of *The Pirates of Penzance*, either an existing script or something you put together, with minimal costumes, sets, and props, costumes to be primarily gathered by children.
 - Other adults to be involved: one to address artistic issues (set, costume, graphics), and one as a child wrangler.
 - Auditions to be held first day, performances last day and evening
 - Could be presented on floor or stage

Have put in application with the church for use of space.

Motion to move forward with children's summer theater program H. Clopper, second J. Gorgone, all approved.

7. Summer show: Show dates last two weekends in July; interview in late January. Ask director to propose show based on our guidelines, show proposal (request title and synopsis) must be vetted prior to interview. Action item (S. Beckett): redraft letter and circulate for approval.
8. Next year's main stage show: *The Mikado* (see October 2015 minutes.)
9. Producer for next year (J. Gorgone): This is a critical position for which it is difficult to find personnel. We have relied on the same people repeatedly. Proposal: find new candidates for next meeting. Possibly they can shadow the producers this year. Suggestion: add request to the playbill ad that announces next year's main stage show.
10. Task Force reports
 - a. Finance: Will set up a meeting
 - b. Communications: Need to coordinate with Google groups listmasters, potential newsletter editor will make decision by 12/15.
 - c. Location: Met on 11/19; have set tasks, nothing specific to report at this time.
 - d. Church relationship: Met 12/3 with church representatives. Church has concerns with liability insurance, concerns with tax ID. We will look into forming our own 501(c)(3) corporation. Need to find an attorney and insurance company.
11. Bylaw amendments: Discussion regarding adding more board members, increasing term length. First bylaw amendment needed is to allow votes on changes to bylaws at any general membership meeting (not just at annual meeting).

Proposed change is to add to Section IX.3 Membership Approval of Amendments: “or any other meeting of the membership, provided that at least two weeks’ notice of the proposed amendments be sent to the membership, following approval by the board.”

12. Yeoman of Regard (Board only): adjourn to executive session for discussion.

Motion to adjourn at 9:31 p.m. by K. Powers, second by S. Flint, all approved

Next meeting scheduled for Thursday, January 7th at 7:30 at SUMC.