

Sudbury Savoyards Board of Trustees

Thursday July 2, 2015, at 7:00 p.m.

Hawes Hall, Sudbury United Methodist Church

Minutes DRAFT

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

Attendees: Jim Ravan, database manager; Andrea Roessler, archivist; Donna Roessler, costume rentals; Sarah Telford, Music Director; Tony Parkes, Stage Director; Harriet Friedman, IHH Stage Director; Dennis O'Brien, IHH House Manager

Meeting called to order at 7:08 by S. Elberger

1. Consideration of Agenda
2. Secretary report (S. Beckett):
 - a. General report: Phone message updated to reflect IHH ticket reservations.
 - b. Approval of June minutes: Motion to approve with no further changes: S. Elberger, 2nd by J. Gorgone, all approved.
3. Treasurer report (H. Clopper): Expenses: Paid for IHH rights; about \$18,500 on hand; Action item: Contact L. Martin re: outstanding Patience expenses
4. Staff reports
 - a. Costume rentals (D. Roessler): Nothing new to report
 - b. Equipment/scenery rentals (L. Martin): No new activity
 - c. Theater Liaison (P. Welsh via email): Nothing to report. Awaiting changes to production dates, if any, to work with school re: pricing. If no changes to the normal schedule will tie it up shortly.
 - d. Church Liaison (K. Powers): Nothing to report
 - e. Database Manager (J. Ravan via email):
 - Received the newsletter bounces from Andrew
 - Worked with Steve and Andrew to get and forward newsletter changes, etc. in a central way
 - Produced the USPS mail address list and forwarded it to Hersch; 2,482 addresses including 149 (of 221) mailable bounces from the email newsletter
 - Implemented new features in the read and extract programs for the FileMaker DB csv files to allow the production of extractions as csv files. This helps make further processing, like uniqueness and difference, easier to compute.

Plans for Next Month

- Fix problems in the USPS mail address list as Hersch finds them
 - Reconcile the "please remove" and "use this email address" emails with the FileMaker DB csv files
 - Continue work as time allows on the first milestone of the Future DB: prp, "Person/Role/Production"
- f. Newsletter (A. Conway via email): eNews report:
- First eNews sent Tuesday 6/16
 - Sent to 1,283 addresses
 - 331 (31.8%) opened it (higher than average for non-profits, 24.7%); 25 people clicked links in it; most recent open was on 6/29
 - 242 addresses bounced; 3 people unsubscribed
- My recommendations for improvements next time:
- Plan review/edit/proof cycle; More varied content; Tweak design, including sidebar with links to website, Facebook, EMACT, etc.; Include a video or survey - something interactive
- g. Social media: Action item (S. Flint): Get in touch with D. Bergeron.
Action item (S. Beckett): Poster for IHH in electronic format (jpg); send to Boardstaff.
- h. Archivist (A. Roessler): Sent get well card to L. Olsen; Neil McCormick moved to memory unit, Rm 123.
5. Postcards (H. Clopper): Files sent to Staples for printing 2,500 cards; mailing list received from DB manager. Able to use SUMC permit, Zip 3 sort. Overall cost approximately \$680. Action item (H. Clopper): Get blank labels from Andrea, finalize spreadsheet names, print labels.
6. Summer show
- a. Producer report (S. Elberger): Show preparations are underway. Need lighting designer.
 - b. Director report (H. Friedman via email): We are approximately three weeks to production and probably two or three rehearsals short of where I would want to be. The cast is excited and I have no doubt that they will be ready - they always are. Susan Beckett has been working hard on the technical aspect of the production. We will need to get someone to do lighting for us and obtain instruments. Costumes, chaise, and props will begin to arrive next week and we were able to use Savoyards furniture. We also were able to use three Shakespearean costumes. We are doing the play in the round, which cut down on labor and cost.

- c. Technical director report (S. Beckett): Sign is up in front of SUMC and fire station signs are painted. First tech day on 6/27 was very productive. Another tech day is scheduled for 7/11. Fire station signs booked for Sunday, July 19th to 25th.
- d. House manager (D. O'Brien): A. Jordan has volunteered to be house manager, will be assistant. Have put out email request for assistance, have had several replies. H. Friedman will send Dennis form for tracking ticket reservations.
- d. Publicity report: A. Roessler has sent links for posting. It is on Theater 411. Action item (S. Flint): will send to Wicked Local, Boston.com calendar, Whofish, patch.com and other listings; will come to rehearsal 7/7 to take photos. Send announcement to Senior homes. A. Roessler will send database of contacts. H.Friedman will send to Emact. Action item (S. Beckett): Create files for posters (pdf) that can be self-printed on cardstock.

7. Main Show

- a. Stage Director (T. Parkes via email): Accomplished so far:
 - Met with Music Director and discussed our vision for the show

Items to work on during July and August:

 1. Set design & tech effects – crystallize my thinking and draw up a list of my wanted features
 2. Score – choose an edition jointly with Music Director (if re-using Steve's edition from 2002, ask Steve if he will revise it to our specs)
 3. Character descriptions – write up jointly with Music Director
 4. Blocking – begin preliminary blocking of songs and scenes (general stage pictures; details will be filled in when we know who's in cast & chorus, particularly how many in chorus)
 5. Choreography – decide which numbers will include real dance, begin devising routines
 6. Accents – decide jointly with Music Director which characters will have specific accents & how detailed they will be
 7. Costumes – decide how much input I want into design, taking into account the preferences of Costume Designer and our existing costume collection
 8. Rehearsal schedule – prepare preliminary version jointly with Music Director
 9. Props – prepare preliminary props list
- b. Music Director (S. Telford): Have contacted D. Larrick, who is donating pdfs of the score and orchestra parts that we can use. S. Malionek is donating the printing and binding of the orchestral parts. We will use Steve's vocal score pdf, which will be sent to print-on-demand so cast can order. Have been in touch

with J. Isen and she has given her list for orchestra recruitment. Seeking new orchestra manager.

- c. Producers: Nominated as co-producers J. Gorgone and S. Elberger. Motion to approve H. Clopper, 2nd by S. Flint, all approved.
 - d. Publicity Chief: A. Roessler will take on in a mentor role
 - e. Playbill Ad Chief: H. Clopper will take this on.
 - f. Number of performances: After discussion, agreed to discontinue open dress. Will work out rehearsal/tech schedule at production meeting. Table discussion of group rates for next meeting.
8. EMACT/Arts Boston Membership Renewal
- a. EMACT award sponsorship. Motion to continue our sponsorship of award: S. Beckett, 2nd by H. Clopper, all approved.
Action item (S. Elberger): Send invoice to H. Clopper for payment.
 - b. Theater 411: Discussion, do we want to continue with paid subscription?
Recommend we continue to use free service only.
 - c. Arts Boston Membership: table for next meeting
9. Replace phone land line. Action item (A. Conway): Will look into options and get back.
10. Church issues. Flooring and shelving is being installed in attic. Long cellar: no new information or requests. Action item (K. Powers): will call.
- Rent payments: current request \$2K per quarter, donation based on show receipts. We will share financial information, church representative will be meeting July 28th with S. Elberger, H. Clopper, and K. Powers. Still working out.
- SE attended SUMC "Charge Conference" in which plans were approved for renovations, upgrades. Underscored importance of showing up and being visible.
- Specific updates to Hawes Hall. An amount has been budgeted by SUMC, no definite plans yet.
11. Training day: seeking coordinator.
Action item: S. Elberger will contact B. Chetwynd to see if he might be able to coordinate.
12. Planning retreat: to help prioritize issues and assign tasks. Scheduled for 7/15.
- a. Invite others? Yes. Past chair names added to invite list.
13. Logo/business cards: Graphic designer presented final redesign based on original parameters. On request, also showed draft of simpler design. Unanimous vote: proceed with simpler design. Action item (S. Beckett): Finalize simpler redesigned logo by 2-ring announcement.

14. Change meeting/agenda format to "consent-style" agenda for items 1-4 to allow more discussion time. Will try this out next time.

Motion to adjourn at 9:42 p.m. by S. Elberger, 2nd by H. Clopper, all approved.

Next meeting scheduled for Thursday, August 6th at 7:30 at SUMC.