

Sudbury Savoyards Board of Trustees  
Thursday June 4, 2015, at 7:30 p.m.  
Hawes Hall, Sudbury United Methodist Church

Minutes

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

Attendees: Jim Ravan, database manager; Andrea Roessler, archivist

Meeting called to order by S. Elberger at 7:45 p.m.

1. Consideration of Agenda
2. Secretary report (S. Beckett)
  - a. General report: Phone message updated for IHH; two director candidates received.
  - b. Approval of May minutes. Motion to approve S. Elberger, seconded by J. Gorgone, all approved.
3. Treasurer report (H. Clopper): Paid StageSource membership fee; received deposit from costume rentals; license fee for IHH; outstanding check due to L. Martin for Patience.
4. Staff reports
  - a. Costume rentals: \$540 rental revenue, items have been returned
  - b. Equipment/scenery rentals: No new activity
  - c. Theater Liaison: School dates are OK for next year
  - d. Church Liaison: No report
  - e. Database manager (J. Ravan via email):
    - Produced the unique email address list and forwarded it to Andrew
    - Worked with P. Sliney to understand the semantics of the existing FileMaker DB
    - Wrote code to allow extraction of people and member records from the FileMaker DB csv files and wrote code to allow filtering of data from the extractor
    - Created two Linux virtual machines to allow future DB development in a Linux environment
    - Backed up database data in a BitBucket cloud accountAction items: Work with Andrew to record bounces from the newsletter email and remove them from the FileMaker DB csv files; begin work to create the first milestone of the Future DB: prp, "Person/Role/Production"
- Suggestion: Review task list to be sure items are met
- f. Newsletter (A. Conway via email): Basic template has been set up in MailChimp
  - 3 lists of addresses have been imported: Names and addresses from events (Sudbury 375 and Patience), including Events/Productions interest; names and

addresses from newsletter survey; names and addresses from website form, including Events/Productions interest; addresses only from master list from FM and Google lists

- All addresses labeled with source, some labeled with interest in Events or Productions
- Total of 1,282 unique addresses imported

Recommended next steps:

- Design basic template with new logo
- Write initial email from Susan as Chair (more of a letter than an email)
- Update database with email bounces and unsubscribes
- Start planning first complete newsletter

Action item (A. Conway): Plan to send e-newsletter and postcard by 6/16. Article ideas have been assigned.

## 5. Summer show

- Producer report: Budget submitted for review
  - Would like to renew Emact membership, getting plan that includes 2 adjudications and comments
  - Need a lighting designer
- Director report: No report
- Publicity report: No report
- July Fourth Float report: Suggestion: continue trying to find someone who would like to take this on.

## 6. Main Show

- Selection of Producer: No candidates
- Stage and Music Director selection: H. Clopper moved to approve Sarah Telford as music director, 2nd by S. Flint, all approved.  
  
Director interviews: Set up for 6/16. Action item (S. Beckett): invite candidates, arrange meeting.
- Dates, number of performances: Suggestion: omit open Thursday dress rehearsal, have closed dress rehearsal on Wednesday instead. Tabled for further discussion.

## 7. Church issues: Expenses are coming up for the church. They have requested rent of \$1,000/month, however they understand that we cannot afford to do this. Suggestion: we should develop ties with church so we can be more integrated. Consider options and new programming that work for both entities.

- Attic floor: B. Johnson is installing floor and needs direction. Will try and recruit someone to direct this action.

- Long cellar: Check in with K. Powers for status.
- 8. Training Day (S. Elberger): Asked MRT if they have tech people that may be able to give instruction. Suggestion: Think about timing and focus. Possibly September or October, focus on set build/design.
- 9. Audiences Everywhere (S. Elberger): Slides sent. Action item (all): Please review.
- 10. Financial Issues: Set up year-round pay pal account. Action item (H. Clopper): get more information re: account types and set up to allow both sales and charitable donations.
  - Set up sponsor plan: formalize.
- 11. Community Dance (S. Elberger): Date set for October 18th. To be called by T. Parkes & S. Elberger, have recruited musicians. Sunday afternoon 2:00. Use event to build ties with church.
- 12. Long-range planning (S. Elberger)
  - a. Summary of individual meetings has been distributed
  - b. Action item (S. Elberger): Have more interviews with other associates.
- 13. Business cards: Suggestion: Have general use cards to be used by anyone.
  - Discussion of final logo submitted to board for approval. Suggestion: Redo logo, without portraits. Tabled pending further direction.
- 14. Other business: Outgoing chair acknowledgment gift for D. O'Brien. Suggestion: bow tie or Dr. Who item. Action item (S. Elberger): Order gift item for presentation at summer show.

Next meeting date: Thursday, July 2nd at 7:30 p.m.

Motion to adjourn 10:10 p.m. by S. Beckett, seconded by J. Gorgone, all approved