

The Sudbury Savoyards Board of Trustees
Sunday, November 15, 2015 at 7:00 p.m.
Davison Chapel, Sudbury United Methodist Church

Minutes

Board attendees: Susan Elberger, Chair; Susan Beckett, Secretary; Hersch Clopper, Treasurer; Sue Flint
Attendees: Laurel Martin, 2nd Trombone; Jim Ravan, Database Manager; Tony Parkes, Sorcerer Stage
Director

Meeting called to order at 7:35 by S. Elberger

1. Consideration of Agenda
2. Secretary report (S. Beckett):
 - a. General report: Voicemail is all set on the new phone number.
 - b. Approval of October minutes: Motion to approve by H. Clopper, second by S. Flint, all approved
3. Treasurer report (H. Clopper): Monies from 10/18 Country Dance deposited (~\$120, half will go to SUMC); checks outstanding: dry cleaning (~\$40) and LSRHS deposit of \$3,000
4. Consent agenda:
 - a. Costume rentals (D. Roessler): Nothing new to report. Rental from Longwood will be coming back in a couple of weeks.
 - b. Equipment/scenery rentals (L. Martin): rental of "marble" bench for Sudbury PAC; loan of 2 items to SLOC; loan of 1 item to Needham; discussion re: no more loans of props/set pieces. Action item: develop wording for website.
 - c. Theater Liaison (P. Welsh): I have had multiple email discussions with LS on multiple subjects: There will be no LS hourly price changes for this production; there is no scrim—what I saw in February has been discarded; I have requested a review of specific lighting per conversation with David at the recent tech meeting; Per email from Carly Evans on 11/6, the allotment available per the application is about one half of what is offered on the app. She stated there are better lighting arrangements in place at this time; David has been advised. We cannot use the LS theater props storage room; I plan to have the 2016 application submitted by 11/13; I have asked Elizabeth to get in touch with Chuck Despotopoulos (audio) at LS to review current sound components and expectations; I have requested the LS Maintenance/Custodial Coordinator to provide dates for the construction/lighting and sound/set design team to meet prior to Thanksgiving; the TD must be advised I will need help getting the Black Box ready on 2/13.
 - d. Church Liaison (K. Powers): Nothing noteworthy to report
 - e. Database Manager (J. Ravan): Work continues on conversion of the FileMaker DB into an online platform and on MailChimp synchronization as necessary. (See Addendum 1 for full report.)
 - f. Newsletter (A. Conway): No report

- g. Social media: No report
- h. Archivist (A. Roessler): Nothing to report

Motion to approve consent agenda by S. Beckett, second by H. Clopper, all approved

5. Sorcerer

- a. Producers (S. Elberger): Ticket chief will be Lyra O'Brien; we still need a co-cast manager and a playbill layout chief.
- b. Stage Director (T. Parkes): On track for auditions
- c. Music Director (Craig Tata): No report
 - i. Orchestra Manager (A. Conway via email): Making slow but steady progress on putting the orchestra together. We intend to have all spots filled before Thanksgiving. Planning a meeting or conference call to check in on progress.
- d. Tech Director (S. Elberger): Fully staffed, other than show crews
- e. Publicity (A. Roessler via email): Audition notices have been sent/posted (See Addendum 2 for list); I had requested twice that one road sign be created to announce auditions for display in front of SUMC, which I believe did not happen; Playbill Ad & Patrons: I updated the database of advertisers and patrons and forwarded it, along with copies of last year's solicitation forms, to this year's Chief, Herschel Clopper; Playbill Ad swaps: have been arranged with SLOC and TCAN—they placed our *Sorcerer* ad and we will owe them placement of their ads in our playbill.
- f. Ticket design (S. Beckett): Design reviewed. Action item: Make originals for each category and deliver to producers.

6. Attic reorganization (Donna Roessler via email): Successfully reorganized props, makeup, house items, fabrics, and costumes. Will use next Saturday to organize hats and remaining prop items.

- a. Attic flooring/lighting (H. Clopper): The cost of the flooring/shelving put into the attic is \$982.45. Savoyards have received a subsequent donation of \$1000 to cover this cost. Motion to approve attic flooring cost by H. Clopper, second by S. Beckett, all approved. Action item: Thank you note to Bill Johnson.

7. Website masthead (S. Beckett): Design reviewed. Action item (S. Beckett): Forward v3 of masthead to the Webmaster.

8. Country Dance (S. Elberger): Overall, an artistic though not financial success; sent musicians thank-you cards. We were well represented at church concert by Connie Benn who sang.

9. Summer show (S. Elberger): Research doing a kid's show with Kathryn Denney. Consider changing bylaw to allow director to get paid. Action item (S. Elberger): Create proposal for next meeting.

10. Bylaw amendments (S. Elberger): Discussion of amendments to allow: votes via email; Increase board from 7 to 9 members; Increase term limit to 3 consecutive terms or change to 3-year terms.

Motion to adjourn at 8:55 p.m. by H. Clopper, second by S. Flint, all approved.

Next meeting scheduled for Thursday, December 3rd at 7:30 at SUMC.

Addenda:

Addendum 1: **Full DB Manager's Report**

October 2015:

- Finished updating the People csv file with all new email address requests including sending them to Andrew for inclusion in the MailChimp list.
- Looked at Sue Flint's copy of Janice's costume database with an eye to converting it to a more resilient database platform.
- Continued Future DB development. Added a "test" database project to the development environment. All future development work will take place there. Only completed work will be moved to the existing sudsav project. From there, work can be uploaded to an eventual online location TBD.
- As was the case last month, conversion of the FileMaker People csv file is still the current major work item for Future DB.
 - Made many changes to the existing Django database model. I am being careful to keep semantics loss to a minimum and that is causing the database definition to become more nuanced.
 - In addition, a data verifier program has been written for the People FileMaker file. Work has begun on updating that csv file to make it more regular and capable of being processed by a computer running a load program instead of just being read by a human being looking at a screen. Currently working on records 400–500 of approximately 3,650.

November 2015:

- Continue updating the People csv file with all new email address requests including sending them to Andrew for inclusion in the MailChimp list.
- Continue work on the data models for the Future DB and verification of the People csv file for eventual loading into the Django backend database.
- Will look further at converting the Costume DB.

Addendum 2: **Audition Notices Sent/Posted**

Trumpet Bray submitted for October edition - 9/15 deadline

Sudbury Savoyards' website - prepared with information

The Sandwich Board electronic newsletter sent 10/13

Yourtheater411 – posted 10/14

Boston Singers Resource – submitted 10/14, receipt acknowledged

Yaptracker – submitted 10/14, receipt acknowledged

Sudbury Savoyards facebook page – posted 10/14 (it posted old photos?)

NEED facebook page – posted info with graphic 10/14

EMACT facebook page – posted info with graphic 10/14

Stage Source – submitted info 10/14 [never appeared]

Sue Flint posted on Stage Source on 10/30

Sue Flint created page on facebook with invitation

Sudbury Town Crier – submitted article 11/1, appeared in 11/5 edition

Wayland/Weston Town Crier – submitted article 11/1

MetroWest Daily News – submitted article 11/1 – has not appeared to date

Action Unlimited – article submitted w/ graphic

Boosted facebook postings on NEED & EMACT pages on 11/10

Sudbury Savoyards Members Email list – reminder sent out 11/10