

The Sudbury Savoyards Board of Trustees
Thursday October 1, 2015, at 7:30 p.m.
Davison Chapel, Sudbury United Methodist Church
Minutes

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

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

Meeting called to order at 7:36 by S. Elberger

1. Consideration of Agenda
2. Secretary report (S. Beckett)
 - a. General report: No new news
 - b. Approval of September minutes: Motion to approve by H. Clopper, second by J. Gorgone, all approved.
3. Treasurer report (H. Clopper): Attached is the October 1 Treasurer's report for the month of September. Outstanding checks include: deposit on LSRHS rental, \$3,000, IHH expense, and dry cleaning expense. Current balance: 18K total. Action item: Send thank-you letters to donors.

Motion to approve Treasurer's report by J. Gorgone, second by K. Powers, all approved.
4. Consent agenda: approval of Staff reports
 - a. Costume rentals (D. Roessler): I am working on a rental to Longwood Opera but I don't know how much money it will bring in yet.
 - b. Equipment/scenery rentals (L. Martin): Sudbury PAC will be renting one of our two "stone" benches. It will be back in time for Sorcerer, as it's part of the set design.
 - c. Theater Liaison (P. Welsh): No report.
 - d. Church Liaison (K. Powers): The Sorcerer Production team got the rehearsal, tech day, meeting, and debrief dates to me and I got them to Shetal at SUMC. There are a few conflicts that Susan and the church are working around. No other SUMC activity to report on. Still waiting on reply re: cellar. Action item: Contact SUMC re: cellar
 - e. Database Manager (J. Ravan): Finished creating a development environment on a Chromebook. Will be used for all further Future DB development. Continued work in the data models for the Future DB. Talked to Sue Flint about converting the Costume DB. Investigated using an MS Access client reader for conversion. October 2015: Finish updating the People csv file with new email address

request including sending them to Andrew for inclusion in the MailChimp list. Continue Future DB development. Conversion of the FileMaker People csv file is the next work item.

- f. **Newsletter (A. Conway):** No specifics to report for the newsletter, but I am expecting to have all the content available at the end of this week for the newsletter that will go out on Tuesday of next week.
- g. **Social media:** No report.
- h. **Archivist (A. Roessler):** Roy and Bev Paro have donated their personal collection of Sudbury Savoyard memorabilia to the archives, including an original copy of the 1961 playbill (which we did not possess) plus posters and VHS tapes. They are moving to Concord on October 2.

Motion to approve consent agenda by K. Powers, second by J. Gorgone, all approved.

5. Main Show

- a. **Producers (J. Gorgone):** preliminary budget for Sorcerer distributed

First tech meeting on 9/28 was very productive; preliminary set design was unveiled.

Shirts are ready to order; however after discussion, agreed that allowing online ordering would be preferable.

Tech days will have task agendas for work and workers requested. All stage participants will be requested and assigned areas to help.

How cast will obtain scores is still under discussion, more information needed from Lulu.com re: preorders, delivery time, and bulk order savings.

- b. **Stage Director (T. Parkes):** Things are going along well. At the first tech meeting on Monday 9/28, I had a chance to discuss my vision for the show with the design team: set, costumes, props, lighting, makeup (sound couldn't be there). I think we're pretty much on the same page.

I've sent Steve Malionek my list of desired changes to his 2002 vocal score, mostly reverting to the original text and music (we had added a musical number and altered the ending slightly). In a few days he should have the score ready to upload to Lulu.com for printing.

On my to-do list: continue preliminary blocking; submit property plot to S. Beckett; write/edit character descriptions, revisions to chorus questionnaire, bio for publicity and playbill. Let me know if you want/need any other written material.

- c. **Music Director** (C. Tata): Tony is working on getting the score, John is working on getting the pianist for 2 ring, and Andrew is working on the orchestra. I'll be starting to reach out to rehearsal pianists over the weekend at latest.
 - d. **Orchestra Manager** (A. Conway): Invitations will go out this week.
 - e. **Publicity Chief** (A. Roessler): Newsletter: S. Elberger is writing articles, will send to S. Beckett to edit, and A. Conway will layout and send. Would like to have audition info on website when these are delivered. New show schedule needs to be reiterated. Add full production team to website. Would like link to shirt preorder webpage.
6. Phone transfer update (H. Clopper): Telephone number (old = 978 exchange) charge is still in effect for this month and possibly another month (depending on the disconnect cycle); until the number is changed on the web pages, "contact us" and "ticket" pages still have the 978-443-8811 number instead of the new (781) 369-5992 or (781) DOYLY92 [Note: this has been updated on site]. Action item (S. Beckett): Change message on old number to new number; place new message on new phone; set up message retrieval.
7. Task force reports
- a. Finances (H. Clopper): Phone should be cut off in a month. Have volunteer to contact for potential help re fundraising.
 - b. Location (K. Powers): Since the company meeting Sue, Nancy, and myself have not had a chance to get together due to other commitments. We will look to meet and plan next steps soon.
 - c. Communications/publicity (S. Beckett): Next meeting scheduled for October 14th at 7:30 p.m.
 - d. Church issues (S. Elberger): Tom Davis and S. Elberger confirmed that we are covered under their insurance policy. Country Dance scheduled for 10/18 at 2:00 in Hawes Hall. Church has scheduled concert for 3:00 that same day. Have requested Kevin Murphy, Music Director consider changing start time to 4:00. Need house management, refreshment sales, request \$10 donation/\$20 family rather than set fee.

Motion that we split gate proceeds 50/50 with SUMC by S. Beckett, second by J. Gorgone, 5 aye/1 nay, motion approved
8. Business cards: Tabled for discussion at communications meeting
9. Attic reorganization: Tentatively scheduled for Saturday, November 14th, Friday, November 20th (evening), and Saturday, November 21st. We have enough core people to cover the coordination of the work so once the dates are finalized, we can send out an email to the members to solicit more help. I have not heard from Deede regarding helping with props inventory, but I believe Laurel is on board for at least the second weekend.

Other related items: Consider bar coding costumes, ether iron-on or sewn in. Table for future discussion with costume rental chief, more research needed.

10. Lobby shoppe: Table discussion for future meeting. Logo items
11. Summer Show: selection committee needs to begin process. Selection criteria: fits in Hawes Hall, minimal swearing (editable)/no smut/PG-13 rated, simple set, small cast, low cost for rights, minimal musical accompaniment if a musical, not too long. Will use same procedure as last year for play selection. Selection committee: K.Powers, J. Gorgone, E. Simmons. Action item: Ask for other play suggestions or committee members in newsletter.
12. Main show for 2017: Motion to present *The Mikado* by S. Beckett, second by H. Clopper, all approved.
13. Proposals for bylaw amendments. Consider possibilities so that we can bring up at annual meeting. Action item: Bring proposals to next meetings: need wording, justification, and where it will fit into existing bylaws.

Motion to adjourn at 9:40 p.m. by S. Elberger, second by S. Flint, all approved.

Next meeting scheduled for Thursday, November 5th at 7:30 at SUMC, in Davison Chapel.