

The Sudbury Savoyards Board of Trustees
Thursday September 3, 2015, at 8:00 p.m.
Davison Chapel, Sudbury United Methodist Church

Minutes

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

Attendees: Andrea Roessler, archivist; Tony Parkes, Sorcerer Stage Director; Bill Fisher, Sorcerer Stage Manager; Brendon Chetwynd; Peter Welsh

Meeting called to order at 8:25 by S. Elberger

1. Consideration of agenda
 - 1a. Motion to offer the position of Sorcerer Music Director to Craig Tata by K. Powers, second by S. Beckett, all approved.
2. Secretary report
 - a. General report (S. Beckett): Reopened invite process for replacement MD; screened candidates.
 - b. Approval of amended August minutes. Motion to approve by K. Powers, second by J. Gorgone, all approved.
3. Treasurer report (H. Clopper via email): Little change from last month; roughly \$21,000 available.
4. Consent agenda: Staff reports
 - a. Costume rentals (D. Roessler via email): No rentals presently, one expense to turn in for costume dry cleaning
 - b. Equipment/scenery rentals (L. Martin via email): There has been no new activity for props and scenery rentals.
 - c. Theater Liaison (P. Welsh): No new news; arranged tech visit
 - d. Church Liaison (K. Powers via email): emailed Patrick Helsingius regarding the long cellar and have yet to get a response; will reach out again in a little bit.
 - e. Database Manager (J. Ravan via email): Reconciled some "please remove" and "use this email address" emails with the FileMaker DB csv files. Action items: Reconcile more of the 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): no report
 - g. Social media: n/a
 - h. Archivist (A. Roessler): Card to M. Marsh; will send a card to B. Goldstein.

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

5. Summer show

- a. Director report (H. Friedman): Report via email; How did you hear data: most attendees were church members, friends and family of cast

6. Main Show

- a. Stage Director (T. Parkes): Nothing new to report this month.
- b. Producers (S. Elberger & J. Gorgone): Production meeting 10 August report: Have developed a schedule; will go back to full Monster Sunday (2 rehearsals); no paid dress rehearsal; will keep dark night dark. Two-Ring will be at L. Martin's house.

Recruitment: Still seeking Tech Director and Set Construction Chief

Set Designer: Laurel Martin

Costume Designer: Lucy Dean

Lighting Designer: Dave Silber

Sound Designer: Elizabeth Havenor

Paint Chief: Linnea Martin

Props Designer: S. Beckett

- c. Publicity Chief (A. Roessler): Have sent email requesting newsletter items
- d. Playbill Ad Chief (H. Clopper): no report
- e. Ticket prices for 2016: \$24 adult; \$20 senior/student; \$15 children. Motion to approve by K. Powers, second by J. Gorgone, all approved.
- f. Graphic Designer (S. Beckett): Director has approved final design. Files have been distributed to producer, publicity chief, Webmaster, and posted to Facebook.

7. Phone service (A. Conway): Have set up a sample account in Google Talk, a free service; to keep our phone number would take additional time and some fees.

Action item (A. Conway): set up voice mail and send sample messages.

8. Task force reports

- a. Finances (A. Conway): Meeting 8/26 report

Motion by A. Conway to implement a participation fee of \$50 for all cast members, to be waived if needed, second by J. Gorgone.

Amended motion by S. Beckett to reduce fee to \$35, second by S. Flint.

Amended motion by K. Powers to not start \$35 fee with 2016 show, second by S. Beckett, 1 in favor, 5 against.

Amended motion by S. Beckett to \$35 fee starting with 2016 show, second by S. Flint, 5 in favor, 1 against, motion approved.

Motion to increase program ad prices by 20% (see spreadsheet) by A. Conway; second by S. Beckett; all approved.

Report items: move to a program with a full year of productions; tabled for further discussion at a later date. Fundraising: create a sponsorship program, committee, board staff position: fundraising chair.

- b. Location (K. Powers): Meeting 8/20 report. Full report delivered via email.

Proposal for gathering information. Propose to get more info than strictly location info; will explore further and recruit more assistance.

- c. Communications/publicity (S. Beckett): Meeting 8/25 report. Scope of work delivered via email. Action item (A. Roessler): job description/task list for Company Publicist

Imminent newsletter content has been requested by Sorcerer Publicity Chief; to be edited by S. Beckett and posted to Mail Chimp by A. Conway.

- d. Church issues (S. Elberger):

- 9. Logo/Business cards (S. Beckett): Sample of new logo distributed, new logo approved. Action item: announce at company meeting on September 20.
- 10. Attic reorganization (D. Roessler): Will choose date when weather gets cooler
- 11. Lighting equipment issues (S. Elberger): FYI report to board. There was a problem following IHH regarding equipment loaned by Mike Bromberg, leading to a difficult interchange with him and David Silber. Issue has been resolved.
- 12. Company Meeting: Scheduled for September 20. Present what has been happening, why we are taking actions now; what questions are.

Motion to adjourn at 10:08 p.m. by J. Gorgone, second by K. Powers, all approved.

Next meeting scheduled for Thursday, October 1st at 7:30 at SUMC, in Davison Chapel.