

The Sudbury Savoyards Board of Trustees

Thursday April 7, 2016, at 7:30 p.m.

Davison Chapel, Sudbury United Methodist Church

Minutes

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

Attendees: Andrea Roessler, Company Publicist; Brendon Chetwynd; Chris Fanger; Jim Ravan, Tom Powers

Meeting called to order at 7:31 by S. Elberger

1. Consideration of Agenda
2. Secretary report (S. Beckett)
  - a. General report: phone message updated, producer candidate inquiry.
  - b. Approval of March minutes: Motion to approve by John G, second by Sue F, all approved.
3. Treasurer report (H. Clopper): Overview for March position is that Citizens Bank March 31 statement has the Savoyards balances for checking and savings accounts at \$20,434.13 and 19,901.62 respectively. In addition there is a \$1,000 capital account reserve included in the previous amounts. However there are several checks outstanding and the amount available for use is lower than that stated. Also several outstanding expenses from *The Sorcerer* 2016 have yet to be received.

Approval of Treasurer's report: the board elected not to approve, as report is not final.

4. Consent agenda:
  - a. Costume rentals (D. Roessler): No report
  - b. Equipment/scenery rentals (L. Martin): 1. Received \$40 from Theatre to Go for their *I Hate Hamlet* rental in February/March; 2. Rental of four columns to Theatre III. Full payment received (\$40).
  - c. Theater Liaison (P. Welsh): No report
  - d. Church Liaison (K. Powers): Nothing to report
  - e. Database Manager (J. Ravan): Nothing to report.
  - f. Newsletter (A. Conway): Nothing to report. Standing by for start of new editorial process.
  - g. Social media: No report.
  - h. Archivist (A. Roessler): No report
  - i. List Managers (A. Ferentz/B. Fisher): Nothing to report

Motion to approve consent agenda by S. Flint, second by J. Gorgone, all approved.

5. Sorcerer summary (J. Gorgone): Still waiting for final figures. See debrief report for details. Still tabulating Chairman's survey results.

6. Fourth of July float (S. Beckett): Have reserved flatbed truck and in the process of contacting parade organizers and scheduling party.
7. Mikado (S. Beckett): Have drafted and circulated director invite letter; confirmed that is OK to send without further changes.
  - a. Recruitment of Producer: Table discussion for next month, with the intention of setting that as the date to determine who will take this on.
8. Summer show (S. Elberger; see attached notes): Need alternate location for summer show ASAP. C. Fanger and B. Chetwynd have been looking for alternate spaces. Church has space under the sanctuary that could be used for rehearsal and building. Would not be ideal. Will continue to pursue Congregational Church, First Parish Stow, Acme Theater, Maynard HS, Stow Middle School, Bolton First Parish, and Cannon Theater in Littleton.

Need to decide if we can proceed with auditions on Monday. Yes.

9. Task Force reports
  - a. Church Relationships (S. Elberger, see attached notes): P. Helsingius from church called meeting Sunday April 3. Pro bono architect has come up with new remodeling plan. New plan has no stage, Hawes Hall has 5 feet less floor space. If approved, work to start this summer. HH to be completely closed during that time. S. Elberger plans to attend church meeting on April 17th during which church will decide on plan.
  - b. Location (K. Powers): No report
  - c. Communications (S. Beckett): Need to pull SPY content off website and Facebook (officially canceled).
  - d. Finance (J. Ravan): Met March 30th. Recommend \$20 members/\$25 cast fee. Cast and staff members would be required to be members (\$45 total). Members get discount on swag and potentially with ad purchasers. Use FY year starting July 1. Payment of dues deemed easiest way to define membership (bylaw requirement).
  - e. Bylaws (S. Elberger): Have sent out final edited and amended version. This latest version will be reviewed for consistency with the intention of approving at May board meeting and being prepared to disseminate immediately thereafter. Task force will complete review and proceed to a final document.
  - f. Collaborative tools presentation (B. Chetwynd): No status to report, coupled with scope of the agenda, suggest we table to a subsequent meeting.
10. Board officers/staff (S. Elberger): For new board members, consider roles. Board thanks departing board members S. Beckett and J. Gorgone for their dedication and hard work.
11. Planning for 2018: table for future discussion

Motion to adjourn at 9:40 p.m. by S. Beckett, second by J. Gorgone, all approved

Next meeting scheduled for Thursday, May 5th at 7:30 at SUMC.

## Notes for Board Meeting 7 April 2016

On 11 March, Jim Ravan, David Cassavaugh, and I met with Patrick Helsingius, Chair of the SUMC Board of Trustees and several others from the church to discuss building a thrust at the end of the stage which would remain in place throughout *Maid to Order (MTO)* and the *SPY* program. Despite initial concerns on the part of some of them, we worked out all the issues that might have an impact on the church and the programs running in it.

On 29 March, I received an email message from Patrick, who also chairs the Building Committee, asking for a meeting with me and others from the Savoyards. Since it was unclear what the meeting was for, I asked for the general purpose so I could make sure that the appropriate people were involved. I received a phone call the next day from Pastor Joel, who told me that a member of the congregation, an architect, had offered to plan the project for free and that they were taking him up on his offer, since it would save the church about \$250,000 in fees. The catch to all this was that it would be a very accelerated project, with all the work getting done this year, hopefully by Labor Day, and they wanted to discuss the implications of this with us.

I asked Jim Ravan (MTO Director), Randy Glidden (MTO Asst. Director), Laurel Martin (SPY Producer), and Tom Powers and Dennis O'Brien (Church Liaison Committee) to attend. Jim, Randy, Tom, and I met with Pastor Joel and Patrick this afternoon to sort out the situation.

There is a new plan for the construction project. First, the parking lot will be raised only 1.5 feet rather than 5 feet due to drainage issues and the costs associated with them. There will not be any exterior changes around the sanctuary other than the parking lot and the addition of ramps for handicapped access.

The big change is that there will be a new entrance through what is now the kitchen, with open space for a narthex (vestibule, as I learned) between the entrance and the chapel. The kitchen will be moved to the area now occupied by the stage, which will extend about 5 feet farther into Hawes Hall than the stage goes now. There will still be attic access through the stairs we currently use.

In addition, there will be no front entrance from the parking lot into Hawes Hall. Access will be through the entrance to the narthex. The space currently used as a library will become storage for the items now stored under the stage. The lobby where we now enter into Hawes Hall may be able to be used as storage space for our sets if there is a slight modification to the current plan.

Most important, we will have NO ACCESS to Hawes Hall all summer.

Jim, Randy, and Patrick went to look at space in the basement that might be used for rehearsals and set building. There is space available, but it is not at all appropriate for children. Among other things, there is no bathroom on that level.

So, after a long story, this is where we stand:

The *SPY* program is cancelled. I spoke with Laurel this evening, and she told me there were no applications yet. She agrees with the cancellation.