

The Sudbury Savoyards Board of Trustees  
Thursday December 1, 2016, at 7:35 p.m.  
O'Reilly Room, Sudbury United Methodist Church

Minutes

Attending: Sue Flint (Secretary), Susan Elberger (Chair), Herschel Clopper (Treasurer), Brendon Chetwynd, Tom Powers, Karen Powers, Laura Jacobson, Peter Welsh

1. Consideration of Agenda
2. Secretary report (S. Flint)
  - a. Approval of November 2016 minutes: move to accept as submitted. All approve.
  - b. General report: nothing further.
3. Treasurer report (H. Clopper): the treasurer's report was sent this afternoon. All monies have been consolidated into the new accounts and old accounts are closed out. There's >\$26,000 in the bank (\$1000 restricted). Elizabeth Reinhardt helped file the 990 form; filed as of November 1<sup>st</sup>. State 990EZ may be filed next year. Hersch will report budget vs. actuals each month. We've received \$300 membership fees, including three Yeomen of Regard, and donations of over \$1500. The issue of being able to make a donation on-line was brought up; Hersch will work to get a donate on-line button added, along with information about being a 501(c)3. Hersch has sent letters thanking for donations, and will acknowledge ALL donations.
4. Consent agenda: Motion to approve as submitted. All approved.
  - a. Costume rentals (D. Roessler): submitting \$10 for 2 pairs of white gloves damaged beyond repair. Nothing else to report.
  - b. Equipment/scenery rentals (L. Martin): no new activity.
  - c. Theater Liaison (P. Welsh): no report.
  - d. Database Manager (J. Ravan): SUDSAV Operations Database development is on hold for Mikado.
  - e. Newsletter: no report.
  - f. Social media (S. Flint): nothing new to report.
  - g. Archivist (A. Roessler): no report.
  - h. Company Publicist (A. Roessler): no report.
  - i. List Manager (J. Cobleigh): no report.
5. Committee reports
  - a. Audit and Finance (H. Clopper): Hersch has established Sudbury Savoyards with Amazon Smile. Register with Amazon Smile with Sudbury Savoyards as your charity and we'll get 0.5% of eligible purchases. We've now got \$1.50 in the account! Hersch has sent out email letter asking for membership.
    - i. Company credit card. Hersch has investigated getting a credit card through Citizen's Bank, but since we're a "new" account they want a 6-month record

before they'll issue a credit card. Hersch offered to send treasurer's reports instead. Whose name should go on the card? We do have a new debit card.

- ii. Tax exempt forms (ST2 form) needs a state form filed. Hersch will work on it again. Printing at Staples as a non-profit can have significant discounts.
- b. Location (S. Elberger):
- i. After meeting with church, Susan Elberger send the church email suggesting options for paying monthly rent (1) set amount each month, (2) different set amounts for different usages, (3) set amount / month and added "usage fee" for high use months. They'll discuss and get back to us. No set construction or painting will be allowed in the building.
  - ii. Gleasondale space (Gleasondale Mill, Gleasondale Road, Stow) for set construction work: we'll be sub-letting 4<sup>th</sup> floor "stall" space from Jamie Robertson and he's looking at storage space to store everything during the week. We can't use his tools. Brendon and David should be added as Responsible Individuals to agreement (and maybe Susan Elberger, Jim Ravan, and Laurel Martin?). We need to confirm: Ability to work during the week (or weekday after 6pm) if needed for no additional cost; or 24/7 access to get things, not for work. Susan will be talking with Jamie tomorrow. Because we're working off site, we'll need to schedule workers and not have an open call for construction. Can props, costumes, and signs be done here in the shop or in classroom space under sanctuary? Susan will talk to church about props and costumes.
- c. Communications: We need active communications to get paid members. We've been invisible too long.
- i. Webpage – Jim is suggesting having back end with all sorts of information that we need. We might need to have the website as an ad hoc task force for redevelopment of the webpage.
  - ii. Need someone to put together the newsletter/email newsletter. Four items for newsletter: membership, Amazon Smile, Mikado, NEGASS benefit. Susan Elberger will manage putting this newsletter together for next week.
  - iii. Sue Flint will put together Communications Committee. Ask: Susan Elberger, Susan Beckett, Deedee Bergeron, Andrea Roessler, Joyce Isen, Laura Jacobson, and Brenda Boomhower.
6. Dealing with cellars (T. Powers): there's a 15-yard dumpster out back for December 3rd!! Work crew has 3-4 people committed to come so far. Starting at 10am.
7. The Mikado (B. Chetwynd, J. Ravan, T. Powers)
- a. Membership requirement for cast: Motion that all on-stage cast members (not orchestra set crew, run crew) be required to be a member of the company. Seconded. Discussion included comments that, if you must pay money to be on stage, we should not also be

asking for a participation fee. Brendon does not plan a participation fee for this show.  
Vote: 4 in favor, two abstaining. Motion passes.

- b. Brendon presented a show budget. The cafeteria rental is included in the \$10,040. Change the construction space rental line item to \$1,200 to cover potential damage, repainting the floor, etc. Not planning to buy additional swag for the lobby shop. Brendon will think about handling ticketing (including sales by cast members) since the house is much smaller and might sell out; this is a show decision and will get discussed at the production meeting. Ticket prices will be the same as last year. Change “scores” line item to zero, we don’t need to buy special scores this year. This budget projects about \$4,000 net from this show. Annual budget suggests making \$10K from this show. Final budget will be presented after production meeting.
  - c. Recruitment (tech and production): Brenda Boomhower for publicity, Ellen Simmons for cast manager, Jamie for internal ticket sales, Chris Pollari for photography, Shawn for videography maybe, Hersch for playbill, Susan Beckett for props, David Silber for lights, Laurel Martin for set, Rich Olsen for sound, and will ask Randal for layout. “Soft” commitments from Lucy Dean for costumes and from a stage manager. Audition page will go live this weekend on the main webpage. Laura Jacobson will have Two-Ring at her house; putting her address on the invitation is fine. Susan E will ask if we’ve still got fridge space at the church for rehearsal snack food.
  - d. Artistic: Jim is working on blocking in coordination with set design. Important to build an ensemble.
  - e. Theater liaison report (Peter): Peter and Brendon will discuss off line.
8. Summer show 2017 (K. Powers): No further work on reading through suggested plays. It was agreed that it will make more sense to solicit ideas from directors, and go through their ideas ahead of the interviews. Summer show needs a producer. Discussion of whether / when /where to do a show. Tight schedule between end of spring show and beginning of summer show means that main staff overlaps work time. Tom suggests “Sullivan and Gilbert” if Dennis is interested in directing. Cannon Theater and the Weston Methodist church are possible venues. Send out a director letter recruiting, aiming for January. Recruit producer first – put it on the webpage.
  9. NEGASS benefit (S. Elberger & Karen Powers): NEGASS is offering a benefit for the Savoyards with all sorts of good singers. Date: Saturday, January 21<sup>st</sup> 7:30pm. Two hours of singing with intermission, using the sanctuary & choir room for refreshments. Light refreshments complimentary. “Suggested donation” at the door \$20. Tom Frates and crew will put together the program. Advertise in our sources, church newsletter (every Thursday), email, etc.
  10. 2018 show: we’d decided to do Iolanthe in 2018, but SLOC is doing it in November 2017. Considerations: 2019 we’ll be doing a non-G&S show, want a solid G&S show for 2018. Grand

Duke suggested; has novelty value. Steve Malionek had edited the score and was music director.

Other suggestions: Yeoman, Trial by Pinafore. Discussion tabled to the next board meeting.

11. Bylaws are posted on webpage, but need to have version with June 12<sup>th</sup> amendments.

Adjourned: 10:45pm.

Upcoming events:

- Next meeting, January 5<sup>th</sup>.
- Two Ring, January 8<sup>th</sup> (Sunday).
- Mikado auditions, January 10<sup>th</sup> and 11<sup>th</sup>
- Benefit Concert by NEGASS, January 21<sup>st</sup>