

The Sudbury Savoyards Board of Trustees
Thursday January 7th, 2016, 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; John Gorgone; Andrew Conway; Karen Powers

Attendees: Jim Ravan, Database Manager; Andrea Roessler, Company Publicist; Laurel Martin, Second Trombone; Tony Parkes, Sorcerer Stage Director

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

1. Consideration of Agenda
2. Secretary report (S. Beckett)
 - a. General report: Summer Show 2016 Director invite letters sent. See below for report.
 - b. Approval of October minutes: Motion to approve by H. Clopper, second by S. Flint, all approved
3. Treasurer report (H. Clopper): position improved (~20K) due to influx of costume fees and ad/patron revenues received; however, more of each (expenses and revenues) are expected over the next two months. See attached pdf.

Motion to approve treasurer's report by S. Beckett, second by S. Flint, all approved

4. Consent agenda:
 - a. Costume rentals (D. Roessler): Nothing to report on costume rentals.
 - b. Equipment/scenery rentals (L. Martin): No new activity
 - c. Theater Liaison (P. Welsh): No report
 - d. Church Liaison (K. Powers): Emailed Shetal at SUMC to confirm Board meeting dates through May (after that we will have new Board members and may change from first Thursdays). Confirmed Jan, Feb, April, and May. After last Board Meeting I emailed to confirm March as well. I never heard back from Shetal, but Susan E assures me we are all set. Also, emailed Shetal to ask about cabinet and refrigerator space in SUMC kitchen. Again, never got an email back from Shetal, but Susan E states that she had a conversation with Shetal. Outcome is that we have new space in kitchen to store cups, napkins, snacks etc. It's upper cabinets to right of refrigerator. I labeled shelves as well as fridge space before the holidays. Hopefully no one has taken that space back in our absence.
 - e. Database Manager (J. Ravan): Printed new badges for Sorcerer cast members who were missed on the first go-round, plus new production people and the orchestra. Added a new person to the People CSV file for the newsletter and added an email address for an existing person.
 - f. Newsletter (A. Conway): See discussion below
 - g. Social media: (S. Flint): Company only Facebook page set up. Laurel took pictures at tech day 1/2/16 and will post them to our Facebook page. No other activity to report over the break. As soon as on-line ticket sales are ready, we'll coordinate postings with Publicity. (L. Martin):

Small Facebook Tech Day album posted!

- h. Archivist (A. Roessler): Nothing to report
- i. List Manager (B. Fisher): Changes to the Sorcerer lists seem to have died down. To the best of our knowledge they are now up to date.

Motion to approve consent agenda by J. Gorgone, second by H. Clopper, all approved

- 5. Newsletter. Need to recruit a managing editor. On this occasion, we will send regular company announcements along with show announcements. Need a path to complete the upcoming newsletter. Deadline January 15th, delivery on the 19th. Process for future editions TBD, pending finding a managing editor.
- 6. Sorcerer
 - a. Stage Director (T. Parkes): See attached report
Connexions concert: SUMC concert 1/24, we can perform to plug show, Tony has arranged songs and performers; need pianist.
 - b. Producer (J. Gorgone): Making good progress. Have met with new Playbill Layout Chief.

With regard to ticket sales, the producers have made the following final decisions:

1. Emailing for tickets with advance payment by check will still be utilized (website, publicity mailings. (need form from Andrea)
2. We will not be using the telephone reservation system.
3. We will not be accepting credit card payment at the door.
4. We will continue to accept credit card payment online.

The Ticket Chief will be handling the logistics of most of these issues.

Andrew's report: Our event is set up with Brown Paper Tickets. Need to deal with issue of dates/any performance. Possible to make only option "will call" to avoid dealing with scanning. Add to instructions: Present receipt at door. Hersch will proof Andrew's setup.

- c. Publicity (A. Roessler): See attached report; road sign can go in front of church on Saturday
 - d. Tech Director (S. Elberger): New Set Construction Chief is working well. Quote for body mikes substantially reduced; \$650. Having Tech days in December has been a big help.
- 7. Children's summer theater program
 - a. Producer (L. Martin): Have set up Google doc with set-up. Putting together forms. Will run from 9 a.m.-2 p.m. Have adjusted price to \$650 for 3-week program. Planning to do T-shirts. Put on website ASAP and announce in newsletter. Web announcement will be pdf that customers can print out. Parents apply and we email packet of forms. They reply with registration form and check to get registered, with a later deadline for remaining forms. Age range: 8-12. Will make a DVD, we should charge for it. Action items: Program name. Confirm kitchen space.
 - b. Director (K. Denney): No report
 - 8. Summer show (S. Beckett): Three individuals have expressed interest. One proposal has been forwarded to play review committee. Two other candidates have stated that they will submit by the deadline (Jan 15th). Action item: Send reminder to other candidates. Tentative interview date is Jan 21st.

9. Producers for summer show and winter show 2017 (J. Gorgone): Will bring up at announcements to try and recruit new candidates.
10. Nominating committee (L. Martin): Have prepared announcement. Will send to members and post on website. Have set deadlines for submission of candidate statements.
11. Dealing with people with infirmities (S. Elberger): Safety concerns regarding movement; will update policy. In the meantime, will try and make further contact to resolve current issue.
12. Incorporation and insurance (S. Elberger): Have inquired about insurance. Need to establish value for our costumes, props, and equipment. Will also need D&O insurance, to protect officers against lawsuits. Will need to talk to attorney about incorporation.
13. Task Force Reports: (No reports).
14. Company Meeting for May. Reminder that task forces reports need to be completed and recommendations need to be made. Suggestion: Have a sing-along to make it more fun.
15. Last supper. Church is hosting another event that same day. They expect to be done by early afternoon.

Motion to adjourn at 10:11 p.m. by K. Powers, second by J. Gorgone, all approved

Next meeting scheduled for Thursday, February 4th at 7:30 at SUMC.

Publicity Chief report for *The Sorcerer* - Andrea Roessler January 7, 2016

David Baldwin requested 30 flyers/posters for distributing and suggested I contact Bob Cushing, who has helped us with posters in the past, to see if he is interested in helping this year. I sent Bob a note with a poster enclosed.

I am assuming that the posters and business cards are being made available at Rehearsals and on Tech days and at upcoming orchestra rehearsals.

Sent email to Sorcerer list to request: current NEGASS members identify themselves, poster distribution locations, suggestions for publicity opportunities, and reminding about publicity photos for local town papers on Friday 1/8/16. A few replied regarding NEGASS, only Jane Graham replied about putting up posters.

NEGASS Trumpet Bray article: deadline 1/15/16 – Tony has proofed first draft, however I am waiting for Ticket purchasing info to be clarified before finalizing the text; also waiting for Tony Parkes to confirm current NEGASS members to include in article.

Assisted Living publicity mailing – waiting for Ticket purchasing info to be clarified; also requested info re: a Ticket Order form that I have enclosed in previous years.

Sandwich Board Newsletter: provided additional information in order to feature publicity of *The Sorcerer*

Your Theater 411 website: Requested input to pay \$40/ 60 days to have our ad featured on their website. John Gorgone gave permission to do it, need to have ad designed to submit.

Playbill ads: emailed Herschel Clopper regarding following up with previous advertisers and soliciting Assisted Living residences for ads.

Website: spoke with Webmaster Steve Malionek re: after head shots have been taken on 1/8 and then adding them to the Sorcerer page on the website. We will also need to supply more detailed information re: production, tickets, and photos to freshen the Sorcerer page.

During December I attended as many of the music rehearsals as possible. I got the impression that they were proceeding on schedule, with an atmosphere of mutual respect between Craig and the performers.

I have begun blocking the show. I now have a master slide with which to create blocking forms such as Kathy Lague is famous for; thanks to Laurel Martin for providing her floor plan of the set, and to my wife Beth for adapting it.

I have finished the first round of discussing characterization with the leads; I found them all more than willing to contribute ideas and excited about participating in the process. I have given the chorus their characters (driven largely by the available costumes) and assigned partners for Act 1. I plan to deal with the slight gender imbalance by leaving the female house servants unpartnered; they will serve the potion-laced tea but not drink it themselves, and exit into the house before the potion puts most of the cast to sleep. This will solve two problems, as some of these servants are people who indicated they would have trouble sinking to the floor.

On Monday 4 January we held the first blocking rehearsal. I completed the blocking forms that afternoon, but had to revise them at the last minute after a chorus member gave notice of leaving the show. They are now ready to post on the Company’s private webpage, along with a video taken by Stage Manager Bill Fisher of the chorus executing the movements of song #1.

I had told Craig that he could take as much time as he felt necessary to review the music of #1 before we began blocking the number. The review took a full hour, leaving less time for blocking than I had hoped. I suspect that people had forgotten their music and let their technique slide over the holiday break, and were surprised by the amount of work needed to sing well and stay together. I dare to hope that their experience on Monday will have shocked them into paying more attention at future rehearsals, lessening the time needed for review. To give them credit, they did a good job with the music by the end of the review hour, and I was pleased with their willingness to listen to me and take direction from me. I believe we are on track, and I am looking forward to fruitful sessions as the process unfolds.