

The Sudbury Savoyards Board of Trustees

Thursday June 2, 2016, at 7:30 p.m.

Davison Chapel, Sudbury United Methodist Church

Minutes

Called to order 7:35pm

Attending: Susan Elberger, Herschel Clopper, Tom Powers, Karen Powers, Sue Flint, Chris Fanger, Andrea Roessler, Jim Ravan, Brendon Chetwynd.

1. Consideration of Agenda
2. Secretary report (S. Flint)
  - a. Approval of May minutes: May minutes will be approved next month.
3. Treasurer report (H. Clopper): Although the bank has not issued its official account statements, I have been able to glean the on-line account data to assemble this monthly Treasurer's Report. Net \$27,300 (1000 set aside as capital fund) includes \$3K checks that have been written but not cashed yet. Note that are two significant outstanding checks to the Town of Sudbury for the Sorcerer Police Detail and a late arriving bill for the Sorcerer Playbill (late from Century Type) which accounts for 80% of the outstanding disbursement checks. \$250 outstanding check to Elizabeth Reinhardt.
4. Consent agenda: Approved
  - a. Costume rentals (D. Roessler): Costumes returned from Northeast Catholic College (\$50 collected). Costumes returned from Assumption College Theater Arts/Elaine Crane (\$50 collected). Rental out to Greater Worcester Opera/Elaine Crane for The Marriage of Figaro. Request for information and photos of our Pirates of Penzance costumes (not steampunk) by Brandeis University. If anyone has photos from Pirates (generic pirate and police uniforms) they can forward to me, that would be helpful.
  - b. Equipment/scenery rentals (L. Martin): No new activity. Columns returned from Theater 3. Working on two inquiries (one for Pirates, one very general).
  - c. Theater Liaison (P. Welsh): Thank you involved Board members, especially Brendon Chetwynd, for their endeavors to secure alternate theater space for The Mikado. I have, of course, cancelled the 2017 Lincoln/Sudbury space request. I have also asked that LS "pencil" us in for the standard winter program for 2018. I expect I will have plenty of time to assume my duties well before the spring 2017 production.
  - d. Church Liaison (K. Powers): Shetal from SUMC contacted myself and Susan Elberger last week to ask about moving some large wooden triangle pieces from the cellar beneath classrooms 3&4. Neither of us were sure where that was, but while waiting for clarification some folks at Maid to Order rehearsal searched and located and moved them for ease of access to the sump pump for SUMC's custodial staff. [Done]
  - e. Database Manager (J. Ravan): 1. Working on translating the "Talents" field in the people.csv file (from the old Filemaker DB data) into a format more suitable for loading into the new database. There are thousands of records and the work involves hand editing, so this will take time. 2. Alongside the above work, began creating a taxonomy of "tag" values which will, among other things, be used to describe Talents in the new database. 3. Worked with Steve to support the new Newsletter signup form. After some tweaking on my end, everything is working as before.
  - f. Newsletter (A. Conway): no report.

- g. Social media (S. Flint): Started work to consolidate the number of Facebook pages that we've got. Currently we've got: (1) our "official" Facebook page; (2) the 50<sup>th</sup> celebration (lots of pictures); (3) Patience group (I've saved pictures from here); (4) Ruddigore group (saved pictures from here); (5) an "unofficial" business page put up by Facebook (I can try to get this merged with our official page after copying out any pictures of interest); and (6) the Cast & Crew page from Sorcerer (pictures copied and the page is down now). Going forward, I suggest creating one "Cast & Crew" page that rolls over from show to show. We could invite the new show cast/crew in and weed out no-longer-active cast/crew at the start of each show season. That way we'd keep the photos and comments from show to show.
  - h. Archivist (A. Roessler): Betty Farmer is still residing in a resident hotel in Dedham and Ken Farmer is at Wingate in Sudbury. I have Betty's address if anyone would like to send a card or visit. I have emailed 2 of her children for further information but no response as of yet.
  - i. List Managers (J. Cobleigh): Bill Fisher added me (Jamie) as owner to the Savoyards lists (General, Announce, etc.). I created a mailing list for the 2016 production of Maid to Order.
5. Bylaws update (S. Elberger): we've gotten two comments/questions from members on the information sent out ahead of the June 12<sup>th</sup> member meeting. There was discussion of an online forum for the discussion of bylaws, but with so few comments it was agreed that a direct response would be best, so the online forum needn't set up. Our attorney, Elizabeth Reinhardt, can't attend the June 12<sup>th</sup> meeting, but has left her cell phone number to ask on the spot if needed. Susan will check to see if Elizabeth has anyone who can cover for her. Reminder going out tomorrow – need at least 20 people for a quorum.

Discussion of the details of the meeting presentation. Open with the overview of "what we're here for," talk about the changing role of board, emphasize the current three-step procedure to change our bylaws. Be sure that people know they're approving the intent of the bylaw. Legally have to accept amendments (in substance) and will have to review amendments with lawyer. Legally can't have hunger donations in the *mission*, because we're applying as an Arts organization and cannot give money for another purpose (but we can keep the philosophy of giving). Finally, open the floor for questions, comments, and amendments. Brendon Chetwynd, Chris Fanger, and Tom Powers will help put presentation together. We'll need to record the meeting and expect all board members to attend.

6. Fourth of July float (S. Beckett): motion to approve \$50 for the float. Approved.

7. Maid to Order

- Producer (S. Elberger): Producer is working on the contract with Cannon Theatre. We need an insurance binder. Cannon is happy with the insurance binder through the church for now and Susan will continue working on insurance. The contract currently indemnifies Cannon for all occurrences – may want to modify some clauses. Susan will work with Linda, Cannon's treasurer. We'll need to document "condition in which it is found." Cannon needs to approve publicity that has their name on it. Only specific things are allowed for the concession stand: water allowed, no chips, no cookies, no home baked goods. Susan plans "vintage" snacks. We still need house manager, asst. house manager, and backstage help. Access to the church attic storage will be spotty once the construction starts.
- Director (J. Ravan): Rehearsals are one week from being off-book, to work on the timing and movement as soon as possible. Set will be built at Cannon Theatre. Meeting at Cannon on Tuesday, 9PM, to review tech stuff.

8. Mikado

Producer (B Chetwynd): Recruitment on the tech side, so far we have: Laurel Martin on set design, Linnea Martin on paint chief, David Silber as lighting designer, David Cassavaugh as set construction chief, and Chris Fanger as set construction asst. Hersch Clopper sent budget from Sorcerer to start budget work. Maynard has sent an invoice (final cost \$9,500) to confirm rental.

Schedule draft was sent to board and included a list of spaces to be used. Brendon Chetwynd offered to server in the role of theater liaison for Maynard because of his long-standing relationship with Maynard (not as a permanent change, just for this year). Downsides: single point of failure potential and doesn't allow Maynard to start developing relationships with the rest of the company. It was agreed that Brendon would reach out to Peter Welch to see if he'll continue as theater liaison for Maynard.

- Update on applicants (S. Flint): Only response is from Craig Tata (for music director); Kathryn Denny and Tony Parkes withdrew because of the change of date. New letter need to go out to call for directors. Susan Elberger will send email about the change of location/date, then the info can go onto the webpage and Facebook page. Responses by: July 15<sup>th</sup> and interviews in first week of August.

#### 9. Task force reports

- Finance (H. Clopper): no additional meetings.
- Church (S. Elberger): June 16<sup>th</sup> the construction starts; Susan Elberger will attend their picnic to celebrate Pastor Joel's 10<sup>th</sup> year here.
- Location (K. Powers): The committee met and has been thinking about location in three time-frames. The short term location problem is solved for the moment (summer show at Cannon and next spring at Maynard High). Mid-term we're working on contacting other potential locations. We might be ready to talk about long term after The Mikado – do we want to talk about owning? Or having a capital campaign?

Chris Fanger, Tom Powers, and Nancy Powers toured the bank that Performing Arts Center of Metrowest (PAC) is trying to buy. The Danforth (old school building that was the PAC home, town museum, and art school) is closing and so PAC is trying to move sooner than later. Developer is buying the block and will sell the larger bank building. Stage will likely be too small for large scale production, but good for rehearsal space, costume storage, small productions (24'x23' stage maybe). PAC doesn't have its own theater company and would love to collaborate with one. Probably not set storage space. Parking is a problem, but might be worked on. Action item: Need follow up with PAC about \$\$ and relationship.

- Hersch Clopper talked to Keefe Tech; they're renting to a lot of other groups and probably won't work.
- Website (S. Flint): Jim Ravan and Roberta Sutter responded. No further action yet.

10. Summer retreat (S. Elberger): decided to hold retreat on Sept 18<sup>th</sup> 1pm – 7pm; need to continue discussions about progress and where are we now.

11. Other items: Chris Fanger volunteered to get a sign for outside the Cannon Theatre, got plywood for sandwich board.

Tickets are available via webpage, either brown paper tickets or download form and mail in.

NEXT MEETING: July 7<sup>th</sup>, 7:30pm.

Adjourned 9:28pm