

The Sudbury Savoyards Board of Trustees
Thursday March 3, 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; Andrew Conway; Karen Powers

Attendees: Andrea Roessler, Company Publicist; Laurel Martin, Second Trombone; Brendon Chetwynd; Chris Fanger; Jim Ravan, Tom Powers; Tony Parkes; Randy Glidden

Meeting called to order at 7:32 by S. Elberger

1. Consideration of Agenda
2. Secretary report (S. Beckett)
 - a. General report: Forwarded ticket inquiries to Ticket Chief throughout run of show; replied to email inquiries directly. Voicemail greeting has been updated to reflect post show.
 - b. Approval of February minutes: Motion to approve by John Gorgone, second by A. Conway, all approved. Approval of annual meeting minutes: motion to approve annual meeting minutes K. Powers, second by J. Gorgone, all approved
3. Treasurer report (H. Clopper via email): See attached. Bank accounts at the end of the month (including those earmarked for Capital funds) are over \$40,000 and represent an increase of \$18,923 from the end of January [Increase in position due mainly to the revenue produced from *The Sorcerer*]. There are still over \$12,000 in expenses anticipated (the amount for the school rental and police detail expected) and possible some more small expenses (dry cleaning and Century Type for the playbills—awaiting bill/invoice for printing and delivery)

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

4. Consent agenda:
 - a. Costume rentals (D. Roessler): Received costumes back from Gilbert & Sullivan Society of Maine, total rental amount \$200; Have a rental out to Elaine Crane, total amount \$50
 - b. Equipment/scenery rental (L. Martin): Awaiting payment of \$40 for rental items to Theater To Go; New rental going to Theater III of 6 columns (\$60)
 - 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): One mail chimp mailing: "Final Weekend for *The Sorcerer* - Don't Miss It!" 1071 recipients; 312 opened; 13 clicked; 56 bounced; 4 unsubscribed "No longer interested"
 - g. Social media: (S. Flint): See attached
 - h. Archivist (A. Roessler): See attached
 - i. List Managers (A. Ferentz/B. Fisher): No report

Motion to approve consent agenda by S. Beckett, second by A. Conway, all approved.

5. The Sorcerer (J. Gorgone): Artistic success, financial report to come. Ticket sales were lagging. Nearly all areas were under budget. Net income $30,462 - 7,597 - 12,000 =$ about 10,000.
 - a. Survey results (S. Elberger): 47 surveys were returned by patrons. Overall comments good; negative comments revolved around the areas of sound, enunciation, and tempos.
6. Sign in front of church. The sign base has come out of the ground (due to high winds). Church has been notified. May need to be replaced. Savoyards put up sign holder originally; we may want to volunteer to replace.
7. Fourth of July float. Mosher has offered use of truck. DRI organizer needed. S. Beckett has volunteered.
8. Mikado producer (S. Elberger): Need to solicit volunteers; suggest we move forward to recruiting actively. Concerned that nonvolunteers will have to take on producer responsibility. Action item (S. Elberger): Recruiting messages to Andrea for posting. Send membership list notice as well.
9. Maid to Order (S. Elberger): Producer and David C. will be meeting with church and Sunny Hill personnel on 3/11 at 9:00 a.m. re: building an 8 x 20 thrust. Production calendar has been submitted to church.

Director report (J. Ravan): See attached.

10. Children's summer program (SPY) (L. Martin): Can take or leave thrust (shorter time in place). No registrations have been received, though seven have shown interest. May consider ages outside range based on inquiries. Have boosted SPY higher on website. Looking at avenues for publicity: Ad swap with Assebet Valley Coop. Metrowest (and other areas) Action Unlimited. Posters in Libraries, ice cream places, etc. Link to program page from our Facebook page.
11. Task force reports/plans (S. Elberger): Would like to hear when next meetings are. Communications, Finance, Location, Church relations. Action item (committee heads): Schedule next meetings; email previous meeting reports to new board members.
12. Incorporation (S. Elberger): Lawyer is looking at our information. Action item: Will get back in touch with her.
13. Bylaw changes (S. Elberger): Changes are needed to meet state and federal requirements. Find out specifically what changes are necessary for incorporation. Deadline is early May to have all updates prepared for legal and company review.

Three things to think about: membership definition; increasing number of board members; term lengths/limits.

Action item (all board members): Review issues and make suggestions.

Need to get boilerplate documents from the lawyer so that we can understand them and create our own.

Discussion: We need to resolve issues surrounding dissolution and creation of new organization. Changes to governance options. What does sponsorship mean and what is (will be) our relationship to SUMC? We seem to be more like tenants.

Establish a bylaw review committee, to start next week. Committee volunteers: B. Chetwynd, T. Powers, S. Elberger, C. Fanger.

Board will plan to meet in addition to the regular May meeting specifically to approve bylaw change. Meeting to be scheduled for Thursday May 12th.

14. Company meetings (S. Elberger): Save the date for June 12th at 2:00, note that this means notice is sent to membership 4 weeks prior after board approval of changes.

September meeting: outcomes of the task force actions. Save the date for Sunday September 18th 2:00.

15. Planning for 2018 (S. Elberger): Be aware of financial considerations of having to make payments to the church.

Motion to adjourn at 10:03 p.m. by K. Powers, second by J. Gorgone, all approved

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

Social Media Report, Mar 3

The Facebook group for the Sorcerer Cast and Crew had 37 members (out of 56 cast/crew) and good active participation by cast, crew, and production team. Based on last year's low participation in the cast/crew group, I hadn't planned to do a group but Bill Fisher requested it to be able to get blocking videos up easily (simple upload) and immediately and that seemed to work well. Bill also posted to the website, so everyone had access to the videos.

There was one member who posted pictures of props (food and lighted tea pot) and set on their own page between show weekends. So, maybe the communications committee needs to discuss and clarify (reiterate?) what is appropriate to post during the run. The line between interesting-enough-to-generate-clicks and revealing-too-much is fuzzy.

The Sorcerer "Event" page, was used to invite 332 people (32 people "interested;" 47 "went"). I updated the top of the cover page for the event from "Coming in 2016" to "Opening today" and then "This Weekend" as needed.

The post that got the most interest (669 people "reached") on the public Savoyards Facebook page was Andrea's post of the 2002 Sorcerer Cast picture. Now it is time to change the cover photo and start advertising our summer show.

Archivist Report, Mar 3

A sympathy card was sent to Mrs. Willard Ford from the company. At this time all I know is that a memorial service will take place in the spring, assuming at SUMC.

On behalf of the Savoyards I have offered our participation and so far Steve Malione and Dennis O'Brien have agreed to participate.

I plan to post a tribute to Will on the website.

FYI: Of the five original YOR in 2003, Betty Farmer is now the only surviving member.

I asked Videographer Shawn Whitaker to include a list of the members of the cast on the outside cover of *The Sorcerer* DVD and he agreed. Every year in the lobby shoppe people ask who was in a show a particular year and it is not listed. Sales might increase if that information is readily available.

The "Archival Collectibles" were very popular in the lobby shoppe, netting us \$573, with no expense. There are still a number of the LPs that did not sell so I need to decide what to do with them. The majority of the books, music books, some framed art and souvenir programs were sold. I donated all the old VHS to New Horizons. I will update the list of collectibles on the website, delete what was sold, and add prices to the remaining items.

FYI: I Googled one LP title to research and our website came up close to the top of the list of sites!

The new logo tote bags sold 4 out of 48 and there was no interest in the new logo pins, which should arrive mid-March.

Summer Show Report, Mar 3

The first production meeting was held Feb. 24 with Susan Elberger, Producer, Hersch Clopper, Assistant Producer, Randy Glidden, Assistant Director, and myself attending. Among the items discussed were:

Schedule

Auditions mid-April

Rehearsals begin first week in May

Week of July 4 is hiatus

8 performances the two weekends before SPY, July 15,16,17& 22,23,24 Fri 8pm, Sat 2pm & 8pm, Sun 2pm

Stage thrust

Rights

Auditions

Initial set ideas

Randy has provided initial character descriptions for auditions. I have skimmed and will review.

I have improved the blocking program I wrote last year. It will be used on MTO.

I have had discussions with Dave about the stage thrust; David has agreed to consult on the construction of the set for the summer show; He is not available to do any actual construction.

He has agreed to spend one tech day explaining the construction of the thrust to our summer show crew and getting the started on the build. Construction materials for the summer show were saved from Sorcerer strike and are now in the long cellar.

Susan is communicating with the church and our show personnel to set up a meeting about the thrust.

I am still under the impression that the children's summer SPY program would like to use the thrust. If so, I would like someone from that program to attend the thrust meeting as well.

The rights were purchased from Samuel French for \$374.40.