

The Sudbury Savoyards Board of Trustees

Thursday November 3, 2016, at 8:10 p.m.

O'Reilly Room, Sudbury United Methodist Church

Minutes

Attending: Jim Ravan, Laura Jacobson, Susan Elberger (Chair), Brendon Chetwynd, Tom Powers, Hersch Clopper (Treasurer), Sue Flint (Secretary)

1. Consideration of Agenda
2. Secretary report (S. Flint): Approval of October 2016 minutes: motion to approve as submitted. All in favor.
3. Treasurer report (H. Clopper): We now have 13 paid members including a \$500 donation! Six joined through PayPal. One Yeoman of Regard joined and will have membership fee contributed as a donation. Hersch will relay information about membership to Jim Ravan to include in the database. For those paying by PayPal, we're not getting a snail mail address only the email address. \$23,700 is available for general use and \$1550 is in capital account. Capital account came from two donations restricted to a capital fund.
4. Consent agenda: Motion to approve as submitted. All in favor.
 - a. Costume rentals (D. Roessler): No report.
 - b. Equipment/scenery rentals (L. Martin): No new activity.
 - c. Theater Liaison (P. Welsh): No report.
 - d. Database Manager (J. Ravan): Database Manager's Report, 3-Nov-2016
 - work continues on moving the person data to a web-based platform
 - production, task list, schedule, and event relations, etc., have been defined to support task lists and show/board schedules
 - all on-going work is now backed up to the cloud (BitBucket)
 - e. Newsletter (A. Conway): Nothing to report for Sandwich Board. Andrew is ready to send a newsletter when needed.
 - f. Social media (S. Flint): No new activity.
 - g. Archivist (A. Roessler): No report.
 - h. Company Publicist (A. Roessler): No report.
 - i. List Manager (J. Cobleigh): Three mailing lists for Mikado have been created (all, management, and tech). Waiting to hear who should be added to the lists.

Discussion of consent agenda reports: concerns were expressed that making people responsible for updating their own information could create problems? Jim will respond.
5. Committee reports: Susan thanks the Board personally for all the extra time and work this month, especially finding new spaces.

- Audit and Finance (H. Clopper): Now that the annual budget is set up, the organization needs a development committee. Hersch offered to be acting-chair for a new Development Committee until the committee is set up and a chair is selected. Hersch will put together a recruiting letter / email.
 - Communications: there is no task force right now. We've got some pressing needs: to get information out about new show, and to get a newsletter out. Communications task force needs to distinguish between show publicity and company publicity. Andrew is still involved in producing the newsletter. Some scope needed; maybe discuss at next meeting. Have someone come up with a scope. Sue Flint ask Andrea Roessler or Susan Beckett to have a first try at writing draft.
 - Location (S. Elberger):
 - Susan and Hersch looked at the commercial space at 60 Union Ave. for set building space. There is a garage space (16 x 18 ft) available and some large open spaces and they're looking for \$5000/month for the large space. There is another space near Sudbury/Wayland town line with garage bays that might be rentable.
 - Laura Jacobson reports: Orchard Hill (on Route 20 towards Marlborough side) is interested in having us rehearse there (probably no charge) and Laura will be visiting Monday at 9am. B'nai Torah (on Route 20 near Landham Road) has a large chapel and are potentially interested in having us rehearse there (no charge); but we could not use the space on Fridays or Saturdays. Wingate is not an option. Sierra's (on Route 117) building is being sold.
 - United Methodists in Weston: we'd proposed \$500/month including rehearsal, storage and building space. However, the indoor rehearsal space is not suitable for set building. We could build outside, but need "in process" storage too. We could dispose of all set materials after each show to reduce our storage needs. \$500/month might be too little. Our annual budget currently allocates \$8000 for all rehearsal, build, storage, meeting space needs. Possible to rent monthly instead of a yearly agreement?
 - Staying at SUMC? We can't build sets here and don't have temporary set storage space (formerly we used the stage). Can we negotiate a U/O agreement?
 - Cutoff date for a decision whether to cancel the spring show is mid-December.
 - Other set-building options: Brendon has talked to SLOC about using the barn. Tech days would have to change if we use a small space like the barn. Mill and Main. Gleasondale Mill. Church on corner of Edgehill & Lyman. Any follow up on the Framingham Savings Bank, and Community Arts was trying to buy. Tom Powers will follow up.
 - The whole tech-day concept will have to change.
6. Dealing with cellars (T. Powers): Tom visited the cellars. Not much has changed, a little plumbing has been added in shop. Dumpster rental would be \$200-\$400 for a reasonable size dumpster; we would have to check whether a dumpster could be put in the parking lot. Church expects to be done with parking lot at end of November. Need to get information out if we're going to do a dumpster day Dec 3rd.

7. The Mikado (B. Chetwynd): The production team hasn't had a production meeting in a while, but have done a site visit to high school. Recruiting: Andrew Conway is orchestra manager and is looking for assistant; Brendon has sent notes to Donna, Lucy, and Paula asking for costumer recommendations; Nadine Sa has been asked to stage manage. Budget: Brendon will work on budget before next meeting and is starting work on the audition materials. There was an initial agreement on rehearsal schedule with SUMC before we knew that we couldn't build here. Jim Ravan is working on initial blocking, and starting set design discussions with Laurel Martin.
8. Summer show 2017: No report.
9. Yeoman of Regard: A Yeoman candidate has been nominated. The Yeoman presentation will be done at annual meeting instead of at the Last Supper. Any nominations, please send to Susan. Andrea has collected nominee's information – Tom will talk to Andrea about doing that again. Qualifications for Yeoman are listed on the webpage.
10. 2018 show: There was a discussion of whether to do G & S or something else for the 2018 main show. What does it mean to do different type of show? How do we cope with an open chorus? Can we grow? Do we need to stay with the "safe" option till we're better established in another space? We might lose or gain audience, or it might be a wash. Might have to reconsider a large un-auditioned chorus for the big show. Negatives: change and uncertainty; rights cost; probably need to audition chorus; MUST succeed in our first non-G&S show. Prep work would include, among other things: finding the right show, deciding how big an orchestra, and a discussion of whether to keep the unauditioned chorus. A discussion of dates is needed: is it possible to have a show at the end of March, not coinciding with vacation week?

How to choose a non- G&S show? Ask former directors to weigh in about how to choose a show. Burlington Players members get to weigh in about what shows.

Meeting adjourned: 10:37pm.