

The Sudbury Savoyards Board of Trustees

Thursday October 13, 2016, at 7:32 p.m.

O'Reilly Room, Sudbury United Methodist Church

Minutes - DRAFT

Attending: Susan Elberger, Dennis O'Brian, Tom Powers, Jim Ravan, Brendon Chetwynd, Laura Jacobson, Sue Flint, Karen Powers, and Brenda Boomhower (guest)

1. Consideration of Agenda
2. Secretary report (S. Flint)
 - a. General report: nothing reported.
 - b. Approval of September minutes: Motion to approve as submitted. All in favor.
3. Treasurer report (H. Clopper): Hersch Clopper submitted treasurer's report of all accounts (pre- and post- incorporation). Most funds transferred into three new accounts, net ~ \$23,600 in bank. About \$1000 outstanding in checks currently. EACT membership is paid, including DASH. Near the cap for legal fees. Online payment for dues, Steve Malonic is working on getting this up and working; Hersch will check with Steve about progress. PayPal account is confirmed, with non-profit status. (Hold sending the member letter until the link is live.)
4. Consent agenda: Approved as submitted.
 - a. Costume rentals (D. Roessler): No new activity with costume rentals.
 - b. Equipment/scenery rentals (L. Martin): no new activity.
 - c. Theater Liaison (P. Welsh):
 - d. Database Manager (J. Ravan): Work continues on moving the FileMaker "database" to a new web-based platform.
 - Editing of the Talents field is complete (finally! whew!)
 - All tags in the Talents field have been verified and made consistent
 - The extract program has been upgraded to produce a People file capable of loading into a SQL database engine
 - A new web platform has been chosen: web2py. web2py should be easier to bring up with less code and less expertise required for continued maintenance. Education about and testing of web2py is underway
 - Have begun looking for a cheaper and more capable web hosting company
 - e. Newsletter (): no report
 - f. Social media (S. Flint): no new activity.
 - g. Archivist (A. Roessler): Archivist: Nancy Powers is having surgery on Oct. 13, I will send a card on behalf of the company. If anyone knows of other situations where a card is appropriate, please advise.
 - h. Publicist (A. Roessler): Is there a plan for the Communication Task Force to meet? Is there a target date for sending the next Sandwich Board?

i. List Manager (J. Cobleigh)

5. Dealing with the cellars (Tom Powers): Both the “workshop” and “long cellar” will need re-assembly after moving things around for construction before set construction starts for the winter show. We should decide what needs to be kept / thrown away and it would be helpful to have recent designers included in decisions. Investigate using the contractor dumpster(s) that are already here. Would have to coordinate with church. Tom Powers offers to look over workshop and cellar to see what space we’ll have, how much need to get rid of, how many volunteers needed for help. Range of cost for dumpster: 200- \$400 range for 30 YD dumpster. Could include props clean out from the attic. Sue F call props people (Laurel Martin and Susan Beckett) about this.

Aim for December 3rd to start work.

6. Member letter: Susan Elberger sent around a draft member letter to inform them of membership and dues. Discussion about Yeoman of Regard not included in this letter. If the Board chooses to offer lifetime membership to Yeomen, a separate letter would go out. Or refund their membership fee if this is decided later.

Moved (Brendon) that Yeomen of Regard are offered lifetime membership free of charge. Discussion of whether bylaws allow us to create classes of membership. **Vote:** In favor 5, opposed 1, abstaining 1. **Passed.** Suggested that the membership letter does not need to include this information, but we can put the info on the website.

7. Marketing consultant (S. Elberger): Introduction of Brenda Boomhower; she volunteers with the MRT, has spent 40 years in marketing, represented Visa’s participating in sponsoring Olympics, and other corporate marketing and now retired. Brenda is offering to get to know Savoyards and maybe help with our outreach and marketing, interested in bringing younger generation in. Will talk about publicity for Mikado with Brendon.
8. The Mikado (B. Chetwynd): Production meeting was a couple of weeks ago, including Tom Powers, Brendon, Matt Taggart, Craig Tata, and Jim Ravan. They’ve worked out a schedule, including snow days and worked with Maynard High School to schedule use of the school. “Two Ring” event should be posted soon: January 8th, with auditions the following week. Holding announcement until webpage info is up and graphic is created. Score: Schumer edition; will provide the link to Amazon. Theater visit scheduled for next Friday, Oct 21st, for management team. Original quote for Maynard High was \$9,500 (adding \$540 for an extra day) but did not include the cafeteria (an additional \$2,200).

How the schedule intersects the Easter holiday: Lighting put-in is on Good Friday. Saturday put-in. Monster Sunday (aka Easter Sunday) will just have tech in the morning, and one rehearsal in the evening.

Artistic staff is working out their relative responsibilities.

Budget is a work in progress, awaiting final numbers from school and recruiting all of the tech leads. Ticket prices may stay the same as last year. Working on participation fee details.

Ticket sales will be done by online sales, checks and cash at the door, maybe credit cards at the door, and cast selling tickets. Last year 10% of ticket sales was by mailed in checks via the mail, so we can’t get rid of that option. Since it’s a smaller house: 350 (vs 750 at Lincoln Sudbury), they’re whether to assign shows for tickets (as opposed to any ticket/any show).

9. NEGASS benefit (K. Powers): not heard anything from Tom Frates yet. Waiting to know if/when Hawes Hall might be available.

10. 2017 Summer show: starting to look at the next summer show is now! Location: Cannon Theatre or Hawes Hall (would find out from church if they'll let us do shows here). Suggested that we should pick one to four shows and call for directors. Karen Powers will take lead on play reading committee to make proposal to board (Laura Jacobson, and Hersch Clopper offer to help, maybe ask John Gorgone and Ellen Simmons to read). Timing: still aim for mid-July show; bring show recommendations to board at December meeting.

11. Committee reports

- Audit and Finance (H.Clopper): met at end of September. Needs to put together a company budget and more forms to submit. Budget proposal was sent out. See handout for company budget. Lobby shop sales from old inventory is income to the company. Details to be worked out, including whether we'll pay taxes on sales. This budget points out the need for season sponsors, company sponsors... otherwise much of the projected \$16,000 expenses falls to the shows. Real numbers for the question marks; External sales \$100, change membership numbers to 70 for \$1,750 membership fees; Rentals \$500; Other events income \$0; Donations \$1000 and fundraising \$1000; Mikado \$10,000. Motion that the budget as amended be accepted: all in favor.
- Location (K. Powers): Tom reports that Sudbury is posting old Sudbury Police Station up for sale.
- Church Relationship (S. Elberger): Dennis O'Brien, Tom Powers, and Susan Elberger met before this meeting to talk about relationship with church, use and occupancy agreement, what storage / set building spaces we can use, the last minute notices we've gotten in the past. They'd like to set up a meeting with the church to discuss issues including the present framework of our "partnership" with the church. We would expect to start paying rent once the use and occupancy agreement is signed. Questions in particular for discussion:
 - Condition of Hawes Hall
 - Will there be a sound system in Hawes?
 - Any place to hang lights? Current uni-strut will be covered by dropped ceiling.
 - Will there be a roll-down between Hawes and kitchen?
 - Piano in Hawes Hall? One in the chapel.
 - Where can store sets (used to be stored on stage)? Is there room for a box? Ask if we can put Pods in the back parking lot?
 - How big are the doors between the hall and outside?
 - Attic access during the day?
 - Can we have summer shows in Hawes Hall?
 - Can we reduce the amount of space we're using in cellars and attic?
 - Formalize whether we're partners or tenants?
 - How much notice expect on space use changes? From both sides.
 - Place for dumpsters for clean out?

12. Retreat dates (S. Elberger): no good time when everyone can make it.

Next meeting: Nov 3rd.