

The Sudbury Savoyards Board of Trustees

Thursday September 1, 2016, at 7:36 p.m.

The Office, Sudbury United Methodist Church

Minutes

Attending: Susan Elberger (chair), Karen Powers, Tom Powder, Hersch Clopper, Laura Jacobson, Sue Flint (secretary), and Jim Ravan (staff).

1. Consideration of Agenda
2. Secretary report (S. Flint)
  - a. General report: Have the new PO box key.
  - b. Approval of August minutes: Motion to accept August minutes as submitted (Hersch). All in favor.
3. Treasurer report (H. Clopper): Attached is the Treasurer's report for the month of August. The report is a little more convoluted as there are 6 accounts to audit. Three (Capital, Operating and Savings) from the "Sudbury Savoyards" and three (3) from the new incorporated (The Sudbury Savoyards, Inc.) under the new IRS supplied EIN number; the additional accounts are basically the same designations: [Capital (-8766), Operating (-0433) and Savings (-6223)]. This report does not have the August bank statement veracity as the Citizens Bank on-line statements are not available until late in the day of the first of the month or later the next day. Three checks are outstanding on the old checking account; the account will be closed when the checks are resolved.  
  
As of Aug 16<sup>th</sup>, we're officially recognized as a non-profit 501(c)3! Hersch Clopper will make copies of the official letter and get them to Liz Reinholdt (our attorney) and anyone who may need for spending. The next activity for the Audit & Finance committee will be to create an annual budget. Discussion of getting a credit card/debit card for the company; Hersch will look into the matter.
4. Consent agenda: motion to accept as submitted; all in favor.
  - a. Costume rentals (D. Roessler): nothing to report.
  - b. Equipment/scenery rentals (L. Martin): no new activity in props/set rentals.
  - c. Theater Liaison (P. Welsh): no report.
  - d. Database Manager (J. Ravan): Continued editing the people.csv file. I am at about record 500 of 3600. Since I am editing all records in the file that match each given string I find in the Talents field to the correct tag, the process should speed up as I get further into the file.
  - e. Newsletter ( ): no report.
  - f. Social media (S. Flint): Announced our Mikado leadership team on the Facebook page. We could use a better cover page graphic.
  - g. Archivist (A. Roessler): no report.
  - h. Company Publicist (A. Roessler): no report.
  - i. List Manager (J. Cobleigh): no report.

5. Post Office Box (H. Clopper): Hersch Clopper got the medium-sized postal box at the post office on Boston Post Road (Box #762), \$200/year plus \$9 for an extra key. You can get into the lobby area longer hours than the other post office on Union Ave.

6. Maid to Order (S. Elberger, H. Clopper): we made a little over \$2000! Audiences were smaller than we hoped, but 208 people did pay for tickets. 40% of ticket sales money went to Cannon Theatre. Lots of candy and water was sold – Hersch and Randy Glidden donated the water and ice. \$650 in patron donations were collected including one ad left-over from Sorcerer. Hersch Clopper, Jim Ravan and Susan Elberger met with Cannon. Cannon had hoped to get more money from the show (more like \$2K), but they were very happy with our use of the theater and would be happy to have us back. If we work there again, we'll likely have to negotiate an agreement that would guarantee that Cannon gets at least \$2,000 (\$1K / month to help cover their rental of the facility). Seven more paying customers per night would have gotten to \$2K split. Susan Elberger will write a debrief report for the records.

7. The Mikado: Brendon sent a tentative calendar to the directors/technical staff. Tom Powers will be meeting with Tom this weekend to discuss recruiting. They'll confirm staff. Craig Tata accepted as music director. Craig is getting in touch with Matt Tragert as a potential assistant music director. Matt had contacted us after the close date for applications and looks very qualified.

8. Retreat date (K. Powers): Potential retreat dates include: 10/1 (no Karen), 10/2 (no Karen), 10/15 (no Karen), 10/16 (no Karen), 10/23 (no Brendon). There is no date that everyone is available. Karen will double check her dates, and Susan will check with Brendon about his availability on the 23<sup>rd</sup>.

9. NEGASS benefit: Tom Frates contacted us to offer to put a benefit for Sudbury Savoyards because we're the only ones doing G & S locally and NEGASS would like to help. Susan Elberger will get in touch and let him know that we might *not* do G & S as a mainstage show forever, but would love to have them do a benefit. Discussion of how we might be more involved with NEGASS for advertising.

Other discussion: There has been concern expressed that we're not going to be able to donate as much as we'd been doing before. We can donate 1 – 2 % of our annual budget without raising red flags with the government. We could spend more money on space/tech/stipends/musicians if we're giving less to world hunger.

10. Legal fees: We're \$35 over our \$5,000 that we'd allocated for legal fees. Between now and the time we've got an annual budget (October) we need to allocate some money. Liz costs \$250/hour; or \$150 for paralegal. Motion (Karen) to authorize expenditure of up to \$1,000 for legal fees between now and Dec 31<sup>st</sup> if we need it. Discussion: any need for other professional fees? Maybe in the future, but probably not now. Vote: All in favor.

Final copy of the bylaws still needed. Susan E. will remind our attorney.

11. Audit and Finance Committee Report (H. Clopper): minutes were sent out. Met Aug 17<sup>th</sup> to discuss memberships fees and benefits. Discussion was wide ranging and the following topics were deemed to be not in the purview of this committee:

- Requirement for performers on stage to be a member is a governance policy,
- Requirement for directors, producers to be a member is a governance policy,
- Performance fees are show/event related and are set by the show/event producer,
- \*Prices of Internal and External Sales Items are the purview of the sales managers,

The A&FC after much discussion proposes the following policy regarding the establishment and benefits of membership:

- Regular membership fee for the fiscal year FY2017 is set as \$25 and is valid only for the fiscal year, July 1, 2016 through June 30, 2017, inclusive. (\*\* see exception for summer show/event below)
- Junior Membership for FY2017 at \$20 is available for those persons 14 through 18 years of age at the start of the fiscal year [a \$5 reduction from regular membership fee.]
- “Yeoman of Regard” recipients may select a “Lifetime Membership” category by paying ten times (10X) the current FY membership fee.

Membership benefits include the right to vote at company meetings, the right to serve on the Board of Trustees, and the following benefits at this time:

- Performance fees for a member may be reduced by \$25 in each show/event the member appears during FY2017,
- Members may purchase show/event Photos and DVDs up to \$10 below non-member cost but not below the actual company cost.
- Members will be given early access when possible to purchase tickets,
- Members will have access to preferred seating when available,
- \*Members will be able to purchase company related items through Internal and External Sales up to a \$10 lower cost than non-members but not less than actual company cost.

Note that the \$25 membership fee is proposed for only 2017. We'll re-negotiate following years later.

Discussion: There's no real benefit to a reduced membership fee for juniors. We should allow anyone to purchase lifetime membership at 10 times the annual membership fee; GIVE lifetime membership to Yeoman of Regard. Pricing of t-shirts and DVDs have traditionally been kept near cost; leave the producer set the prices. Benefit could include t-shirts and DVDs at cost for members. Or have the surcharge be a percent of the cost. On a side note: it is possible have people order logo-merchandise directly from a company; some companies offer this as a fundraising device. It should cost as much to be a voting member (e.g. \$25) and perform (e.g. \$25), or just to perform (e.g. \$50). Membership and performance fees should help support the costs of running the company.

Motion (Hersch): regular membership fee \$25 through June 2017 with the provision that anyone who can't pay that much talk confidentially with the treasurer. Vote: All in favor.

Motion (Laura): motion that there will be a junior membership fee of \$20 to June 2017 for people 14 – 17 years old inclusive. Discussion that this membership was put in to encourage family members. Vote: Four against; three in favor. Motion fails.

Discussion of who sets the actual performance fee needs to happen. Need to be able to track who has paid on the database. Need to get the word out. Susan Elberger will draft a communication to the potential membership about the membership fees.

12. Location Committee Report (K. Powers): Karen Powders will try to get the Location Committee up and going again. Susan Elberger will come and help brainstorm what to do next.

Next meeting: October 13<sup>th</sup>. Hersch Clopper offers his house if we need a place to meet Oct 13<sup>th</sup>.