

The Sudbury Savoyards Board of Trustees  
Thursday February 2, 2017, at 7:30 p.m.  
O'Reilly Room, Sudbury United Methodist Church  
Minutes

Attending: Susan Elberger, Laura Jacobson, Brendon Chetwynd, Karen Powers, Sue Flint, Jim Ravan, Tom Powers, Hersch Clopper.

1. Consideration of Agenda
2. Secretary report (S. Flint)
  - a. Approval of January minutes: Motion to approve as submitted; all in favor.
3. Treasurer report (H. Clopper): Hersch emailed the budget. Net available is about \$25,400. Hersch will work with Steve Malionek about getting a "donate" button on the webpage linking to PayPal, and add a note about potential matching donations\*. We have 31 members now, including a small number of the Mikado cast. We should automatically add the Yeomen of Regard to our member list. Brendon will mention membership requirement for on-stage participation at the first rehearsal. Hersch offers to track who has paid.\*

Amazon Smile: there's a question of how much stuff is eligible? Still in question. Hersch will try to find the answer. \*

4. Consent agenda: Motion to accept as submitted; all in favor.
  - a. Costume rentals (D. Roessler): One rental is going out for Brandeis University/Pirates: three police uniforms and hats. Possible rental to Needham High School, also for Pirates. Waiting to hear back if our rental fees are okay with them.
  - b. Equipment/scenery rentals (L. Martin): no new activity.
  - c. Theater Liaison (P. Welsh): I have a meeting scheduled with Kyle Brainard, Head Custodian at MHS on 2/2 at 9:00 am. The Business Manager of MHS has been requested to update the invoice for the production reflecting an added rehearsal day. Revised invoice to Brendon and me. The Presbyterian Church in Sudbury will be ready to host up to 10 rehearsals in February. First rehearsal 2/3/17. Production will be billed monthly by the Presbyterian Church.
  - d. Database Manager (J. Ravan): nothing to report.
  - e. Newsletter (A. Conway): eNewsletter, nothing to report.
  - f. Social media (S. Flint): Announcements for auditions and the NEGASS benefit have used Facebook (both Savoyards page and other pages). Karen Powers and Sue Flint will be meeting to discuss social media issues/use. (See Communications report.)
  - g. Archivist (A. Roessler): Notified membership about the death of member David Baldwin, attended visiting hours and memorial service, sent his wife Jean a sympathy card on behalf of the Company. Note: when it comes time for the next playbill I would like to see David recognized in some fashion. Elaine Crane had surgery this past week, I will be sending a get well card on behalf of the Company. Joyce Isen will be having shoulder surgery on Feb 2 -(not knee replacement that was supposed to be on 2/1). I will be sending a card on behalf of the Company. Please note that these are circumstances I just happen to find out about. No one has informed me of any other situations where it would be appropriate for the Company to send a card or take other action.
  - h. Company Publicist (A. Roessler): I was unable to attend the recent Communication Committee meeting however, at this time, I am still the Company Publicist.

- i. List Manager (J. Cobleigh): Receiving and adding e-mail addresses to various Mikado mailing lists.
5. Committee reports
  - a. Audit and Finance (H. Clopper): The Audit & Finance Committee's next meeting is Feb 9<sup>th</sup>. There was no meeting in January. Top of the list of things to do will be starting the Development Committee & getting the related policies set up.
  - b. Arts Boston Membership (H. Clopper): Arts Boston offers half price tickets and organizes seminars to help arts organizations. Since we're not doing half-price tickets, Hersch does not recommend continuing our membership. There was informal agreement to discontinue the membership.
  - c. Governance (S. Elberger) – see below
  - d. Location (S. Elberger): Susan forwarded email from the Church with revised offer about rent and use of space. Their original ask was \$12K. Now, based on 60 uses, they're asking for \$5,400 for 2017. We've paid for various rental spaces over the year: summer show at Cannon Theatre, construction space for Mikado, other church for rehearsal space. Our expected use of space this year includes meetings, auditions, expect some tech work, maybe Mikado rehearsals. We haven't gotten confirmation about using space to do costume & props work. Issues to be communicated with church include: access to storage spaces, # of uses per year will be lower in 2017, need better communication with church about uses, minimum notification of changes in use, clearly defined times for access to storage spaces. We can calculate our offer based on 30 uses using their formulas. We should consider moving board meetings to people's houses to reduce number of uses. Susan Elberger will continue talking with the church about use and cost.\* Hersch will send the church a copy of our 501(c)3.\*
  - e. Communications (S. Flint): Communications Committee met January 17<sup>th</sup> (report attached). Discussion of having WAVM at Maynard High to help advertise the show? (Include Sue Flint in initial meeting with WAVM coordinator.) Is was suggested that we could offer short programs for local cable access TV. Do we have the capacity to do that? For example, put together 30' programs for 6 weeks focusing on different aspects of the show or different shows. If we produce something we could get it to various cable TV stations.
6. Pastor letter in playbill: discussion has been on-going about including the usual letter from the Pastor in the playbill now that we're a separate organization. Brendon recommends that we include the letter as usual (although this is really a show-level decision). Question: will the church be sponsoring our traditional last supper? Brendon will discuss both issues with Pastor Joel.\*
7. Use of email lists: There was a short discussion of the guidelines for the use of the member list. It was decided that the issue should go back to the communications committee to clarify the number of Google lists and the uses of those lists. We should/could identify someone to be responsible for "good and welfare" flow of information for things like births/deaths/major changes for members (past and present) of the company.
8. NEGASS benefit (K. Powers):  
About 70 people in the audience; \$1,260 brought in donations. One couple came down from Brunswick, Maine. Karen will write brief paragraph for newsletter.\*
9. The Mikado (B. Chetwnd, J. Ravan, T.Powers):  
Brenda will not be able to help with publicity for the show. Brendon will do some targeted recruiting from the cast for help for several positions. First rehearsal is tomorrow night and we

have a cast and most of orchestra. Shirt orders will be taken by March 5th. Schedule is getting finalized (rehearsal space rental may be a company expense). Brendon is updating budget in the next week or so. Randy & Cat Glidden will be social chairs again. Susan Elberger will be Assistant Stage Director for Jim Ravan. Concerns about chain of communication were discussed in light of the Assistant Director/Board President's dual position: dispute resolution should go first to director, to producer, to Board Chair, then to board. Brendon will communicate chain of dispute resolution to cast.

Jim Ravan: Auditions were "focused" and we've got a cast. Nanki-Po was posted on Boston Singer's Resource and we found Stephen Im (who could commit with full rehearsal schedule information). Craig Tata has worked with Stephen before and likes him. There are 18 chorus members! Sing through will be this Friday. Would love to have only 15' of announcements.

Tom Powers: we still have some holes in the tech positions. Still working on stage manager. Laurel is still working on set design. We've got a few extra tech days (over what we've usually got) and having a smaller set should help getting the set built in timely way.

No tech this Saturday (2/4).

#### 10. Administrative issues (S. Elberger & T. Powers)

We need to form a Governance Committee (per our bylaws) with two members who shall be trustees, one of whom shall chair the committee, and other members as appointed by the Board. One urgent task of the committee will be to decide how to manage terms and new elections. Tom Powers offers to chair the Governance Committee. Board Members can send their preference (for terms) to Tom.\*

Other administrative issues: 1. Still need the final copy of the bylaws and getting the information onto the webpage. Tom Powers follow up with Elizabeth Reinhardt about getting the final copies of the bylaws with the amendments. Tom volunteered to do the final "scrub" of the documents last summer\*. 2. Documents storage: A document retention policy needs to be implemented. (Sue Flint should make a proposal? Talk with Tom Powers?)

11. Summer show – we don't have a producer for the summer show. So, we're not planning a summer show and therefore will not bring in the expected \$2,000. A summer concert might still be possible and offset some of that loss of expected income.

12. 2018 show (S. Elberger): SLOC is still not sure they've got rights to the show they want and so might still do *Iolanthe*. Susan proposes *Oliver!* to pull in kids & audience. We could double cast the young leads. There are five leads (no tenors). We would need a child wrangler. Still would need a responsible individual for each kid at rehearsals. Would need a show choreographer and to have dance auditions for leads and chorus. (And acting/singing auditions for chorus?) This would be a change in audition policy. Susan has talked with Maynard HS's principal about potentially using the school stage in the beginning of April (not associated with a vacation week) and that seems possible.

Doing *Oliver!* in the beginning of April would be bringing in several new factors: new type of show, including kids, and change of time, might have to pay musicians. Typically, musicians are paid \$50/use (performance or rehearsal). We might not be able to maintain same participation of non-paid musicians and directors without charitable giving.

Decision about the 2018 show was tabled to the next meeting.

Adjourn: 10:55pm

To do items (starred in text above):

Hersch will track who has paid for membership among the cast members, try to find out what purchases are "Amazon Smile" eligible, and send the church a copy of our 501(c)3.

Susan Elberger will communicate with the church about our use agreement for 2017/2018.

Brendon will discuss the last supper and article for the playbill with Pastor Joel.

Karen will write brief paragraph for newsletter about the NEGASS benefit.

All Board Members can send their preference (for terms) to Tom.

Tom Powers will follow up with Elizabeth Reinhardt about final copies of the bylaws & amendments.

Sue Flint should make a proposal about document retention? Talk with Tom Powers?