

The Sudbury Savoyards Board of Trustees

Thursday January 5, 2017, at 7:30 p.m.

O'Reilly Room, Sudbury United Methodist Church

Minutes

Attending: Susan Elberger (Chair), Sue Flint (Secretary), Hershel Clopper (Treasurer), Tom Powers, Laura Jacobson, Karen Powers, Brendon Chetwynd.

1. Consideration of Agenda: add Arts Boston membership to the discussion
2. Secretary report (S. Flint)
 - b. Approval of December minutes: Motion to approve as submitted. All in favor.
3. Treasurer report (H. Clopper): Budget and update were sent yesterday. We've got a PayPal membership! 19 members total now; all board members but one are paid members. A check for the set construction space in Gleasondale has been written. Discussion of what "smile eligible" things might be on Amazon (not everything is). Slightly under \$25K available for use.
4. Consent agenda: Motion to approve consent agenda as submitted. All in favor.
 - a. Costume rentals (D. Roessler): Nothing new to report.
 - b. Equipment/scenery rentals (L. Martin): Equipment/scenery: no new rental activity. During the long cellar clean-up on December 3 & 4, many items that had not been rented in years were dismantled and removed. A warm thank you to the clean-up crew: Tom Powers and Brendon Chetwynd (for their 2-day plan of attack and their deconstruction tools "Sawzalls, rock!"), Dan Martin (for his dumpster packing skills on Saturday & hauling on Sunday), Tom Porcher (for Saturday deconstruction), Bill Johnson (for Saturday hauling & cleaning) and Mike Lague (for Sunday moving & cleaning).

Brief discussion of a fabric sale in the spring. Donna is willing to have a sale of the excess fabric.
*Ask Laurel if she's interested in coordinating a sale/ consulting on stuff to sell. A fabric sale would need consultation with the main costume people to determine what could be sold.
 - c. Theater Liaison (P. Welsh): Brendan, Tom Powers and Peter Welsh met with Maynard High School Principal, Chuck Caragianes on 12/20 which successfully resolved any concerns re: set construction. Peter plans to meet with Head Custodian, Kyle Brainard, in January.
 - d. Database Manager (J. Ravan): A few new addresses from newsletter (3 or 4) have come in. Will update the database and then forward them to Andrew.
 - e. Newsletter (): no report.
 - f. Social media (S. Flint): Announcements and/or Facebook events have gone up and been shared for Mikado auditions and the NEGASS Benefit.
 - g. Archivist (A. Roessler): I have been assisting the family of Betty Farmer with arrangements for her husband, Ken, who passed away on December 28, 2016. Ken was a member of the Sudbury Savoyards orchestra from the beginning, the original "second trombone". A memorial service will take place on Saturday, January 7, 2017 at 2:00 pm at SUMC with a reception to follow in Hawes Hall. Katherine Engel Meifert offered to participate in the service. An email was sent to

the Members. Burial is private. A sympathy card on behalf of The Sudbury Savoyards has been sent.

Mike Lague's mother, Claire Lague, passed away on December 31, 2016. Visiting hours will be Thursday, January 5, 2017 from 5:00 - 8:00 pm at Duckett's in Sudbury. An email was sent to the Board-Staff, further information is posted by Mike on Facebook. A sympathy card on behalf of The Sudbury Savoyards has been sent.

- h. Company Publicist (A. Roessler): I have been advising & assisting Karen Powers with publicity for the NEGASS Concert on January 21, 2016.
- i. List Manager (J. Cobleigh): no report.

5. Committee reports

- Audit and Finance (H. Clopper): Andrew Conway is resigning from the committee. Discussed the Mikado budget. The committee recommends setting up a Development Sub-Committee to create a set of policies and goals for development for the company. The general goal would be to bring in the "big" sponsors. Motion (Hersch): to form sub-committee with a chair, the Savoyards' treasurer, and two other members. Discussion of how to get involved members. Amend the motion to: form a sub-committee with a chair, a member of the A&F, and two other members. All in favor. Next A&F being scheduled.
- Location (S. Elberger): Susan received an email from Tom Davis saying that SUMC is ready to discuss our proposal for rent/contract now that they're through the holidays. The rental agreement for the work space in Gleasondale is now signed and we've got official storage space. If needed, we can bring stuff in the weekend before Feb 1st. The responsible individuals listed on the agreement should get trained (how to operate the freight elevator, etc.) the weekend before Feb 1st. Susan will get contact information to Tom Powers.
- Communications (S. Flint): We'll meet Tuesday the 17th 7:30pm at Laura Jacobson's. *Sue Flint will email meeting details.

6. Report on cellar cleanout (T. Powers): Clean out went well, but we could use more work in the spring. Probably don't need another dumpster rental (\$400 final cost). Tom will discuss with Laurel the needs of the Mikado set. He made sure that the level of stuff has been lowered. The short cellar hasn't been touched, there are still platforms that we're not using.

7 The Mikado

- Producer (B. Chetwynd): Two-Ring will be at Laura Jacobson's house at 5pm; Laura will ask Roberta to play for a sing-through for Two-Ring [done] and handle making more dinner food, drinks and paper goods. Auditions are next Tues/Wed. Ellen Simmons (cast manager) and Brendon will handle logistics for auditions. *Tom Powers and Brendon will cope with access to the hall (since the narthex is still under construction). *Brendon will address our expectation/requirement that people become members to be in the show at auditions (with some grace period). Cast manager can track who has paid or not. *Everyone needs to reach out to advertise auditions now.

Tickets: Ticket sales will have to be for specific nights (not any night like we have recently at Lincoln/Sudbury). Brendon suggests keeping some buffer number of tickets to accommodate comp tickets (that are "any night") or others who show up with a ticket another night until 15'

before the show. *Brendon, Laura Jacobson, and Jamie Cobleigh will discuss how to make selling tickets work. Brendon will announce that tickets will be “night specific.”

Need some more staff. House ticket sales (Laura Jacobson, yes). We still need social coordinators. *Brendon will update budget.

- Tech Director (T. Powers): Tom will be meeting with various departments starting with set design; costumes will be discussed after we see what size cast. Maynard students may be interested in helping with running sound board/ light board / video hook up. *Brendon will ask Shawn to do the official video.

8. NEGASS benefit (K. Powers), Saturday 21st at 7:00pm: Advertising is up online. Susan Beckett created the graphic and a poster. Karen will get information to church. Andrea Roessler has been very helpful with advertising. Need: several hands to help set up the hall & at door, refreshments in the choir room, cash for change, *cups & napkins from Susan E. *Hersch offers to organize the door and to print some posters (color) for posting around town. Karen will do the introduction at the concert. (*Sue F can loan a cash box).

9. Summer show (S. Elberger): Tom talked to Dennis about *Sullivan and Gilbert*; Dennis can't do it right now but thinks that it is do-able. We still need a producer.

10. Arts Boston membership (\$185) was discussed briefly. Benefits include selling tickets through Bostix and opportunity to take classes when offered. *Hersch will get in touch with Andrea to ask how valuable the membership has been in the past.

11. Discussion: where do the official documents get kept? The secretary is responsible for ensuring that the document hardcopies are kept somewhere. *Tom Powers will review bylaws for responsibility. We need to come up with a list of documents to be retained. Brendon suggests keeping electronic copies on Google Docs and should also list of where the hard copies are. *Susan Elberger will check with Liz Reinhardt about keeping documents.

11. 2018 Show: SLOC will not be doing Iolanthe in fall 2017. We'd discussed Trial by Pinafore – but it is a big effort to cast / costume/ sets for two shows. Suggestion that we work on audience involvement in singing the choruses with pre-performance review. Maybe have one show designate as the “sing along” show. Karen Powers surveyed some past directors/members and got positive feedback for Grand Duke. We need the show to bring in enough money, & attract a broader audience base. Motion that Iolanthe is our 2018 show. Four in favor. Three abstaining.

Adjourned: 10:07pm

Next meeting: February 2nd.

To do items: (starred in text)

Fabric Sale: Sue F will ask Laurel if she's interested in coordinating a sale/ consulting on stuff to sell for a potential fabric sale.

Communications: Sue Flint will email Communications Committee meeting details.

Auditions: Tom Powers and Brendon will cope with access to the hall (since the narthex is still under construction). Brendon will address our expectation/requirement that people become members to be

in the show at auditions (with some grace period). Cast manager can track who has paid or not. Everyone needs to reach out to advertise auditions now.

Mikado: Brendon, Laura Jacobson, and Jamie Cobleigh will discuss how to make selling tickets work. Brendon will update Mikado budget & will ask Shawn to do the official video.

Benefit Concert: cups & napkins from Susan E. Hersch will organize the door and to print some posters (color) for posting around town. Karen will do the introduction at the concert. Sue F can loan a cash box.

Arts Boston: Hersch will get in touch with Andrea to ask how valuable the membership has been.

Document retention: Tom Powers will review bylaws for responsibility. Susan E. will check with Liz Reinhardt about keeping documents.