

The Sudbury Savoyards Board of Trustees

Thursday July 1, 2017, at 7:30 p.m.

Home of Karen Powers, 230 Boylston St., Watertown

Minutes

Attending: Tom Powers (chair), Karen Powers, Paul Baxter, Hersch Clopper (treasurer), Jim Ravan, Susan Elberger, Laura Jacobson, Brendon Chetwynd, Michael Zimmer, Sue Flint (secretary)

1. Consideration of Agenda
2. Secretary report (S. Flint)
  - a. General report: Sue Flint will send the “draft” annual report to webmaster. Put together a contact list for the board and staff (Susan Elberger will remind). Reminder to all board members: be careful when responding to the google mail lists (especially board vs. boardstaff) to make sure it is going to the right list.
  - b. Approval of June minutes: Motion to approve as submitted. All in favor.
3. Treasurer report (H. Clopper): New board members need to join and, since the new fiscal year has started, and all members need to renew. Mike Zimmer and Hersch will start the processes of handing over treasurer’s duty to Mike Zimmer (assuming he’s elected in the next item). Treasurer’s report was sent out. We’ve got three accounts at Citizens’ Bank (capital, savings, and checking accounts). We’ve got about \$28.5K on hand: \$10K in the savings account; \$17K in operating account; \$1K in the capital account.
4. Election of Officers: chair, vice-chair, secretary, and treasurer. Tom Powers for Chair, all in favor. Treasurer: Michael Zimmer, all in favor. Secretary: Sue Flint, all in favor. Vice-chair responsibilities are to step up as Chair if needed; all other responsibilities can be split between Chair/Vice-Chair. Vice-Chair left unfilled for the moment. Governance committee will decide order of hand-down of power.
5. Consent reports: move to accept reports as submitted. All in favor (one abstention).
  - a. Costume rentals (D. Roessler): one last rental for 2016/17 fiscal year. Brandeis University returned police uniforms - total rental \$81.
  - b. Scenery and props rentals (L. Martin): No new activity this month.
  - c. Theater Liaison: No report.
  - d. Database Manager (J. Ravan): Nothing to report.
  - e. Newslettee: No report.
  - f. Archivist (A. Roessler): Sent get well card to Joyce Isen, she had knee surgery on 6/26. Ron & Janice Dallas celebrated 50 years wedding anniversary, took photos to submit for next newsletter. Roy & Bev Paro celebrated 65 years wedding anniversary, sent card.
  - g. Company Publicist: No report.
  - h. List Manager (J. Cobleigh): No report.
7. Committee reports
  - Audit and Finance (H. Clopper): AmEx send a credit card offer to the Savoyards that might be worth looking into. Fiscal 2017 budget isn’t quite closed yet (membership fees and rental fees

outstanding). Budget 2017 actuals had both lower expenditures and lower income than expected, so we netted about \$2K over the year mostly because we hadn't paid expected rental to the church. Budget FY 2018 proposal was put together at the last A&F meeting. Budget discussion of particulars:

- Expenses expected include legal, accounting, rental to church, and insurance. Professional expenses are lower because we're not paying for incorporation this year, but some because we may need auditing. Insurance (Philadelphia) about \$1,400 (\$1,270 from the new bill) including insurance for our "stuff" and D&O insurance. Rental of church (\$1,650) but not tallied into the company budget unless it is not a show expense. Need to have some line-item for "incidentals/misc" including things like dumpster rental. About 10% of the budget (\$1,100) for misc. is about right.
- *Change* "costume support and supplies" to "storage & technical support" to cover supporting storing all our stuff. Tom Powers and Brendon Chetwynd will consider storage and support needs and make recommendations for how much we might need in the category and reach out to costume and props people. Leave the line item at \$400 for now. Expenses \$12,010 total.
- Revenue: show income \$2K. We need to do some more events and fund raising to meet expenses. How? We haven't done development before and need some materials to work with (thus the \$1K expense for development).
- Motion to approve budget as amended with the understanding that the numbers will change. Discussion that this is not a final budget but a working budget. All in favor.

Next A&F Committee meeting will talk about establishing a Development Committee. A&F chair will pass to the new Treasurer. Hersch Clopper is offering to help or chair the new Development Committee.

- Governance (T. Powers): the committee has nothing new to report after the Annual Meeting update. The committee should start work on items that need to be fleshed out (e.g. tasks for Vice-Chair and election procedures). It was requested that the committee comes up with list of policies already developed and what is needed (Brendon Chetwynd will come up with initial list). Assumed that the old policies are still in force; it was suggested that old policies be reviewed and re-approved by the board.
- Location (S. Elberger): No additional actions in the last month. It was agreed that we do want to approach other groups about shared tech/build space. Send suggestions to Susan Elberger of groups to talk with and/or places to look at. Susan will get back to Sudbury Historic District about Carding Mill to express our interest in having them put out an RFP for rental. Carding Mill is 2000 sq. ft. is 30' x 60' which is big enough to build/rehearse/ short-term storage. Can we have an informal association of local theater groups? Susan will post something to Theater 411/EMACT.
- Communications (S. Flint): Communications Committee will be meeting this month (depending on vacations). Upcoming work includes discussion role of Company Publicist, newsletter coordination, webpage update, and getting emails from Brown Paper Tickers onto our newsletter list (Sue will get a list of emails from Hersch, check with Jim, and send letter asking if they'll sign up).
- Church Relations (S. Elberger): In this next round of negotiations, they've given us 6 keys and drawer space in the kitchen for our use. Two sticking points: (1) they want us to *list* something about donations to UMCOR in the rental contract because they don't want to subsidize our

donations to other charities. We can donate 1-2% of our gross revenues to outside groups. The current language in the contract refers to past donations and may be fine as is. (2) Liability: is the church liable if there is gross negligence on the part of the church. Susan will ask Ellen Simmons to take another look at the contract in regards to liability.

Tom Powers has gotten a response from Patrick about the condition of the shop and attic space after the construction; Patrick will check whether the construction is done in both spaces. There are concerns that the church has been chided about the storage of paint; Tom asking for clarification about what is needed. We may need to clean up paints. Not scheduling the dumpster yet. Tom will talk to Lucy Dean and Donna Roessler about scheduling fabric sale for mid-September.

Post office box keys: Tom Powers and Laura Jacobson will check box.

- Show Selection (S. Elberger): Would like an official re-naming as the Program Committee. Filling the producer position is a critical beginning point for any show/production. The committee suggests that there should always be an assistant producer and one of them should be a board member for any major show. Advantages of having an assistant producer: good training (esp. for board members who may need to step in if there is no producer); the assistant producer could be responsible for tracking show finances to keep the treasurer free to be the second set of eyes on the finances. The committee suggests that we advertise for every role. Discussion: recruitment of major production roles is the job of the producer and don't want to discount the possibility of selecting (without advertising) people who've done the role before. Producers should be part of the Program Committee for the duration of their show. Eventually people may be working on different shows at the same time.

The committee hopes to announce summer '18 show and mainstage show '19 by this November. Summer show criteria: cast 5-15, no gratuitous profanity, no nudity, not done locally in last 2 years, any genre. Can consider whether to pay orchestra, directors, etc.

Process proposed: determine a *season* of shows to balance work and tech resources. Then send shows to A&F to consider show budget. Board approves season and budget. Announce publically. Find producer and then find directors. Interviews with Program Committee. Final approval by the Board. There is some need for flexibility in show selection – hoping that people come to us offering to produce a show.

8. Storage of Dropbox materials (B. Chetwynd): Brendon sent google docs link. This is an aspect of the broader document retention policies, which requires more discussion.
9. Retreat July 9 planning (T. Powers): revisit the current state of the company. Probably 1-6 pm at Power's house. Tom proposes a reprise of the last retreat. It was strongly suggested that we discuss failure planning; what are the thresholds of failure, and what is graceful failure? Tom will send email.
10. Iolanthe dates and location (B. Chetwynd): Brendon heard back from Maynard business manager about the costs of renting Maynard High School in 2018: \$11,872 total rental for the proposed schedule (\$2K more than last year). Other alternative: Lincoln/Sudbury High is available for \$16.5K in February for two weekends. There was discussion of the possible cost savings of reducing show times and the various merits of each time/location. Motion: that we perform the 2018 main show at Maynard High Scholl in the proposed early April time frame (number of performances to be decided): 6 in favor, 2 against, 1 abstaining. Motion passes. Brendon will come up with some scenarios for cost/number of performances.

Brendon is willing to school liaison for Iolanthe. Jim Ravan offers to produce Iolanthe, Paul Baxter offers to be assistant producer. Motion to accept Jim Ravan as producer: 8 in favor; 1 abstention; motion passes. Jim and Paul will talk about the duties of assistant producer.

Brendon will follow up about DASH reviews.

11. Costume and set pieces photos for rental (S. Flint): tabled.
12. Summer party – Announcement: Randy Glidden is willing to host a summer party, Saturday Aug 19<sup>th</sup>.
13. Next meeting: August 3 at Laura Jacobson's house. Further discussion is needed about continuing to meet the first Thursday of the month.
14. Adjourn: 10:56pm