

The Sudbury Savoyards Board of Trustees

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

Home of Hersch Clopper, 4 Ford Lane, Framingham

Minutes

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

1. Consideration of Agenda
2. Secretary report (S. Flint)
 - a. General report:
 - b. Approval of March minutes: Motion to approve as submitted. All in favor.
3. Treasurer report (H. Clopper): We're about \$1,300 down on Mikado (including checks that are still outstanding). One problem with a Brown Paper Tickets a transaction (\$68 posted to us in error). Hersch is keeping all communications from PayPal/BPP. We've still got \$27,863 in reserves. Question: concern about the difference between the expected and actual budget of Mikado (that we had hoped to make \$10K on Mikado and haven't) and that we can't sustain the annual budget when we start paying facilities rentals. Rentals for Mikado are included in the Mikado budget. When the church finally gets a rental agreement to us, about half of the cost will be rehearsal time (which should be accounted for under show budget) and half storage (which should be under the company budget). We'll need more detail in the annual budget to accurately account; the A&F committee should address these questions. Mikado budget was sent around. Hersch will put together presentation for company meeting.
4. Consent reports: Motion to accept reports. All in favor.
 - a. Costume rentals (D. Roessler): We have a rental coming back today for Mikado costumes. Total amount will be \$225. I will try to get the checks down to Hersch before Thursday's meeting. Waiting for a rental from Brandeis to come back.
 - b. Scenery and props rentals (L. Martin): No new rental activity. We have added some new pieces to our list including luggage carts and a Victorian trunk
 - c. Theater Liaison (P. Welsh): No report.
 - d. Database Manager (J. Ravan): No report. (Added info: Jim found a webhosting company advertising \$7/month and allows Comcast addresses, and could park 6 different domain names and does support Drupal. We're currently paid up for hosting through Feb 2019.)
 - e. Newsletter (): No report.
 - f. Archivist (A. Roessler): YOR plaque and gift is all set for presenting at the Annual Meeting on Sunday, June 4, 2017.
 - g. Company Publicist (): No report.
 - h. List Manager (J. Cobleigh): Status quo.
5. Committee reports
 - a. Audit and Finance (H. Clopper): has not met this month.
 - b. Governance (T. Powers): no additional information.

- c. Location (S. Elberger): Framingham theater still trying to figure out their situation. No possibilities from Sudbury leads: barn doesn't have parking for regular events; Fairbank Farm barn is not available. Bill Kullman passed us to Scott Lutz who has researched rental/buying possibilities. Susan's real estate agent will look in Westford/Littleton area. Should we start contacting other companies about potential joint rental of building space? This year's arrangement worked at lower cost. Might be able to do costumes, props, and painting in the church next year. Set construction is the most pressing issue. Having tech disciplines separate kills the collaborative culture. Could rent a pod. Have a tent to work in? Pop up rental like the Halloween stores?
 - d. Communications (S. Flint): from report. Company Publicist/Company Promoter - Andrea has resigned as CP. It was decided that "yes," we need a point person to: be the name on the webpage to contact; coordinate show publicity; keep regular publicity calendar; delegate and hand off the list of how to do show publicity; willing to write blurbs, and maybe understand MailChimp. Track what gets done. There is a need for regular communication and "fun" events throughout the year; we discussed collaborating with NEGASS for something in September. There was discussion about getting email addresses from Brown Paper Tickets.

Website rebuild: Website hosting; need to make sure that the host will cope with Jim's data and Drupal. Suggested that we have two password-protected areas: paid members and show-specific. More specific design by end of July and we'll decide on information/pages to re-write once we've got the overall structure.
 - e. Church Relations (S. Elberger): curiosity expressed about what the church is thinking before we do the FY18 budget. They seemed to be inclined to agree to our latest proposal. Email from the church asking for our update for their annual meeting; Susan Elberger will write the update – send her anything you'd like to include. We do need to schedule another "dumpster day."
 - f. Show Selection (S. Elberger): Committee met last week and notes were sent out. Considered artistic, financial, producer, and other. What to maintain high quality of production and tech. Would have to audition chorus. How to retain inclusive nature? Need to consider shows that have lower tech, low-profanity, no nudity, smaller cast, present a variety of shows to attract varied audiences. Shows need to cover their own expenses, including rights. Various ways to get a producer were discussed: producer approaches company; announce a season and seek producers; producer role rotates through company (maybe producer and co-producer); ask directors to bring a producer. Potentially produce three shows/year of different sizes different venues? Do something "G&S-like." Other issues. Hard to maintain community when we've only got one show/year; might want to have other events during the year. Savoyards were different from other community theater "community feeling" through members from church, Digital, Raytheon, and the grand scale and un-auditioned chorus. But the troupe is evolving... how do we adapt?
6. Storage of Dropbox materials: what to do with the stuff currently there? Brendon will look at what is there and see if Google Drive has a better option. The stuff is archival now. Is the archivist interested in dealing with the virtual storage. The broader question needs to be addressed.
 7. Mikado Survey and Update and Budget: All reimbursement checks have gone out (except Tom Power's). Concerns were expressed about sound for Mikado and whether the sound engineer

should be in the chorus and whether operators should have been at tech rehearsals. There is lots of information in the Producer's Survey, lots of respondents, and lots of answers (FYI, we have to pay for surveys of more than 10 questions). OK to share the survey with directors, and maybe with the broader audience.

8. Recruiting new Board members (L. Martin): Laurel approached lots of people backstage and got lots of "no" and "maybe next year." Maybe there were some concerns about the increased responsibility of the board. At this point we've got one candidate for 3-year term, one candidate for renewal / finishing term, and any nominations from the floor. If there are not more candidates than the open positions, the vote should be by acclamation. Hersch will have the list of members and we'll give out a colored card for voting. If there are write-ins exceeding the number of slots, then we need a runoff election. If we don't get a quorum, the board can appoint new board members and reschedule the annual meeting for any other business. We have 63 current members.

9. Planning for Annual Meeting (S. Elberger): Agenda has been sent out, but in flux because of Lincoln/Sudbury High's graduation schedule (Linnea Martin is graduating). Concerned that Elizabeth Rhinehardt doesn't have the latest version of the bylaws. The latest version of the bylaws IS on our webpage.

Other items on the agenda: Hersch Clopper will give the financial report (with 25 copies printed out), Brendon will give an overview of the Mikado, Susan Elberger will give a general overview of the year, and committee chairs will give reports for each committee. Need to tell people when/where Iolanthe will be.

10. Retreat July 9 location: TBA

11. Iolanthe dates and location (B. Chetwynd): Maynard High School (message from Chuck) will be doing Little Mermaid with production cycle from January 9 to March 26, which leaves us outside that time period. Financial arrangements haven't been updated/confirmed. Suggested that we aim for Maynard HS starting put-in lights on Thursday March 29th, heavy put-in Friday and Saturday, take Easter Sunday off, and start rehearsals April 2nd. Shows start April 7th for two weekends. Brendon will call tomorrow and try to get cost numbers and get the dates to Maynard. Straw poll – no objections.

12. Role of company Treasurer with regard to shows – tabled to next meeting. Could have the co-producer doing the show financials.

13. Costume and set pieces photos for rental (S. Flint) – table to next meeting.

14. Meeting location July 6 – Hersch's or Karen's house.

15. Set dues for FY 2018 – motion to set dues for 2018 to \$25. We might have to change the dues during the year. Still don't have a clear list of benefits of membership. Last year the dues were set low with consideration that the year was half done. Are dues a revenue source or just to distinguish members from non-members? Five in favor. One opposed. One abstention. Motion passes.

Meeting adjourns: 10:12pm