

The Sudbury Savoyards Board of Trustees

Thursday May 4, 2017, at 7:30 p.m.

Home of Hersch Clopper, 4 Ford Lane, Framingham

Minutes

Attending: Susan Elberger, Jim Ravan, Brendon Chetwynd, Hersch Clopper, Tom Powers, Karen Powers

1. Consideration of Agenda
2. Secretary report (S. Flint)
 - a. General report: nothing to report.
 - b. Approval of April minutes: Move to approve April minutes as submitted. All in favor.
3. Treasurer report (H. Clopper): The budget hasn't been updated, but the monthly report is done. Most expenses for Mikado are in and the show almost breaks even (maybe down about \$1K); there is about \$3K still coming from Brown Paper Tickets. Reimbursement checks will be issued within the week.

Discussion: Stony Ballard has been funding the webpage (\$382.20 this year through 2019) over the last few years. Steve Malione suggests that we reimburse Stony for this last year. It was suggested that we talk with Stony to see if he'd like to be reimbursed. The Communications Committee to collect the information about who is our web host. Motion to reimburse Stony for \$382.20 if he'd like to have that. All in favor.

4. Consent agenda: (short discussion that this section should be called "correspondence" section since there are no actionable items). Motion to accept reports as submitted. All in favor.
 - a. Costume rentals (D. Roessler): no report.
 - b. Scenery & Props rentals (L. Martin): Equipment/scenery rentals (L. Martin): Received a request for Charlie Brown set piece rental from Framingham High School. Had to inform him that we no longer have the items after the long cellar clean-up in the fall. No other activity.
 - c. Theater Liaison (P. Welsh): All in all, things went quite well at Maynard HS. The administrative staff was cordial and welcoming. The jack-pocketed storage rooms were cleared enough to serve our needs. The custodial staff was helpful and responsive. The band room was messy but well equipped. We left rehearsal rooms, the wings and stage, and the band room (in particular) in far better neatness than we found. The condition of the gong was a safety concern and was reported. Security is a priority at MHS. If we go there again, I suggest easier access for a limited period from loading dock and stage right entrances. Temp. handles? The custodial staff was very impressed with Savoyard self-sufficiency and organization. I would suggest larger (perhaps two) banners on the

alumni field fence. I am confident we would be welcomed back based on two friendly emails for the Principal.

- d. Database Manager (J. Ravan): nothing to report.
- e. Newsletter (Andrew Conway): Two Sandwich Board messages sent. April 15th: "The Mikado Opens Next Week!" 995 subscribers; 31.7% opens; 8.9% clicks; 0 unsubscribed. April 26th: "Last chance to see the Mikado"; 992 subscribers; 28.9% opens; 3.2% clicks; 4 unsubscribed.
- f. Social media (S. Flint): I suggest that this consent agenda item be rolled into the Communications Committee reports.
- g. Archivist (A. Roessler): no report.
- h. Company Publicist (A. Roessler): Andrea has submitted her resignation as Company Publicist. [Communications Committee should consider the need for a Company Publicist, and what that job description should be.]
- i. List Manager (J. Cobleigh): no report.

5. Committee reports

- a. Audit and Finance (H. Clopper)
- b. Governance (T. Powers): Tom send a re-write of "Duties and Responsibilities" and What Skills could you bring to the Savoyards Board. (Note: change reference to "company" and use "organization".) Post this information to the webpage.
- c. Location (S. Elberger): location meeting soon, site visits next week.
- d. Communications (S. Flint): no meeting this month. Will send reminder email for meeting next Tuesday.
- e. Church Relations (S. Elberger): nothing from the church on rental agreement yet.
- f. Show Selection (S. Elberger)

- 6. The Mikado (B. Chetwynd): Hersch is working on the show budget. It was a great show! Brendon is pleased that it came together so well. Chairman's survey is going out this weekend. All comments will be forwarded to the board and, eventually, to the show directors (responses are anonymous, of course). Going forward, all board members should be on the production email lists.
- 7. Recruiting new Board members (Tom Powers): Long discussion about running the election. How to run the election? Are non-voting members counted in quorum? Twenty members or 50% of the members is our quorum. Do we need a contested vote? It would be good, but not absolutely necessary. Suggested that there should be room for write ins. Ask people who are running whether they are running for the two-year term or one of the three-year terms that are available. Deadlines for nominations? Absentee voting? It was agreed to not have absentee

voting this year. Can we change the membership fee during the year? It was suggested that we don't change in the middle of the year; however, we need to decide on 2018 rate before July 1. Suggestion that we check the list of members on the way in and give them a ballot on the spot. Identify guests on the way in the door; or give colored card for voting. Provide feedback on these issues to Tom Powers within a week.

Potential skills we'd like to see on the board: financial expertise (CPA type), marketing/publicity, real estate/location/community connections, development, fund raising/grant writing, staffing/planning. Bonus points: show selection/ production. Keep each other apprised of who you're asking as nominees.

8. Planning for Annual Meeting (Susan Elberger): The agenda should include: an overview of state of the company, treasure's report, evaluation of Mikado, Yeoman of Regard presentation, committee reports (by chairperson), election, and for committees. Minutes from the last Annual Meeting should be available. It was decided to have handouts, as needed, for presentations and not try to bring projector.
9. Retreat July 9 (Susan Elberger): Feeling that we should keep the date, even though we might elect a new chairperson three days before. Any host? Susan offers her house for the meeting.
10. Iolanthe dates and location (Susan Elberger):

Discussion of the merits of various dates: April may have contributed to small cast. February might have less competition from other shows. Good weather in April might contribute to smaller audiences. The cost of Maynard with the discount was \$10,400; 2/3 the cost of Lincoln-Sudbury. Can we use Maynard HS at end of March/beginning of April? Maybe. If we don't use a school vacation week, we might have to do mini-strikes every night. Brendon will ask Maynard about: three time-slots: end January/beginning Feb, beginning April (Easter weekend), or April vacation. We need a producer and a theater liaison.

Tom will work on election recommendations

Brendon will talk to Maynard and check that SUMI has a certificate of occupancy.

Next meeting June 1st.

Adjourned: 10:16pm