

Sudbury Savoyards Board of Trustees  
November 2, 2017, 7:30 pm  
at the home of Susan Elberger & Jim Ravan 247 Berkeley St Lowell

Minutes

Attending: Sue Flint (secretary), Jim Ravan, Susan Elberger, Brendon Chetwynd (Vice-Chair; chairing meeting), Karen Powers, Paul Baxter, Laura Jacobson, Tony Parkes

1. Consideration of agenda
2. Secretary's report: Correct minutes of October to correct spelling of "principal." Motion to accept the October as amended. All in favor.
3. Treasurer's report (Brendon Chetwynd): Brendon and Hersch Clopper met with the bank to get Brendon added to the bank account as signatory, but they needed all the current signatories to be present and an official letter from the Secretary to document the change of Treasurer. Brendon will ask to be appointed Treasurer (with the idea that we keep looking for a permanent new treasurer) to take care of the paperwork. There have been a couple of deposits, but accounts remain the same as last reported. New/updated membership information should go to database coordinator (Jim Ravan). Brendon will ask Hersch about who's name Amazon Smile and PayPal accounts are on.
4. Staff reports: Staff reports received via email are copied below.  
Fabric sale report (Sue Flint). The second fabric sale ("Encore Fabric Sale") was held October 14<sup>th</sup>. Thank you, once again, to everyone who helped! Over the two weekends we made \$1,575 and made significant dent in our attic clutter. And we made a hefty (not to say heavy) donation of about 20 boxes of unsold fabric to the New England Quilt Museum in Lowell; they were very happy the donation and say that the Cambodian and other communities in Lowell make great use of all the fabrics they can supply.
5. Programs
  - a. Iolanthe 2018 (Jim Ravan): is preparing for Two-Ring and auditions. They've found accompanists for both events. Both events have been advertised as Facebook Events and put up on other webpages. Brendon can supply a printer for headshots and will arrange to get it to Jim. Rehearsals start Jan 26<sup>th</sup> with read through.

Tech recruiting (Susan Elberger, Jim Ravan, Tony Parkes): Tech positions are filling. Sue Flint will be costume designer. David Cassavaugh has moved further north; he's happy to consult with technical set building, troubleshooting advice, and can help with put-in. We'll still need someone for day-to-day set construction oversight. A tech meeting will be set for after auditions. Susan will ask Nancy Powers about doing props. Susan Elberger will be stage manager with training from Jim. Need to recruit (confirm?) orchestra manager and start recruiting. Brendon Chetwynd, as theater liaison, will arrange for Tony to have a walk-through of the Maynard H.S. stage before the set design gets finished.

Discussion of how to talk to orchestra about not donating to relief of world hunger anymore (although it was noted that we are a 501(c)3 ourselves). As of Iolanthe, we are still an all-volunteer organization. But we need to be sensitive in presenting the information especially to long-time orchestra members who have known that we have been donating: we're not hiding the fact that we can't donate to relief of world hunger anymore – circumstances have

changed - but not apologizing for it. If we need to pay for musicians in the future, the issue will need further discussion.

The rental agreement with Maynard has been dropped off; waiting for our copy of the signed agreement. Auditions have been announced via Facebook, Theater 411, Stage Source, and direct emails. Tony Parkes also sent recruitment emails to church choirs, secular choirs, and music schools.

- b. Program Committee / Future show selection (Susan Elberger): Game day will be on Sunday, Dec 10<sup>th</sup> 2pm. Tony and Tom Frates will be helping with games, skits, and judging. *Sherlock Holmes the Final Adventure* will be the summer 2018 show. The committee will apply for rights for *Sherlock* when we have more information (e.g. house size/number of performances). Susan has been in touch with Cannon Theatre about using the space next summer; Cannon's board meeting will be next week to discuss. Mainstage show 2019 will be *Bells Are Ringing!* Rights have been applied for (~\$1,500 and \$300/month for rental of orchestral parts for a total of about \$2,100). Cast size about 22 (25 parts listed but some are doubling). The committee plans to announce the '18/'19 season at the Two-Ring (can't officially announce beyond word-of-mouth until the rights are secured).

**Motion:** to have board approve the '18/'19 season as presented. Motion seconded. All in favor.

#### 6. Committee reports

- a. Governance (Brendon Chetwynd): recruiting a Trustee for the empty seat; finding a Treasurer. Tom Powers sent out an email requesting members to step up for board member and treasurer. No responses as yet. Reminder that we can look outside the immediate Savoyards "family." **Motion:** to appoint Brendon Chetwynd as Treasurer; six in favor, one abstaining. Motion passes. Thank you, Brendon!
- b. Communications (Sue Flint): The Communications committee started work on website update with Steve Malioneck and Susan Beckett leading the tech work (coding and design, respectively). However, Susan isn't able to continue since she's moved to Maine. Committee chair, Sue Flint, will convene a committee meeting and we'll talk about how to move the website project forward and needs for show publicity. Sue will check with Andrew Conway and get a short newsletter out NEXT week with audition and Games Day.

7. Executive Session: Update on discussions with SUMC: Motion to go into Executive Session. All in Favor.

8. Next Meeting: Monday, Dec 4<sup>th</sup>, 7:30pm. Location: Karen's house (230 Boylston Street, Watertown).

9. Adjournment: 9:11pm

#### Staff Reports submitted via email:

- 1. Costume Rental (Donna Roessler): No new costume rental activity.
- 2. Props Rental (Laurel Martin): no new activity.