

Sudbury Savoyards Board of Trustees
at the home of Laura Jacobson, 54 Atkinson Lane, Sudbury
August 13, 2018, 7:30pm

Attending Trustees: Laura Jacobson, Karen Powers, Brendon Chetwynd, Tom Powers, Jim Ravan, Susan Elberger, Brad Amidon, Mike Lague. **Members:** Kathryn Denney, Graham Daley

The meeting was called to order by Tom Powers at 7:35pm.

Consideration of agenda: moving towards committees presenting at meeting

Secretary's report:

July minutes motion to approve, and approved.
Certificate of Solicitation receive from MA Attorney General's office.
Make request to have trustees pay their annual dues. Mike Bromberg has paid 2018 and 2019.
Sue Elberger passed \$25 to Brendon to pay her dues.
Short bios and photos from Board members should be sent to Tom Powers for website.

Committee Structure:

Karen does not want "show/production" publicity under the Communications and Publicity committee. Should be part of the show producer's responsibility.
Tom: show should put publicity information together and provides this information to committee for company communication
Long discussion on assigning outreach to either programs or development.
Programs maintains the company calendar.
Tom wants each committee to have a budget they can spend without needing to come back to the board.
Committees are still looking for "conclusion". What do they do? People should return with ideas.
Kathryn Denney proposed the Development Committee with the goals of increasing money raised for the group, and increasing attendance at performances and events.
A motion was put forth that "The Board should approve the establishment of the Development Committee, as described in Kathryn's proposal. The board APPROVED this by unanimous vote.

Treasurer's report (and Audit and Finance Committee report):

Brendon reports that we have about \$33,000 to \$34,000 in the bank.
Brendon proposes FY 2019 budget.
A motion was made to accept the FY 2019 budget as present. The board APPROVED this budget by unanimous vote.
Facebook fundraising: decision was made to not follow through with the "Donate" button of Facebook because Facebook wanted too much personal information. Since these fundraisers on Facebook managed to raise money and get the check sent to us, it was not deemed necessary to provide more information.

Program Committee:

Sherlock Holmes (Summer 2018 show) did very well. From the debrief report: "The final numbers were expenses of \$4,446.43 and revenues of \$7,275, plus donations in kind of \$394.34, for net revenue of \$3,222,81."

Evening shows sold very well, matinees not so much. Consider this information for future summer shows.

Graham Daley presented budget for producing Yeomen of the Guard in 2019 to Audit and Finance Committee the previous week. Taking the recommended budget changes from that meeting, a new budget was presented to the board. Clarification was made that patron donations are show specific, as this is a big portion of the revenue in the show budget. The expectation is to present the show at Lincoln Sudbury Regional High School Feb 22-24 and March 1-2, 2019.

Karen Powers made a motion to approve the production team and production for Yeomen 2019. Susan E seconded this, and the motion was APPROVED by unanimous vote.

Tom expressed board has put their trust in the producer to "do the right thing".

Location Committee:

Met and report that they are seeking out "Show locations" for performance, rehearsal, and tech space, and for "company locations" of storage, and investigating ideas for a permanent home.

Communication Committee:

Looking into website redesign. Considering the issues for Membership, and there was a discussion whether membership should be under Communications, Governance, Development? Also for membership, do we need to allow "opt-in" or "opt-out" of sending out information, and what the default should be. Discussion of calendar of events on website, perhaps a "public" calendar and a "private" (member?) calendar.

Governance:

Andrew Conway and Bob Amici have agreed to serve on this committee.

Planning:

The committee should have a member from each of the other committees. As of now:

Chair: Susan Elberger

A+F: Brendon Chetwynd

Locations: Sue Flint

Programs: Jim Ravan

Development: Mike Lague

Governance: ?

Communications: ?

Plan for where the company will be in five years.

Plan for keeping the company around and financially sound.

Plan budgets one year in advance

Look for a stable home base – explore leasing or owning space.

Increase non-board people on committees

Consider making Planning a permanent committee.

Two critical issues:

- 1) Representation from all committees
- 2) Clear sense of what committees do

Next meeting time and date discussed, but due to conflicts, this decision was to be determine later.

This portion of the meeting adjourned 10:15pm. Executive Board session followed.