

The Sudbury Savoyards Board of Trustees

Thursday February 1, 2018 at 7:37 p.m.

Appleworks (rental worksite), 325 Ayer Road, Harvard, MA

Minutes

Attending: Sue Flint (Secretary), Tom Powers (Chair), Susan Elberger, James Ravan, Brendon Chetwynd (Treasurer), Karen Powers, Paul Baxter

- 1) Consideration of agenda
- 2) Secretary's report (Sue Flint): Motion to approve the January minutes as submitted. All in favor. Sue will check the current outgoing message on the Savoyards answering "machine" and change as needed. Tom Powers filed change of address post office to make sure that mail going to the old SUMC address gets forwarded.
- 3) Treasurer's report (Brendon Chetwynd): The summary budget report using the new QuickBooks was sent prior to the meeting. Brendon has been putting the finances into QuickBooks starting with approved budget that Hersch put together. Show expenses will be broken out to more detail than the summary report. The program "QuickBooks Plus" is from Tech Soup for \$50 for the year. Tom Powers is invited to be an administrator on the program; Jim Ravan and Susan Elberger are invited to "view reports."

Brendon filed the federal taxes, and the annual report to the state for 2016. Sue Flint had previously filed the state annual report for 2017. Starting with the paperwork filled out by Hersch Clopper, Brendon filed the 1090N with the feds, the "informational" 1040EZ required by the state, and the Form PC for the state. He also updated various passwords to randomly generated ones and will share those as appropriate.

Brendon is working on getting reports and automated receipts working in QuickBooks. It was suggested that we acknowledge all donations. Sue Flint, as secretary, will send the "Thank you" (either via snail mail or email); Brendon will send the information.

Brendon will check on Iolanthe reimbursement forms.

What level of the EMACT membership do we want for Iolanthe? "Enhanced Plus" membership is \$150 to include evaluation and feedback. Motion that we apply for \$150 EMACT membership for Iolanthe. All in favor.

- 4) Staff reports (below). Tom Powers will follow up with Andrea for more information about Betty Farmer. Request that we discuss staffing rentals at next month's meeting.
- 5) Committee reports
 - a) Location (Susan Elberger):
 - i) Harvard tech space: Susan has keys to the tech space (distributed to several people at end of meeting). Notes for use: parking should be around back, don't bring alcohol into the space, last one our turn off heat and lights, we can put flyers on the windows. Lights/heat is metered separately, and they'll assess the bill at the end (presumably).

- ii) Littleton storage space: seems to be all set. Susan will have Littleton to have the bills sent to Brendon. We're confirmed for using Cannon Theatre for the summer show.
- iii) Tom Powers checked with insurance, and our insurance doesn't care where we're working. But Maynard HS needs to have insurance binder with their name on it.
- iv) Status of SUMC relations: Brendon cc'ed the board (and our attorney) on his last email communication to Tom Davis as of January 10th. No further response. Nancy Powers had talked to a few people in the church who were not aware of the situation.
- v) Future performance sites: Laura Jacobson is continuing to communicate with Lincoln/Sudbury HS in case we'd like to return in the future. Maynard HS dates for 2019 are reserved.

b) Governance (Tom Powers):

- i) Membership: Dues and potential benefits for FY19 discussion tabled to next month's meeting. We currently have a little over 20 paid members, one or two of whom are not currently in Iolanthe. Issue: One cast member isn't old enough to be a *voting* member. It was agreed that we can make exceptions for membership for being in the cast; production staff will make the decision in a case-by-case basis. It was suggested that under-age cast members might be charged a performance fee (which might be higher than the membership fee) rather than join as members.

Paying staff: We got email from David Silber saying that he will not be donating his services in the future (he'll stay for Iolanthe) since we're not donating to relief of world hunger any more. Mike Bromberg may not want to donate use of his equipment in the future. Rich Olsen is also not going to be continuing as sound designer for similar reasons. These may be the first of a number of people who will not want to continue donating their efforts. We'll need to gather more information about the budgetary impacts of potentially paying directors, orchestra, tech designers, etc. Suggested that we have a specific finance meeting to plan for sustainability: March 8th 7:30pm at Appleworks, 325 Ayre Street, Harvard. Brendon and Susan will draft agenda.

- ii) Board positions and recruitment for 2018 elections: three seats will be open (Sue, Brendon, and Karen). Who re-ups? (No term limits exist yet.) Even if everyone runs again we'll still need to recruit new board members. Anyone among the cast of Iolanthe?
- iii) Updates to policies (Tom Powers): There are still references to SUMC and LSRHS in the attendance and conduct policy (and maybe other policies still on the webpage). Tom will update the policies.

c) Audit and Finance:

- i) Ad/donor solicitation process: the solicitation letter is live on the webpage now. If we allow donors to pay via PayPal we'll get the donation minus PayPal's fee; the general sense was that will be fine. It was noted that memberships are set up to be charged the fee plus the PayPal fee. The concept of getting a credit card merchant account was briefly discussed, but dismissed as too much work for the current board/staff.

- ii) Getting a company credit card was discussed. Traceability and accountability would have to be addressed. We could do pre-authorization forms for purchases. The credit card could be registered with our major vendors as tax exempt account (so that you don't have to bring the paperwork every time). Action: Brendon will call Citizen's Bank to find out the process to get the credit card and will email the board for further guidance. It was agreed that one or two other people also should have a couple of company checks for emergency use.
- iii) "Donate" button on the website: there is one already on PayPal (set up by Steve Malione?). Brendon will work with Steve Malione to get button up on our webpage. Sue Flint & Karen Powers will work on getting "donate" on Facebook.

6) Programs

- a) Iolanthe 2018 (Jim Ravan): Jim has asked for 300 words from Tony Parkes, Tom Powers, and Jim Ravan for the program. Cast is 33/34. Paul Baxter's work commitments prevent him from being Assistant Producer for the show. Jim will put a sign-up at rehearsals for tech and production. Publicity will be a distributed effort – further planning will be needed. Maybe a weekly status reports would help with accountability? Poster day will be March 10th to put posters up at businesses in Maynard (also printing 101 posters for people to take home).

Move into the tech space starts in Littleton at 10am. The overall tech work plan will put together on Saturday (tech meeting at 2pm).
 - b) Sherlock 2018: Auditions will be April 22 and 26th at Cannon Theatre. Nine person cast.
- 7) Communications: Ask people if they'd like to join the Cast & Crew Page. Communications Committee will also be involved in publicity.
- 8) Other new business: none.
- 9) Next meeting: March 1st, 7:30pm at Appleworks in Harvard.
- 10) Adjourn: 10:01pm

Staff Reports via Email:

Props/set rentals (Laurel Martin): No activity in props/set rentals.

Costume rentals (Donna Roessler): No activity.