

**Sudbury Savoyards Board of Trustees**  
at the home of Laura Jacobson, 54 Atkinson Ln., Sudbury  
July 16, 2018 7:30pm

**Attending** Trustees: Ellen Simmons, Laura Jacobson, Susan Elberger, James Ravan, Karen Powers, Tom Powers (Chair), Mike Lague, Brad Amidon, and Brendon Chetwynd. Members: Kathryn Denney, Sue Flint (minutes).

The meeting was called to order by Tom Powers: 7:33pm

- 1) **Consideration of agenda:** add committee discussion along with committee realignment. Add update on *Sherlock*.
- 2) **Secretary's Report** (Sue Flint – outgoing Secretary): submitted draft May and June minutes. Corrections to the minutes: in the May minutes, the program committee includes Jim Ravan; correct “Mary” to “May” for the May minutes. Motion to approved May and June minutes as amended. All in favor. Sue will send Annual Meeting Minutes draft to Brendon and Tom for review before they are distributed.
- 3) **Treasurer's Report** (Brendon Chetwynd): Brendon needs to start filing form 990 and Form PC. Needs all board member's physical address to file the forms. If the forms require a physical address for the Savoyards he'll use the Chair's address, if not he'll use the P.O. Box. We have renewed insurance policies for \$1600.19: commercial policy and professional liability policy. Sudbury Savoyards have \$27,706.83 in the account, but *Sherlock* expenses are still pending. The Cannon Theatre charge for *Sherlock* is a flat fee of \$2,000. Brendon has updated the account holders' names in all of the bank accounts with Brendon as Treasurer. Online addresses now use the titular addresses (e.g. [treasurer@sudburysavoyards.org](mailto:treasurer@sudburysavoyards.org)). We have a Quickbooks online through Tech Soup; Brendon created a chart of accounts and tried creating the annual budget in Quickbooks. FY'19 budget is still in progress, including committee discretionary budgets. *For future discussion:* should the board officers have authority to spend up to some amount on an emergency basis?

Donations (Tom Powers): We have received several donations: Highland Street Foundation \$5,000 in unrestricted funds; and a Facebook Fund Me yielded \$460. Discussion of how to handle non-board initiated fundraisers. Discussion of concerns that these are semi-public fundraising and might be in conflict with other fundraising. There is a distinction between asking people to give to a 501(c)3 (e.g. Facebook birthday giving; same way any donor advised fund works) and applying for grants. Karen Powers has started getting our Facebook page set up to receive donations directly (under “donate now”). Motion: to authorize the Communication Committee and/or Treasurer continue work to create “donate now” button on Facebook. All in favor.

Jim Parmentier (sp?) has offered \$5,000/year for the next ten years to support the Savoyards with no strings attached. We need think about how to use the money and need to talk with him about putting us in his will. He knows the struggles that we've had recently and didn't want to see another company go under (like the one that he and his wife had recently been a part of in N. Carolina).

Mike Lague has a friend has non-profit experience who is willing to come talk with us about fundraising. She's enthusiastic about performing and theater and would like to give back. Mike has been thinking about fundraising through a membership drive (of some sort)/annual appeal.

- 4) Selection of Board officers for fiscal 2019:
  - a) **Chair:** Motion to elect Tom Powers as Chair. Seconded. All in favor.
  - b) **Vice Chair:** Motion to elect Karen Powers as Vice Chair. Seconded. Seven in favor. Two abstentions.
  - c) **Treasurer:** Nomination Brendon Chetwynd as Treasurer. Motion to elect Brendon Chetwynd as Treasurer. Seconded. Eight in favor; one abstention. Tom Powers suggested that we appoint an assistant treasurer to assist the Treasurer (not an officer position). Brad Amidon offers himself as assistant to Treasurer.
  - d) **Secretary:** Nomination Brad Amidon for Secretary. Motion to elect Brad Amidon as Secretary. Seconded. All in favor.
  
- 5) **Discussion of member-initiated proposal for G&S production in spring 2019** (Kathryn Denney): At last board meeting it was discussed whether the risk of doing a show in 2019 is more than the risk of *not* doing a show in 2019. We need a producer to have a show and need to have a show on the calendar to keep the energy going. *Iolanthe* brought in 10 new people (Boston Singers Resource and friends of friends) who added to the show. How to continue to bring in new people (contact colleges)?

Graham Daley sent an email to the board detailing a proposal to produce *Yeomen of the Guard* in spring 2019. Kathryn and Graham have talked to a number of people who are willing to work on a show. Graham has offered to be the "DRI" (designated responsible individual) for *Yeomen of the Guard*. *Yeomen* has a larger than usual chorus with a double chorus. Kathryn has spoken to orchestra and sound design people who are willing to work for free.

*Discussion:* It was suggested that we need to make a decision to do/not do the show *now*. Concerns were expressed that we have to have a budget before we can make a decision. Suggested that we vote to allow the team to continue to investigate doing the show. We need a shared model of what makes a "profitable show" profitable enough to be acceptable. Suggested we approve the show, that the team be given permission to go ahead with clear deliverables (budget), and that the team go ahead signing people up for responsibilities.

We need to have a procedure to determine how to judge whether a show is do-able. And show budgets must be considered in the context of the company budget. We cannot burden any single show with earning the operating expenses for the company.

Speed bumps (technical hurdles): dates and locations (show and tech space); staffing (directors, tech directors); money. We have a hard commitment from Maynard HS for end of March to beginning of April (cost to be negotiated ~\$9K). Lincoln Sudbury is available in February vacation dates for \$12,428 (no police detail needed). Suggest that the show budget come to the A&F committee before the next meeting to help get the budget into shape.

Motion to appoint Graham Daley as Producer, Kathryn Denney as Music Director, and Tony Parkes as Stage Director to produce *Yeomen of the Guard* for spring 2019 with the understanding that the team will come to August meeting with proposed budget (with prior discussion and recommendations with the Audit and Finance Committee), location, and dates. Seconded.  
*Discussion:* we shouldn't burden the show team with these deliverables before we approve the show. All in favor.

- 6) **Update on summer show, *Sherlock Holmes: The Final Adventure* (Susan Elberger):** Three more performances – please advertise to your friends. The show is close to selling out for Friday 7/20. The cast is bonding nicely. The t-shirt company in Littleton, Revolution Creek, has been responsive, reasonable prices, and great to work with. Sue Flint did costumes, graphic design, photography and publicity. Mike Bromberg did the lighting design, and did all the lighting (for free) and donated two lighting instruments to Cannon.

We're paying Cannon Theatre a flat fee of \$2,000. We've covered that cost through the sales of playbill ads. Saturday night sold out. The producer is hoping to net about \$2,500-3,000 for the show. Could consider extending the run for the summer show? Samuel French bases rights costs are \$100/performance.

- 7) **Realignment of Committees and Staff** (Tom Powers): Tom sent out notes about the alignment of committees and staff. Susan Elberger asked to create a new committee: Ad Hoc Planning Committee to undertake the creation of a long-term plan to be presented to the board. Committee members include Chair from each committee, or another representative, from: A&F, Communications, Governance, Location, and Program Committees as well as up to 3 others recruited from the general membership.

Committee membership as it stands (from Karen's notes):

- a) Location: Sue Flint, Nancy Powers, Graham Daley, Laura Jacobson
- b) A&F/Development: Brendon Chetwynd, Ellen Simmons, John Gorgon, Jim Ravan, Susan Elberger, Hersch Clopper.
- c) Communications: Sue Flint, Karen Powers, Laura Jacobson, Jamie Cobleigh, Don Smith.
- d) Governance: Tom Powers, Andrew Conway, Bob Amici, Jim Ravan (?)
- e) Program: Laura Jacobson, Karen Powers, Tony Parkes, Kathryn Denney (for Outreach), Susan Elberger, Jim Ravan.

Motion to create Ad Hoc Planning Committee with the statement of work as outlined in proposal as proposed by Susan Elberger. Discussion that the motion be segmented into create the committee and then appoint. Eight in favor. One abstention. Motion to appoint Susan Elberger as Chair. Eight in favor. One abstention.

Action: Tom Powers to put out call for new committee members.

Action: Brendon to call meeting of A&F Committee.

- 8) Next board meeting: have been doing first Thursday of the month (OK to continue going into the future). For August, the meeting will be August 13<sup>th</sup> (at Laura Jacobson's house).
- 9) Adjourned: 10:40pm