

Sudbury Savoyards Minutes
March 1, 2018, 7:47pm
Tech Space at 325 Ayer Road, Harvard

Attending: Brendon Chetwynd, Paul Baxter, Karen Powers, Tom Powers, Laura Jacobson, Susan Elberger, Sue Flint, Jim Ravan.

Consideration of Agenda: add an item to governance discussion. We've had communication from Connie (lawyer) asking if there's anything she can do. Concerns that the last email exchange with SUMC left anything open for further action?

1. Secretary's Report (Sue): Minutes of Feb 1st meeting be accepted as submitted. Accepted. There were concerns that the mobile SUMC website still lists us as partner; Brendon reports that Shetal responded to our email saying that it has been removed.
2. Treasurer (Brendon): a few lolanthe reimbursements have come in. We've still got about \$25,000 in the bank. Brendon talked to bank and still have to straighten out some signatures. Brendon inquired about a credit card for Savoyards, but one individual would have to be liable for it, so we'll not pursue that any further. There will be further discussion of finances at next week's meeting. The bill for the Littleton storage space has come to Brendon and will get paid.
3. Staff reports: reports from Second Trombone (Laurel Martin) and Costume Rental (Donna) both saying "no activity".

Rentals (Brendon): Short discussion of should we continue set and props rental? Probably not worthwhile because we've got so much less stuff and don't have the bandwidth to handle. If the answer is "no" it will have to be communicated to Mike Bromberg; Tom Powers reports that informal discussion with Bromberg was that the stuff is old and we don't have much lighting rental going on. It was suggested that we continue loaning on a friendly basis, but not advertise. More discussion of costume rentals and set/prop rentals was tabled until next week.

4. Committees:
 - a. Location (Susan): Audition dates have been confirmed for Sherlock at Cannon. Short discussion of the logistics of put-in/clearing out of the tech space.
 - b. Governance: Discussion of membership. How many members do we have? How many that are not currently in the show (one)? Nine cast members that haven't joined yet. Do we have access to membership list? Expressed concerns that we get the membership list available to the board, and that a member be able to find out whether he's paid his membership. **Action item:** add an email alias to "database-manager" to the webpage for people to address membership questions.
5. Dues and membership benefits discussion (Tom Powers): Various points were discussed: \$25 for membership isn't giving us enough support. We don't need to give "value for money" in return for membership. Other companies do have some benefits, and there's a spectrum of membership cost and benefits. People haven't been asked to renew their memberships! Do

benefits actually result in more members? And do we have the ability to provide benefits. Should we just charge a fee to perform in the shows? Decisions should be made much sooner than June, right before the annual meeting. Decisions will be tabled to next week's financial meeting. **Action item:** decide on membership cost and benefits before the annual meeting.

6. Annual Meeting and Elections: Annual meeting date needs to be set. Karen Powers, Sue Flint, and Brendon Chetwynd's terms are up; Brendon will re-run, but Karen and Sue are not going up for re-election.

Discussion: What kind of election, present a slate or put members up for election individually? Bylaws allow nominations from the floor. We can put out a ballot, with as many names as we have to allow people to vote (or not) for individuals. It is complicated by the need to have people for different length terms. It was decided to ask Laurel for nominating committee help. Need to search for particular talents (both for board members and other skills). We need a graphic designer.

7. Updates to policies (Tom Powers): Tom updated the audition forms and attendance/conduct policies. Other 8-9 policies also need updating: voting only refers to absentee voting, policy on minors, advertisement policy refers to not violating church's policies, DRI policy, etc. Are there other documents that cover the same matters (e.g. among the task lists)? Need to add sexual harassment policy (EMACT sent out an example policy). **Action item:** Tom and Brendon will draft adaptations to policies for discussion at next month's meeting. Need to add "two-person integrity with minors" as a stand-alone policy.
8. Communicating with the church's members: Betsy Comstock wrote asking about out status vis-à-vis the church. Tom was not able to find information about her position (if any) with the church; she appears to be part of "Open Table". Tom wrote email in response for discussion now explaining our situation. Susan made some minor corrections; suggested that "the Savoyards are no longer associated with SUMC in any way."
9. Programs:
 - a. Iolanthe: Have a house manager for both weekends (Dennis O'Brian for the first weekend and Susan Elberger's sister for the second). We're set to go to WERS' Standing Room Only (88.9FM) with Jim Hayes for accompaniment: 11:00- 11:15am on March 24th. Producers have written copy for the WERS spot ads. Bios for the program are done. The producer is tracking down memberships. Headshots are done (most people are using their own headshot). We WILL do cast ticket sales. Laurel Martin is willing to do two family matinees (with special playbill and stage tour); it was decided to stay with one family matinee and save the time on the second Saturday for production celebration. Suggestion that we make the kids' playbill available at all shows. A PDF-version of the poster is available on the cast pages for anyone's use.
 - b. Tech for Iolanthe: Set construction is starting Sunday. It is a simpler set than last year's. Costumes are under construction. Sandwich boards are done (one in front of the police station in Sudbury, one somewhere in Maynard). Need the banner for the fence to get

printed. Draft responsibilities document has going out for review (please send comments to Susan E by the end of next week). "Poster day" will be a week from Saturday. Producers have put out sign-up sheets for publicity and tech for this show.

- c. Sherlock (Susan Elberger): Auditions are set for April 22nd afternoon and 26th night at Cannon Theatre. Rehearsals will be at Cannon with some table work at Jim and Susan's house. Performances July 13th and 20th weekend. Susan is recruiting people to audition. Jim has come up with concept art for the show.
10. Publicity (Sue F): Discussion of publicity for Iolanthe. Karen Powers will take charge of social media. Print media – will ask Kerry Tamm to contact newspapers and/or write articles and blurbs for various uses. Exchange ads – Sue Flint has arranged some exchange of ads with other theater companies. Restaurants approached for "dinner and a show" discounts and advertisement – Lindsey Soboleski has talked in person to 6-8 restaurants in Maynard. Ticket sales: Jim Ravan and Laura Jacobson will finish Brown Paper Tickets set-up.
11. Sustainability meeting next week (March 8th 7:30pm at tech space): Brendon and Susan E are organizing the meeting to discuss financial and resource sustainability. Brendon has gathered financial information projecting expenses. Just Board and Finance Committee members are invited to the meeting.
12. Next month's meeting: Tom Powers will send Doodle Poll to schedule next meeting.
13. Adjourn. 10:02pm.