

Sudbury Savoyards Minutes
May 24, 2018, 8:00 pm
Martin Home, Sudbury, MA

Minutes Sudbury Savoyards

Attending Trustees: Tom Powers, Karen Powers, Paul Baxter, Laura Jacobson, Brendon Chetwynd, Jim Ravan, Susan Elberger, Sue Flint **Staff:** Laurel Martin. **Members:** Kathryn Denney, Tony Parkes, Nancy Powers

Called to order: 8:13pm by Tom Powers.

1. Reports

- a. Secretary's report (Sue Flint): Action item from last meeting still pending: send final minutes to Steve Malionek for posting on the webpage. A request for a performance at the Wayland Library came through the "secretary@" address and was forwarded to the full board and copied to Kathryn Denney. Further discussion of communication around gigs below. Motion: to approve the Minutes of April 29 as submitted. All in favor.
- b. Treasurer report (Brendon Chetwynd):
 - i. \$27855.24 current balance
 - ii. No additional information from Iolanthe
 - iii. Insurance bill due in June.
 - iv. New list of trustees due to insurance company by June 15.

2. Iolanthe Debrief Summary: (*see handout of notes and budget handout attached*). It was suggested that we need to archive the final results of Iolanthe. A brief post-debriefing summary (including financial) report to the Board of major findings would be valuable. Tom Powers reported that Chairman's survey had mostly positive. Some of the comments were "would have been better if..."

Discussion of whether or not information from Debrief is put on the website. Tom suggested that the Producer create thank you letter to all that can be posted on the website.

Susan Elberger reported that EACT has not sent DASH reports. She emailed this morning to find status.

3. Program committee

- a. Sherlock Status (Susan Elberger): Sherlock is fully cast and rehearsals are underway (tablework and small scene groups). Technical/Production staff include: TD: Brendon Chetwynd (tech director), Laurel Martin (props), and Sue Flint (costumes). Still needed: house manager, lighting, sound, and publicity. Karen suggested quick email to SavMembers announcing that cast list is posted.

4. Discussion of protocol for Ad Hoc performances: The general consensus was that Ad Hoc performances should be handled through the Program Committee; the committee invited Kathryn to join to spearhead these projects. (The current Program Committee includes Karen Powers, Susan Elberger, Laura Jacobson, Jim Ravan, and Tony Parkes.) Kathryn Denney has drafted a template for a letter to send to interested parties which includes a series of questions. Kathryn has a request for Thursday, September 13 in Shrewsbury that has not been confirmed.

Action items: The Program Committee will have an email conversation (including Kathryn) to nail down details and be able to respond in a week to the outstanding inquiries. Susan Elberger will check insurance to confirm coverage when are performing at outside venues.

5. Discretionary budget authority for all committees (Tom Powers): Tom suggests that each committee have a budget (e.g. Program Committee has a budget, so they don't need to come to the board every year for EACT dues; Development Committee may need a budget of \$1000 to write grants). Committees need to review the committee statements of work and propose a budget for the activities of that committee (e.g. advertising materials for development, or website costs for communication). Brendon aims to have the company budget together to approve at July meeting; and will present the budget to the company at the annual meeting.

Action Item: Each committee should come up with line item budget proposal for FY'19 and email it to Brendon Chetwynd before the next board meeting to be included in the FY'19 budget.

6. Near- and mid-term future of the company: Continuing the discussion started in previous meetings with discussions of the "Options" put forward by Susan, "Ideas" from Kathryn, and budget permutations presented by Brendon. From Susan's "Options":

"Plan A" Company dissolution: There was a general sense that people are not currently interested in this option.

"Plan B" Continue to function under current system (one large musical in the winter/spring, one small summer show): There are many variations on the supporting budget, and some risk inherent in any budget assumptions. E.g. whether we have to pay the orchestra, whether \$25 / event is so low that it is not worth paying, pay the rehearsal accompanist, how many ticket we can realistically expect to sell. Plan B+ options (added fund raising, more shows) as Kathryn articulated. Plans B/B+ critically need more "bus drivers".

"Plan C" merger with other company: Limited interest now? Or C-1 joining another arts alliance (PAC for example). Potential collaborations are of interest, but will require more exploration.

"Plan D" restructure: (for example all small shows). Which company values are supporting? There would need to be a clear and compelling vision of the new structure.

"Plan E" a "focused" hiatus for planning.

Our “plan to plan” can be presented at the annual meeting: Three-month planning period. Aiming to come to the October board meeting with a financial and management plan going forward. By September 30th we have to come up with basic plans for future of the company. For any plan going forward (aside maybe from dissolution) we need to come up with at least 12 volunteers. **Action item:** Susan will put together a proposal for what to present at the annual meeting by the beginning of next week to *circulate to board* before the Annual Meeting.

Full planning for any option selected will need to include: programming, locations, potential collaborations. Five committees: program, location, audit and finance, development, governance, communication/ publicity. Suggestion that we need 12 more bus-drivers to make any plan go. Need to articulate a VISION for the company that inspires people to make the effort. Could do a smaller scale production for spring 2019 to help keep the company together.

Action item: Tom Powers will send email to the members before Annual Meeting including at least nomination information/deadline, and absentee balloting information. Information about the nature of the discussions the future of the company should be included.

Action item: Brendon will present the long-term budget at the annual meeting, which will convey the pressing need to increase income somehow (tickets, gigs, donations, camps, grants). Note: how to allocate expenses and donations is an ongoing discussion.

7. Annual Meeting Planning (Tom Powers):

- a. Memberships: Tom noted that verifying our membership list was demonstrated to be difficult over the past month. Several of our regulars questioned whether they were still members. It was apparently not well-known among the members that membership is tied to the fiscal year, not a rolling 12-month membership period from when they paid; this was particularly troublesome (feeling cheated) to people who paid for membership so they could be allowed to vote at last year’s meeting. Given the short notice of the scheduling of the upcoming meeting, I have offered to accept as meeting the 30-day requirement for anyone who expressed intent to take up membership again by that deadline even if they do not pay until the meeting. **Action item:** decisions about voting privileges for members whose memberships are in doubt will be left to the discretion of the Board Chair for this Annual Meeting.
- b. Dues for FY’19: Discussion of allowing personal donations to implicitly confer membership. Several differing opinions were expressed, but no decision was reached. Membership fees: **Motion** to set membership dues for FY’19 at \$25. Discussion: it was noted that \$25 for membership has already been charged for the summer show. Vote: All in Favor.
- c. Trustee candidates: Brendon’s, Karen’s, and Sue’s terms are up; only Brendon has expressed an interest in standing again. No one has exceeded their term limits yet, which were not part of the carry-over from old Savoyard Board positions. The remainder of Paul Baxter’s two-year term must be posted for vote by the members. Paul offered to run again for a two-year term. There are five open seats: three for class of ’21 and two seats for ’20.

Four confirmed offers to run: Mike Lague, Brad Amidon, Ellen Simmons, and Brendon Chetwynd, Paul Baxter (two-year term). Suggestion to have candidate statements at the meeting or just stand up and be recognized? **Action item:** Tom Powers will solicit and post the candidate statement on the webpage and send around via email.

d. Methods of election discussion:

- i. Discussion of accepting nominations from the floor; it was generally felt that we should continue to accept nominations from the floor and that those candidates could not be included on absentee ballots.
- ii. Absentee ballots: it was suggested that the deadline be noon of the day of the election. Laurel reports that Steve Malionek used to take absentee emails via the web or email. Have to check that absentees voting are members.
- iii. Ballots: will be having paper ballots at the meeting with individual votes.

Action item: Tom will come up with agenda for the Annual Meeting and send specific requests to people to make presentations. Requests for help need to be very specific.

8. Next meeting: June 7th at Laurel Martin's house.
9. Meeting adjourned: 10:45pm

Debrief notes [Iolanthe 2018]

Production

Net income \$3,763 +/-

Recruitment for positions

Examine show schedule for #s of performances/days

Ticket options: paper? Cast count?

Publicity – increase in Maynard; spreadsheet for tasks and timelines

Family matinee awareness

Cast

Blocking forms info, videos

Attendance policy handout?

Make a push to involve people in non-artistic areas; e.g. publicity

Last Supper Coordinator

Friday parties before Saturday parties?

Technical

Sound need booth and mic person who isn't in cast

Nightly schedule needs to include mic check

Leads need to be made aware that sound can help if voice is "off"

Timing of strike – staggered start