

Sudbury Savoyards Board Meeting at Kathryn Denney's house

Commence at October 4, 2018 7:39pm

Attendees:

Tom Powers
Susan Elberger
Jim Ravan
Karen Powers
Brendon Chetwynd
Brad Amidon
Mike Lague
Ellen Simmons

Kathryn Denney
Graham Daley
Sue Flint

Meeting called to order at 7:39pm.

Last meeting notes. One change in the minutes. Otherwise accepted.

Minutes approved with the one amendment.

Brad will send minutes to Steve M. to post on the website.

Communicate to potential membership to be members.

Tom says we need to reach a consensus about the committee structure and responsibilities.

Tom reviews the committees and how we got here.

We need a list of what the committees are, who is on them, and who is the contact for each committee.

Committees:

1. Audit and Finance
2. Program
3. Location
4. Communications and publicity
5. Governance
6. Development
7. Planning

Brendon suggests a google doc repository. Jim says we have one. Brendon suggests either the Chair or the Secretary owns the account.

Andrew Conway created a Google Doc folder and e-mail?

Proposal:

Tom will contact Andrew Conway to find out status of Google account and google docs.
Sudburysavoyards@gmail.com

Brendon talked about committee expenses without having a chart of accounts to match this year's expenses to.

Any committee expense for this year will be a squishy discussion between committee and treasurer (Brendon).

Any amendment to the budget requires approval from the A&F and the board to approve. In the meantime, we track expenses.

Staff (archives, secretary, etc.) expenses should be run through some committee.

Kathryn asked about expenses and income for programs.

Discussion of outreach falls under programs or development.

"The nature of how committees work together is something we need to work out."

Begin committee reports (8:14pm)

1. A&F

Brendon
Susan
Jim
Hersch
Ellen? (was, not now)
John Gorgone?
Brad
Mike

Role of A+F: Review company budget. Main show budget.

Question: Less certain about role (big show, little show, outreach).

Idea: when annual budget are created....big shows (e.g.) 25K, small show 7K.

Brendon idea: For show budgets, board should approve big show budget, little show budget.

One proposal: Any committee that wants budget stuff needs to have it by Dec 31. A+F will present budget to board of trustees by April. Approve before June 30 to get the next year.

Treasurer report:

paid rent
paid po box
gave \$3000 to LS for Yeomen
\$36,000 in the bank

Program committee:

jim
karen
laura
Susan
Kathryn/tony/graham for yeomen

Graham yeomen:

School is reserved. \$14,500
talking with Carlie (theater teacher)
success with rehearsal location (three places that have not said no)
auditions announced (Oct 21,22 Goodnow library \$50 each night) not sure about callback
had a production kick-off meeting
two ring Oct 14 at Denney House)
Sound guy. \$1000 for renting and his fee
still need: hair/make up. social chair. House manager. retirement home liaison?
making task lists
tech space is an issue

LH contact: Francie Zingale (admin for superintendent). Carlie (theater teacher)
Laura j is the school liaison

Sue continues with program committee:

looking at for the rest of this year:

- 1) musical game
- 2) sing out (November?)
- 3) doing a thing every other month (keep the company relevant)
- 4) hopefully doing two small shows...one in July, one in Sept/Oct spoken to Cannon
- 5) reviewing plays that we want to do (technically doable, tiny casts, etc.)
- 6) determining if we will have staff for two little shows)
- 7) suggesting mainstage show for 2020 "Trial By Jury" and "Pinafore"
- 8) considering non-G&S for after 2021 (still small G&S throughout the year)

Location:

Sue f

Nancy
laura
laurel
Jane G
Graham
Kathryn (ad hoc)

looking at rehearsal spaces (lots)
tech spaces --- 1000 to 2000 sq ft. 10' tall. standard doors
rental budget is \$1800 for 2 months

still looking at tech space.

what does the location committee do?
Get space for the productions (short term)
(long term) look for new home, new collaborator, storage

For long term:

two places:

Church in Maynard (80 main st). not a church anymore

Concord Youth Theater (buying a church) so their current space may be available (shared tech space)

Storage is a "company" thing. How to deal with show specific tech and rehearsal spaces.

Communications:

Karen
Sue F
Jim (may want to be on the committee)

Looking for more people

Sue got newsletter out. Yay

Website ideas: Roberta has done some stuff. passworded members side. Wordpress

multiple editors

Steve M would like to hand off this website maintenance

maybe 6 editors to the webpage

google calendar (events, committee meetings, board meetings, rehearsal calendar)

Sue F asks for permission to continue developing the website. The board of trustees said yes.

Governance:

(skip)

Development:

Hersch
Ellen
Mike
Kathryn (chair)
Jessica

making a pitch to ask for money
cultural council grants (several people have agreed to do them) Oct 15 deadline
looking for people from other towns (Cambridge, Arlington...)
organizing Gala dinner for April/May (catered, etc. at some place) silent Auction
have Hersch talk to Kathleen Larson Day about some kind of sponsorship

asked Steve to add a DONATE NOW button to the website

other ideas: fun run, casino night, dinner at restaurant that kicks back. performance at a restaurant,

Planning:

Tom
Brendon
Jim
Mike
Sue

board members with other skills (board does not manage shows)

1. clarify board/committee issues
2. identify board people
3. if the board is not committed to this, the committee should not spend its time

This is what the board does:

Finance
planning
policy

motion to adjourn. 10:17pm

Next board meeting:
Tom Powers house
477 Main st
Hudson, MA

7:30pm Thursday, Nov 1, 2018