

January 3, 2019 7:30pm at the house of Susan Elberger and Jim Ravan

Sudbury Savoyard Board meeting

Attendees:

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

7:36pm Meeting commenced.

Tom picked up mail from the PO Box.

- 1) playbill ad
- 2) Certificate of Solicitation received from state of MA. Good through 11/15/2019.

Consideration of Agenda.

Tom spoke with Al Lapage about the Dickens things for December.

Tom asked about who has keys to our Littleton, MA space. There is no board record of this.

Secretary Report comments:

- 1) Jim and Susan were at the Dickens event.
- 2) Brendon, Jim, Mike, Sue Flint, Susan were on the planning committee and the minutes should be reflected to say

Minutes approved as amended above.

Phone message should be checked and updated accordingly.

Treasurer report

Hand out of quickbooks status.

Fidelity account was set up on December 28.

We have received 175 shares of Teradyne stock from Ron and Janice Dallas. (value worth about \$5000 at time of gift)

Brendon contacted Mike and Kathryn about sending a letter of thank you.

Brendon will ask Fidelity about what documentation needs to be sent.

Brendon talked about needing to send out tax receipts by the end of January.

Mike suggested with send "Thank you" notes to significant donors as we receive them. The tax receipt letters should be sent out at the end of the year.

Brendon will be preparing a list of "things to be done" by the treasurer.

Tom wants people to be aware of what funds need to be spent over the next fiscal year.

Tom will try to clarify the outstanding questions that need to be asked about programs of work and responsibilities for the committees.

Tom asked if we had a template for the committees to follow for budgeting purposes. We have the FY19 that we used before. The audit and finance committee has not met. Brendon would like to ask the committees to provide budgeting items for preparing the FY20 budget. Brendon will send a note to "boardstaff" to request this.

Action item on swapping the Treasurer and Secretary roles. Tom asked for volunteers to ask if anyone wanted to be secretary.

A motion was put forth to swap these roles. Vote taken. 6-0-1. The motion is approved.

Brendon will go onto the AG website to list the change of officers.

Recruiting discussion.

How are we going to find candidates for Trustee positions? In the past, we have spoken with people in casts during the shows to "feel people out" about interest.

(Tom will probably run for the board again, his term is up this year).

The instance of trying to find officers (no one volunteering for secretary) shows how hard this can be.

What staff members do we want to have? Andrea archives. Steve M manages the website. Jamie handles mail lists.

Donna is investigating a bulk rental to a college in Worcester.

We need to make sure we are asking people to do a job they want to do, and whether that job is one we want to maintain.

Brendon presents this breakdown:

Officers on Board

Board staff

Show staff

We have nine board members. Three people have terms ending this year. (Tom, Susan, Laura). Then try to recruit from here. Susan is planning to run again. Tom is planning to as well.

Susan wants to be upfront with candidates that it is a lot of work --- serving on boards, serving on committees, community outreach, etc.

Mike suggests reaching out to people to find out what skills they have and if they would be willing to help the group. Whether formally on Board or committees, or just as people we can call on for help.

Susan offers the idea that Brad or Mike should make a presentation to the cast at a rehearsal to recruit for help, committee help, or board members.

Some board members have volunteered to talk to specific people to recruit for help to the group.

Susan reminds us that it is important to have long-range planning and to ensure that we have enough and the right people in place to run the organization as well as running the current show (whatever it may be).

Development committee

Concord Cultural Council. \$200 award granted. We do need to acknowledge in our advertising that we have received this grant. There are ADA (disabilities act) rules to follow as well. Mike will look into what we need to do to comply with these rules. One big issue is "assistive listening devices". Mike is going to ask Graham to find out if LSRHS has assistive listening device system.

Tom found that there are new spaces available in the Littleton space. Brendon found the prices as follows:

- 1) 380 sq. ft. is \$325/month
- 2) 660 sq. ft. is \$545/month

for comparison, we are currently paying:

425 sq. ft. for \$365/month

The board encourages Brendon to check out the space and report back on his impressions.

Tom asked if the website re-design has made any progress. People say no progress has been made.

next board meeting.

Thursday, February 7, 2019 at 7:30pm. location TBD.

Motion to adjourn. 9:42pm