

**Spartan Lyrical Society, Inc.
Board Meeting Minutes**

Meeting Date: August 20, 2019

Location: Starbucks, Severna Park

Time of Day: 7 pm

1.0 Call to Order / Attendees / Introductions

The meeting was called to order at 7:00 pm, the President being in the chair and the Treasurer taking notes.

Voting Board Members		SLS Members and Guests	
P	Elena Owen (President)	P	Sara Metcalfe (Choral Director / Faculty Sponsor)
A	Jen Kessler (Vice President)	P	Jodi Roberts (Drama Camp)
A	Lauri Miller (Secretary)	P	Joni McIntyre (Fall Musical Revue)
P	Shannon Davis (Treasurer)	A	Rhi Grupusso (Social Media Chair)
P	Amy Heath (Member at Large)		
P	Kelly O'Brien (Spring Musical Producer)		

P = Present, A= Absent, T= Telephone

2.0 Approval of Minutes

The minutes of the prior meeting held on July 9, 2019 were distributed electronically with the meeting notices. The minutes were motioned for approval by Kelly O'Brien and Shannon Davis seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

- 1) Contact the prior chair for any VC planning materials (e.g. binder) (J. Kessler) CLOSED
- 2) Set up budget meeting dates with a goal of a budget approval vote at the August board meeting. (Owen, O'Brien, Davis) CLOSED
- 3) Reschedule Fall Open Mic Night to later in the schedule (November?) (Metcalfe) OPEN
- 4) Reschedule August board meeting due to conflicts (Owen) CLOSED
- 5) Incoming board members to pay 2019-20 membership dues (CLOSED) Incoming board members to obtain/renew standard background check, obtain/renew online crowd control training. (O'Brien, Davis, Owen, Kessler, Miller, Heath) OPEN
- 6) Add/remove check signing signatures at bank (Owen, Kessler) OPEN
- 7) 6th Grade Open House - CLOSED

4.0 Officer's / Standing Committee Reports

4.1 President's Report (Elena Owen)

Activities this reporting period:

- Participated on budget committee
- Drafted updates to Drama Flyer and corresponded with Jen Kessler on handing out flyers
- Corresponded with Joni McIntyre about being Fall Musical Review chair and collected electronic files from Audrey Gutierrez (EO)
- Received the email addresses/passwords from Kelly O'Brien
- Corresponded with Shannon Davis and Jen Kessler on bank signing

Planned activities next reporting period:

- Continue to send out membership communications; News You Can Use, as applicable
- Correspond with Jen Kessler on Varsity Choir performance at 6th grade orientation and get flyers printed.
- Send Newsletter inputs to Terry Miller.

- Sign bank account papers
- Prepare for SLS parent orientation meeting by updating last year's slides.
- Coordinate that board members have crowd control training, background checks and are paid members.
- Touch base with Colleen Edelen about fee waiver process.
- Support of drama camp chair.
- Follow-up on new date for open mic night with Sara and solicit volunteer for that.
- Follow-up with Sara on buses for next year
- Finalize FMR theme ideas at next Board meeting.
- Find out what teacher handles yearbook photos and work on making sure SLS activities are in yearbook.
- Set-up office appreciation lunch
- Once budget finalized send to committee leads as applicable.
- As needed coordinate any updates to website for Varsity Choir tryouts, parent meeting, drama camp registration
- Send out parent orientation connect Ed. Send separate messages for parent orientation and drama camp
- Follow-up with Kim W or look for check from stage and screen at 9/10 meeting.

4.2 Treasurer Report (S. Davis)

- Beginning bank balance was \$13,231.38. Ending bank balance was \$11,727.75. A reconciliation of both the bank and credit card accounts were forwarded to Secretary (Miller) with a copy to President (Owen). We have two outstanding checks (total of \$408.66) that I am following up on (one for musical custodial fees – I may need to call about this as it was issued in early June – and one to reimburse Andrea Ranaghan for MITP-related fees).
- Coordinated with Budget Committee three times in person plus ad hoc emails and phone calls to draft and submit 2020/2021 budget to the full Board a week prior to our August meeting. Created new budget spreadsheet that is more manageable and less cumbersome.
- Continued to coordinate with Roy to complete the Form 990-EZ income tax return organizer.
- Cancelled credit cards for departed 2018-2019 Board members (Ranaghan and Falk). Issued new credit cards for President (Owen) and Vice President/VC Chair (Kessler). Should be arriving in the SPMS mailbox soon if they haven't already. Existing credit cards for Treasurer (Davis) and Producer (O'Brien) remain active. New credit cards will be mailed to SPMS. Obtained check signing authority and resolutions paperwork from BB&T. To be signed by new Board members at August meeting.
- Investigating tax exempt status from Amazon. Would need to use one central email for set up and ordering.
- Paid dues and completed updated background check. Printed crowd control certificate for files.

4.3 Membership Chair Report (E. Owen)

No report provided this month, nothing to report. No new members to date other than current SLS Board members and one additional unknown member.

4.4 Varsity Choir Report (J. Kessler)

No report provided this month, nothing to report. Several Varsity Choir members performed at the 6th grade open house.

4.5 Producer Report (K. O'Brien)

Activities this reporting period:

- Per request of Sara and Atticus, ordered an additional perusal script.
- Conferred with creative team; spring musical has been selected. This will be announced at the parent orientation meeting.
- Reviewed lessons learned from last year's musical committee chairs.

Planned activities next reporting period:

- Schedule a meeting with Sara and Atticus to outline expectations, production and pre-production meetings
- Confirm dates with Scott Metcalfe for sound engineer, Nolan for videographer and Morgan for choreographer.

4.6 Webmaster Report (K. O'Brien)

Activities this reporting period:

- General
 - Posted approved June minutes.
 - Paid annual fee for wix hosting services.
 - Responded to inquiry from SPHS about mailing distro list for rising 9th graders. Replied that we would be happy to pass on announcements or flyers but that we can't share the distro list according to bylaws.
- Home Page
 - Posted next SLS meeting date, Aug 20th
 - Updated announcement boxes for Parent Orientation meeting, Drama Camp, VC Auditions, and countdown to drama camp.
- About Us
 - Updated board and committee member names and contact info
 - Updated about us page and delinked last year's parent orientation slides.
 - Archived last year's meeting minutes; set up for 2019-20 meeting minutes
- Calendar
 - Updated quicklook calendar and posted for next school year
- Contact Us
 - Activated high school student volunteer page for Drama Camp & FMR.
- Varsity Choir
 - Updated VC page with awards / recognition
 - Updated VC important information/audition dates

Plans for next reporting period:

- Post approved July minutes.
- Post next SLS meeting date on home page, Sept 10th
- Clean up spmsplay@gmail inbox.
- Look into migrating some surveys/forms to google forms to save on fees.
- Update SLS membership registration form to be a google form (instead of survey monkey).
- Update relevant pages (Parent Info Night, VC auditions, Drama Camp, FMR, Open Mic, etc.)
- Update / activate payments and forms for VC auditions, Drama Camp, Open Mic, FMR

4.7 Social Media Report (Rhi Grupusso)

No report provided this month; nothing to report.

5.0 Special Committee Reports

5.1 Budget Committee Report (Owen, Davis, O'Brien)

Activities this reporting period:

- Goal was to have a proposed budget for board review by 13 August to approve at the 20 Aug board meeting.
- Met several times to get budget recommendations in place.
- Generated summary info as accompanying documentation for the board.
- Sent summary and proposed budget out to board prior to next board meeting for review.
- Prepared to conduct budget approval vote at Aug board meeting.

Discussions / Votes:

- S. Davis moved and A. Heath seconded to adopt the operating budget as proposed. All were in favor and the motion passed.

Plans for next reporting period:

- The budget committee stands down. Many thanks to Shannon Davis for all her hard work getting the books/ budget up and ready to go for the year!

5.2 Drama Camp Report (J. Roberts)

Activities this period:

- Completed crowd manager training
- Received and reviewed proposed budget
- Updated drama camp flyer
- Updated drama camp info for website

Plan for next reporting period:

- Develop announcement for newsletter
- Get creative team under contract
- Ensure background checks for creative team
- Organize a planning meeting
- Coordinate song to fit with musical review theme

5.3 Fall Musical Revue Report (J. McIntyre)

No report provided this month; nothing to report. Potential FMR themes were discussed (Peace, Love and Rock and Roll; 80's and 90's; Destination/World Tour; Hollywood movie themes (has been used recently); Rock On or Rock of Ages; Fire and Ice; Colors/Kaleidoscope (RnR is doing colors so FMR will avoid similar theme). S. Metcalfe and A. Boidy like Peace, Love and Rock and Roll. Board agreed to Peace, Love and Rock and Roll theme.

6.0 New Business / New Action Items

- 1) Reschedule Fall Open Mic Night to later in the schedule (November?) (Metcalfe)
- 2) Incoming board members to obtain/renew standard background check, obtain/renew online crowd control training. (E.Owen will check status of board members)
- 3) Add/remove check signing signatures at bank (Owen, Kessler, Miller)

6.1 Approve Budget

- S. Davis moved and A. Heath seconded to adopt the operating budget as proposed. All were in favor and the motion passed.

6.2 Discuss SLS Parent Orientation Night

Elena has printed fliers to distribute at 6th grade orientation. Will connect with Jen to hand out. Elena has begun updating slides.

6.3 Discuss Open Mic Night (need chair, etc.)

The Fall Open Mic night will be rescheduled by S. Metcalfe once Varsity Choir starts. Still in need of a chairperson for OMN. Budget committee suggested only doing one OMN in the spring if no chair is found.

7.0 Documentation of Main Motions

Shannon Davis motioned and Amy Heath seconded to approve the proposed operating budget. All were in favor and the motion carried.

8.0 Announcements

8.1 Near Term Calendar Items

29 Aug VC rehearsal for open house
30 Aug 6th Grade Open House (VC sings)
10 Sep SLS Board Meeting
16 Sep 7th/8th Grade Back to School (VC sings)
19 Sep Parent Orientation Night
17-18 Sep Varsity Choir Auditions
23 Sep Varsity Choir begins / Mandatory Parent Meeting
25 Sep Drama Camp begins
~~27 Sep Open Mic Night~~

8.2 Next Meeting

Tuesday, Sept 10 at 7 pm, SPMS, Chorus Room

9.0 Adjourn

E. Owen moved to adjourn meeting and Kelly O'brien seconded. All were in favor and the motion carried.