Spartan Lyrical Society, Inc.

Board Meeting Minutes

Meeting Date: January 6, 2018

Location: SPMS Strings Room, Severna Park, MD

Time of Day: 7 pm

1.0 Call to Order

The meeting was called to order at 7:05 pm, the President being in the chair and the Secretary being present.

1.1 Attendees

P = Present, A= Absent, T= Telephone

	Voting Board Members		**SLS Members and Guests**
P	Jen Degnan (president)	P	Sarah Metcalfe (Choral Director)
P	Gina Dicks (Vice President)	P	Andrea Ranaghan (Varsity Choir Chair)
P	Lisa Becker (Treasurer)		
P	Jeanine Blake (Secretary)		
P	Kelly O'Brien (Member at Large)		
T	Jill Robinson (producer)		

2.0 Approval of Minutes

The minutes of the prior meeting held on January 12, 2018 were distributed electronically with the meeting notice. The minutes were motioned to approve by Jen Degnan sand Jeanine Blake seconded the motion. All were in agreement and motion was carried.

3.0 Old Business / Action Item Reports

1. Lisa to call the bank and arrange for cards for Jen, Andrea and Lisa. Done on 11.20.17 the cards will be mailed to SPMS in about 2 weeks. I also filled out the form so that the bill will be auto paid on the due date each month. Auto pay is set up but it didn't seem to work. I called Vicki at the bank and she did a payment for me. It should work the next time. Credit Cards seem to be missing. I will reorder and have them delivered to the branch next time. (CLOSED)
2. Contracts for the accompanist related to the spring events (i.e. Festival, end of year school concerts) will be sent out (CLOSED)
3. Flyer for the Open Mic Nite will be forwarded to the Band Director and SLS members (CLOSED)

4.0 Officer's / Standing Committee Reports

4.1 President's Report (J. Degnan)

1. Spring Musical Parent Meeting- Helped prepare and manage Spring Musical Parent Meeting on January 17 with Jill and board members. Meeting was a success and most parents identified their committee responsibilities for the show.

2. Spring Musical Download Meeting - On January 20, met with Jill and Kelly to hand over all details of the Spring Musical to Jill.

3. Promoted Open Mic Night via SLS emails, Band Boosters emails, flyer creation and distribution with the help of Kelly to the web and Gina to Facebook.

4. Open Mic Night Planning - helped Jeanine plan for Open Mic Night via communication on Connected, raffle prize accumulation and event management the week and night of the event.

5. Open Mic Night Event - Helped Open Mic Night Chair execute event. Event was super successful:

    - Attendance: 153

4.2Treasurer's Report (L. Becker)

I have forwarded the Reconciliation Detail report for the period ended 1/31/18 to Webmaster (Kelly O'Brien) and Secretary (Jeanine Blake) to be placed on file. The beginning register balance at 12/31/17 was $18,469.07. The ending register balance at 1/31/18 was $20,407.07. The beginning bank balance at 12/31/17 was $18,810.28 the ending bank balance at 1/31/18 was $20,739.33.

1) Went to the bank and talked with them about the credit card.

Action item: Lisa to call the bank and arrange for cards for Jen, Andrea and Lisa. Done on 11.20.17 the cards will be mailed to SPMS in about 2 weeks. I also filled out the form so that the bill will be auto paid on the due date each month. Auto pay is set up but it didn't seem to work. I called Vicki at the bank and she did a payment for me. It should work the next time. Credit Cards seem to be missing. I reordered. Expect them to arrive by Jan 23rd. Credit cards are in hand. Expecting a new one for Andrea with proper spelling.

2) Should we get rid of the debit cards once we have credit cards? **Yes the debit cards should be voided. I would suggest keeping one ----either Jill's or Lisa's. Decided to keep Lisa's. Still waiting for credit cards to be received.**

3) **Action item**: **Lisa to check Paypal for Spring Musical monies. Spring Musical Monies downloaded through 1/30/18.**

4) Kelly—Is the Paypal dispute wrapped up and if not do you need anything from me? This is complete. **In the future disputes should be handled outside of Paypal to save on unnecessary fees. $75 to be refunded. After this is verified van close this item. $75 refunded and recorded.**

5) Budget for accompanist for County Chorus Festival for 6th grade and 7th grade? No budget currently. Per Ms. Metcalfe Angela has agreed to do it for $175. OK to add to budget. **Action item-need to adjust budget. Budget Adjusted.**

6) Does Angela need a contract? Kelly is going to prepare contract.

4.3 Membership Chair Report (J. Robinson)

1. **Continued to add to the Master Membership Spreadsheet as new members come in through the spring musical process.**

4.4 Varsity Choir Report (A. Ranaghan)

No Report Provided

4.5 Producer's Report (J. Robinson)

Production Kickoff
Immediately after the last board meeting, we had the parent's meeting. Jen Degnan and I officially switched positions as Producer and President of SLS on January 15th.

The mandatory parent meeting was conducted on Jan 16th. The cast parents had an opportunity to meet the director, musical director and producer, and learn about all of the 18 committees. We sent a welcome email to all the parents on Sunday, January 14 and provided the information to pay the participation fee online and registration online for any new SLS members. As of the February board meeting all cast members have paid and are current in SLS membership. We currently 58 cast members. We got almost all committees filled and chaired during the parents meeting. Costume committee was the last to establish the chair position, but Rhi Gruppuso and Kim Wellschlager agreed to co-chair.

I sent welcome letters to all committee chairs, detailing their budgets, responsibilities and committee members. Letters were sent on Sunday, January 21. Kelly set up the new gmail account to hopefully mitigate the 100 addressee limit that gmail imposes. The letters were sent from that account and the website has been updated to reflect the new email account.

The read through / first rehearsal went very well. The chaperone sign-up process seems to be sufficient as well as the chaperone instructions. The creative team received their first installment payments at the parent's meeting.

Rehearsals

Rehearsals have been going well. The cast has been focused in all areas. The call lists have been coming out on Sundays as expected. We had one weather related cancellations but we have some extra rehearsals so there is no problem anticipated. We have had one Saturday rehearsal so far and that went very well. Choreography is Tuesdays and Saturdays.

Committee Meetings

On Jan 28, We had a meeting with the producer, Artistic and Music directors, choreographer, stage manager and chairs of the following committees: Costumes, props, set decoration, set construction and tech crew rep. We went over the script scene by scene and discussed set vision, costume changes, challenges for certain props and costumes. Some (but probably not all!) of the challenges will be:

1. Winnifred has a dripping wet dress on when she enters for the first time.
2. The minstrel will be up in the tower (safety consideration)
3. The bed/mattress construction. How will it be brought on stage, locked. (props, all)
4. Where will the sharp objects in the bed be stored? (props)
5. Winnifred climbing the ladder and moving around on the bed (safety)

On Feb 3, the producer and the costume chairs met early before rehearsal to open the storage container and review all the costumes that were in the bins. We brought the bins that were most promising into the school since it was about 15degrees outside, and pulled out the costume pieces that were most usable. These were reviewed with the director, who gave further direction on costumes based on some of the suggestions. During that rehearsal the costumers and the parent volunteers were able to measure about 50 of the actors.

On Feb 3, Kelly O'Brien met with Arnold Braun, the set construction chair, to show him the stage, the set pieces in the storage unit and help solidify the set design. Kelly sent Arnold photos and design drawings from Beast since he wasn't familiar with the set. Kelly met with Atticus to get more clarification on the set and we are getting closer to a final set design. They are meeting Thursday with Atticus to hopefully finalize it. I sent Arnold an email recommending that he reach out to the committee members and outline his plan. I expect the set construction will begin, if not this Saturday, but the following Saturday.

David Uy, our publicity chair, has been extremely proactive. He submitted advertisement for the school newsletter and I have reviewed the draft publicity plan and the long promo copy.

I have been communicating with the graphic artist, Micah Hirokawa, regarding the tee shirt and poster designs. I sent him previous examples and some of the director's vision. I asked Atticus for some more ideas but haven't heard back yet. I think I gave Micah some ideas to play off of.

Committee Reports
I sent an email asking for status reports and stumbling blocks from the following committees: costumes, props, set construction, set decoration, publicity. No replies yet.

Chaperones
We are probably 80% complete with chaperone sign ups. I don't anticipate any problem filling the remaining spots. I still need to sign myself up! ☺

High School Volunteers
We have had several high school volunteers request placement through the website. The process seems to be working for the most part. I have contacted all the volunteers. Right now we have Ellie Heath to help with costumes and green room, Kaitlyn Mummert to help with photography and Erin Miskoski and Arielle Cannon to help with hair and makeup.

Mattress Mails (Communications)
So far 4 mattress mails have gone out via email to the cast. This seems to be keeping everyone informed of progress and is streamlining the email messages. They are posted on the website for future reference.

Tech Crew Club / Show Tech Crew
Tech Crew Club and Show Tech Crew will registration will go live Feb 26. Kelly has updated the website and James Oswald and I reviewed it. We have two weeks of Saturday tech sessions lined up with guest speakers covering tech topics. TCC has space for 32 students and STC has space for 20 students. All STC students are part of TCC.

Backdrop
At the production meeting and over email, there was discussion about possibly purchasing or renting a backdrop. I did a preliminary estimate, and the cost of purchasing a solid color fire

retardant muslin backdrop is approx. $500-600. Similar price to rent a painted backdrop. However, after more discussion with the director regarding the set, it was decided that the backdrop would hardly be visible with the walls of the set. This may still be a purchase SLS wants to make in the future, but I don't believe it needs to be done quickly to support this show.

Select Production Milestone Dates:

- Cast Bios and Tshirt Sizes: Feb 14th
- Tech Crew Bios and Tshirt Sizes: tbd
- TShirt Art Work due: Feb 23th
- Head Shots: Feb 17st?
- Promo Video Taping: tbd, rehearsal by March 22
- TShirt Order: Feb 26th
- SLS Ticket Sales: Mar 23th
- General Public Ticket Sales: Mar 30th
- **In work:**
  Cast Photo Shoot
  Show DVD orders
  Additional TShirts
  Tech Week Meals

Plan for next reporting period:
Continue to facilitate the 18 committees and creative team. Coordinate with the minister of fun (Lisa Shrout) on a parent social. Continue to facilitate Tech Crew Club and Show Tech Crew registration; follow up with the high school tech tour during RNR strike. Follow up with microphone rental quotes. Work with Nolan Marks on the Promo Video and Jen on the program. Work with publicity and tickets – especially WRT group sales. Work with graphic artist.
In the next two weeks, meet with the rest of the committee chairs.

4.6 Webmaster Report (K. O'Brien)
The following was accomplished on the website & related items:

- General
  - Posted approved December minutes.
  - Posted next SLS meeting date on home page, February 6th.
  - Updated board member page
- Varsity Choir / Chorus
  - Nothing to report
- Spring Musical
  - Cast/Crew Page:
    - Posted weekly Mattress Memos (1-4)
    - Posted weekly rehearsal schedules

        - Posted committee descriptions
        - Posted completed committee leads / members
        - Updated tee shirt and cast bio form
        - Posted link to cast bios / tee shirt sizes form
        - Updated cast list & contact info
        - Posted link to tech crew club
    - Home page:
        - Removed parent meeting announcement
        - Added link to cast/crew info page
        - Took down audition / casting related links
    - Revised high school volunteer page for spring musical support to go to peamail address.
    - Spring Musical page updated for general public
        - Took down audition-related pages
        - Added inactive links to promo video, TCC, tickets, active link to cast/crew page
- Open Mic Night
    - Updated info block on home page.
    - Open Mic Page:
        - Added open mic information
        - posted flyer (after converting to proper format)
        - added sign-up sheet
        - added sign-up button
        - posted permission slip document & button
        - revised info to include entire school invite as well as permission slip changes
- Tech Crew Club
    - Home page: Added an info box / tell me more link
    - Socialized changes for this year and posted info on page
    - Developed the path to tech crew flow chart; added link
    - Added link to download TCC information
    - Updated the tech crew club sign-up form
- Online store
    - Added cast fee

Plans for next reporting period:

- Post approved January minutes.
- Post next SLS meeting date on home page, March.
- Post any open mic photos on carousel

- Take down open-mic pages
- Update tech crew club pages.
    - Activate sign-up link
    - Activate TCC fee payment link
    - Activate Show Tech Crew fee payment link
    - Update tech crew t-shirt and bio forms / links
- For spring musical
    - Activate extra cast tshirt ordering form/ link, post any choreo video clips.
    - Continue to populate weekly peamails and rehearsal call lists.
    - Add promo video
    - Prep for online tickets sales (SLS members 23 March) general public (30 March)
- Update online store to accommodate extra t-shirts, show dvds, tech week meals, show tech crew fee, tech crew club fee
- Track all fee payments (tech crew club, show tech crew fee, extra t-shirts, extra show dvds, tech week meals). Coordinate with producer / committee leads
- Follow up on G-suite account.

5.0 Special Committee Reports

5.1 Open Mic Nite

Open Mic Nite was successfully completed on Feb 2. Preliminary reports indicate approximately 150 attendees and an income of approx. $1700. The numbers will be reviewed for final count on students in attendance and net profit after expenses covered. Students and chaperones indicated the experience was a positive one for all involved. Organizers will review process and discuss how to improve event in the future based on what went well and where challenges were faced.

6.0 New Business

Action items

1. Contracts for the accompanist related to the 6th grade spring concer will be sent out (Jen/Kelly)
2. Permission slips for the Varsity Choir trip will be sent to VC memvers (Andrea/Mrs. Metcalf)

7.0 Documentation of Motions

None

8.0 Announcements

8.1 Next Meeting

March 13, 2018 – SLS Chorus Room

9.0 Adjourn

There being no further business, Jen Degnan moved to adjourn; Jeanine Blake seconded the motion. The motion carried unopposed and the meeting was adjourned at 8:30 pm.

Attachments:

Click icon to open

Bank Rec Detail 2018 01.pdf