

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

Meeting Date: Sept 6, 2017
Location: SPMS Chorus Room
Time of Day: 7 pm

1.0 Call to Order

The meeting was called to order at 7:10 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	Jill Robinson (President)	P	Sarah Metcalfe (Choral Director)
P	Gina Dicks (Vice President)	A	Andrea Ranaghan (Varsity Choir Chair)
P	Lisa Becker (Treasurer)		
P	Jeanine Blake (Secretary)		
P	Kelly O'Brien (Member at Large)		
P	Jen Degnan (producer)		

2.0 Approval of Minutes

The minutes of the prior meeting held on August 22, 2017 were distributed electronically with the meeting notice. The minutes were motioned to approve by Jill Robinson and Jen Degnan seconded the motion. All were in agreement and motion was carried.

3.0 Old Business / Action Item Reports

1. Lisa to call about obtaining credit cards instead of debit cards due to the increased security and protection that a credit card provides. (OPEN)
2. Kelly to add a separate permission line on the Universal Permission Slip to allow parents to grant photographic permission. (CLOSED)
3. Sara to change Varsity Choir and Drama Camp times from 3-5pm to 3:10-5:10pm due to the later school start time. (CLOSED)
4. Kelly to update these times on the website (CLOSED)
5. Sara will handle the general chorus tee shirts this year (CLOSED)
6. All to brainstorm theme ideas for Fall Musical Revue and we will decide at the next meeting. (OPEN)
7. Kelly to send Sara new contract clause for contractors and Sara to review and socialize with Principal. (CLOSED)

8. All to brainstorm ideas for a Student Advisory Council for SLS to present at the next board meeting. (OPEN)

4.0 Officer's / Standing Committee Reports

4.1 President's Report (J. Robinson)

2017-2018 Planning- Updated presentation for SLS Parent Information night on 13 September. Incorporated more recent pictures, accurate dates and sent to board members for review.

Sent blurb to SPMS Front office for school blasts notifying the school mailing list of the Parent Info Night

Printed flyers and coordinated the 6th grade orientation pizza, advertising flyers and chaperones. Many thanks to all the great Varsity Choir members who sang beautifully for the new 6th graders and their families, and thanks also to Mrs. Metcalfe and the chaperones.

Drama Camp: Sent out contracts to all the contractors for Drama Camp. Received most of them back, I signed them and sent electronic copies back to the contractors. A reminder email was sent to the contractors that we are still waiting to hear from.

Coordinated SLS board member vote by email to approve SLS funding the new fingerprinting requirement for all contractors. An email with the instructions to complete the fingerprinting and the reimbursement form attached was sent to all applicable contractors.

Updated the Choral Musical Schedule with the accurate start and finish times due to the later school hours and sent to all board members.

Publicized SLS activities via Facebook and email

4.2 Treasurer's Report (L. Becker)

I have forwarded Reconciliation Detail report for the period ended 8/31/17 to Webmaster (Kelly O'Brian) and Secretary (Jeanine Blake) to be placed on file. The beginning balance at 7/31/17 was \$14,590.30. The ending balance at 8/31/17 was \$13,634.35.

Items of note:

- 1) I have forwarded Reconciliation Detail report for the period ended 8/31/17 to Webmaster (Kelly O'Brian) and Secretary (Jeanine Blake) to be placed on file. The beginning balance at 7/31/17 was \$14,590.30. The ending balance at 8/31/17 was \$13,634.35.

Items of note:

I paid the \$200 deposit for the 8th grade NYC bus trip. The cost of the bus is \$2,351. Our budget has SLS contributing \$1,550. Ms. Metcalfe indicated that because of the number of choral students we may need to add a second bus. In the past SLS has paid the deposit and the final invoice to Gunther but SPMS is collecting the monies from students. I can't see where we were reimbursed from SPMS—so I think we need to work that situation out.

Action Item: This year we will coordinate to have Gunther bill in two parts or to coordinate with SPMS to pay the bus in two portions.

2) I received an email from Roy Carson. Here is an excerpt:

I have reviewed the information you provided about Spartan Lyrical Society (SLS) for the year ended June 30, 2017. Based on this information, I have determined that the organization's gross receipts for that year and the previous two years were as follows:

<i>Year ended June 30, 2017</i>	<i>59,265</i>
<i>Year ended June 30, 2016</i>	<i>47,753</i>
<i>Year ended June 30, 2015</i>	<i>34,106</i>
<i>Total</i>	<i>141,124</i>
	<i>Divide by 3</i>
<i>Average</i>	<i>47,041</i>

- If an organization normally has annual gross receipts of \$50,000 or less, it must submit Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ, if it chooses not to file Form 990 or Form 990-EZ.*
- An organization's gross receipts are considered normally to be \$50,000 or less if the organization is three years old or more and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which the return would be filed).*

Thus, based on the above information, SLS can comply with its current-year filing requirements by filing the 990-N e-Postcard. I have prepared this e-Postcard, and it contains the following information:

What we need to takeaway is that as our 3 year average increases, we may no longer be eligible to do the EZ form. This may result in an increase in what Roy charges to do our filings. We will also need to keep slightly more extensive records.

3) I sent Ms. Debbie Schaefer (Financial Administrator SPMS) another email requesting acknowledgement of the property donated from SLS to SPMS. I have no response from her.
Action item: Lisa will print out a copy of the letter and have Lily give it to Ms. Metcalfe and Ms. Metcalfe will give it to Ms. Schaefer.

4) When I was digging around for something in the big box I got I noticed that our sales and use tax exemption is expiring on September 30, 2017. Roy sent me the link with information on how to renew. There was a mailing in May 2017. Either we didn't receive it or it got lost in the shuffle. The deadline to renew has now passed.

Action item: Lisa to call the Comptroller and figure out how we can renew.

Kelly motioned that if a fee is required to reinstate the Sales and Use Exception it is OK for Lisa to pay it and move forward. Jill seconded the motion. All voted in favor.

5) I haven't had a chance to investigate credit cards. It is on my list of things to do.

Action Item: Go to the bank and investigate.

Budget / Actual as of 8.31.17:

Category	FY 17 Planned Income	FY17 Planned Expense	FY 17 Planned Income / (Loss)	FY 17 Actual Income	FY17 Actual Expense	FY 17 Actual Income / (Loss)
Admin	4,000.00	2,894.50	1,105.50	140.00	225.12	(85.12)
Drama Camp	5,000.00	2,915.00	2,085.00	0.00	0.00	0.00
Fall Musical						
Review	4,125.00	3,020.40	1,104.60	0.00	0.00	0.00
Fundraising	200.01	0.01	200.00	0.00	0.00	0.00
General Chorus	2,380.00	4,505.00	(2,125.00)	0.00	200.00	(200.00)
Spring Musical	25,653.40	23,631.33	2,022.08	0.00	964.00	(964.00)
Varsity Choir	15,372.00	18,954.18	(3,582.18)	0.00	0.00	0.00
Open Mic Night	1,280.00	300.00	980.00	0.00	0.00	0.00
Capital						
Improvement	0.01	5,000.01	(5,000.00)	0.00	0.00	0.00
Total	58,010.42	61,220.43	(3,210.01)	140.00	1,389.12	(1,249.12)

4.3 Membership Chair Report (J. Robinson)

Continued to populate current membership spreadsheet, documented parents' volunteer

interests. Populating the Drama Camp membership on the spreadsheet.

Sent out confirmation messages to new members.

4.4 Varsity Choir Report (A. Ranaghan)

Andrea Ranaghan was not in attendance at the meeting. No report provided.

4.5 Producer's Report (J. Degnan)

1. Finalize creative team
 - ❖ Contracts have been submitted for signature to the Director, Musical Director, Sound Manager and Tech Manager.
 - ❖ Choreographer to be finalized before 10/10 meeting.
 - ❖ Atticus to continue progressing with possible Costume designer lead.
2. Announcement meeting
 - ❖ Present Show title and dates for Jitters and Auditions
 - ❖ Forward parents to website to learn more.
 - ❖ Encourage membership and participation in all SLS activities to prepare students for Spring Musical.
3. Finances
 - ❖ Follow up on status of Falcons Booster check

4.6 Webmaster Report (K. O'Brien)

The following was accomplished on the website & related items:

- Posted approved July minutes.
- Posted next SLS meeting date on home page, September.
- Revised the online SLS membership form to have separate media release permission space.
- On all pages – updated start and end times for events to accommodate later school dismissal times.
- Drafted the drama camp flier.
- Went live on drama camp pages and sign-ups.(on Sept 5th)
- Went live on VC audition pages live (on Sept 5th) Posted a downloadable version of VC audition information, updated audition form/ permission slip based on Sara M comments.
- Sent Nolan Marks the photos and the drama camp flier to use for a promo video.

Plans for next reporting period:

- Post approved August minutes.
- Post next SLS meeting date on home page, October.
- About us page - Post parent orientation slides.
- Post link to drama camp chaperone sign ups, if needed.
- Post VC audition chaperone sign-ups upon coordination with Emily R, if needed.
- Update VC registration and fee payment when VC list comes out.
- Get drama camp promo video posted (also send Nolan the photos to use).
- Update FMR dates and info page.
- Update spring musical play selection and dates info page.
- Update links on Forms page (ongoing).
- Update 'high school volunteer' page to accept applicants for helping with drama camp.

5.0 Special Committee Reports

None at this time.

6.0 New Business / New Action Items

1. Producer to check with HS Falcon Club regarding check not yet cashed (Jen)
2. Hard copy letter to be placed in office mailbox for Debbie Shaffer at SPMS about confirmation letter regarding acceptance of donated material - color scanner, teleprompter, sound console, stage light package (Lisa/Mrs. Metcalfe)
3. Awaiting signed contracts from Fall Musical Review and Drama Camp contractors. They will be fully executed upon receipt. (Jill)
4. Emails to be sent regarding finger printing requirements to all contractors once signed contracts received (Jill)
5. Spreadsheet for SLS membership to be updated (Jill/Kelly)
6. Secure Choreographer for Drama Camp (Gina)

6.5 Contract Status (O'Brien)

All contractor contracts were developed and sent out to event chairs for review. Of note, the two major changes involved the addition of a paragraph which outlines contacts between the contractors and students, staff and parents at SPMS as well as the requirement for some contractors to obtain fingerprint-supported background checks through the AACPS main office.

The completed contracts include:

- Drama Camp- Improvisation*
- Drama Camp- Choreographer*
- Drama Camp / Fall Musical Review- Director*
- Drama Camp / Fall Musical Review- Musical Director*
- Spring Musical – Director*
- Spring Musical – Music Director*
- Spring Musical- Choreographer*
- Videographer – Base plus Options (for the year)
- Stage Manager – Base plus Options (for the year)*
- Sound Engineer – Base plus Options (for the year)

* indicates the fingerprint-supported background checks are required. Need to get a ruling from Ms. Hansen on the level of background check required for sound engineer (action item- Sara).

In addition, the state of Maryland Notice to Independent Contractors was updated. The instruction email for obtaining fingerprint-supported background checks was drafted and sent to the president for review.

Kelly O'Brien moved and Jill Robinson seconded that contract updating/development become a special committee to be stood up at the end of summer and report out on progress in the beginning of the school year. Kelly O'Brien took an action to draft a more formal process to be put in place for developing, approving, releasing, maintaining, and paying out on contracts.

8.0 Announcements

8.1 Next Meeting

October 10, 2017 – SLS Chorus Room

9.0 Adjourn

There being no further business, Jill Robinson 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 2017
08.pdf