

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

**Meeting Date:** December 12, 2017

**Location:** SPMS Chorus Room

**Time of Day:** 7 pm

**1.0 Call to Order**

The meeting was called to order at 7:00 pm, the President being in the chair and the Secretary being absent.

**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	Audrey Gutierrez (Fall Review Chair)
A	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 in November 2017 were distributed electronically with the meeting notice. The minutes were motioned to approve by Jill Robinson and Kelly O'Brien seconded the motion. All were in agreement and motion was carried.

**3.0 Old Business / Action Item Reports**

1. Sent out contract for accompanist. (closed)
2. Check with Lisa Chadwick regarding check for borrowed costumes. (closed)
3. Change rehearsal times for musical on website to 3:10-6 (closed)
4. Submit information to SPMS Newsletter regarding Jitters Workshop (closed)
5. Identify photographer for Fall Musical Review. (closed)

**4.0 Officer's / Standing Committee Reports**

**4.1 President's Report (J. Robinson)**

1. I submitted several advertising inputs to Facebook, the school ConnectED blasts and the newsletter. Initially it was for FMR, including photos, promo videos and informational posts. I began to tie in the winter concerts, singing at the state house and jitters workshop/parent's meeting for the spring musical. Very good feedback from many on the video and photos.

Thanks to Nolan, Kaitlyn and Mark Mummert, McKenna Chadwick and Gina for supplying great promo material.

2. Completed several actions regarding contracts. Received signed contracts back from all spring musical contractors. Worked on updating the spreadsheet Kelly developed with the contractor information and status of the contract. The only contract still outstanding was with the winter concert accompanist, and that should be resolved by this meeting.
3. Executed a vote by email regarding payment for the Winter Concert accompanist. We agreed to transfer the \$175 allocated to Music in the Parks accompanist to the winter concert accompanist and request an additional \$275 for the winter concert. At this meeting we need to discuss where in the budget the 275 should come from and what to plan for the spring concerts. Sara is also going to provide any addition concerts (music festival?) that might need accompanist. We should take this input and decide what SLS can support.
4. Several reminder emails and Facebook posts for jitters workshop.
5. Reviewed the survey results from FMR. Very positive. I'd like to figure out a way to get more people who respond.

#### 4.2 Treasurer's Report (L. Becker)

I have forwarded the Reconciliation Detail report for the period ended 11/30/17 to Webmaster (Kelly O'Brien) and Secretary (Jeanine Blake) to be placed on file. The beginning register balance at 10/31/17 was \$20,275.74. The ending register balance at 11/30/17 was \$17,827.43. The beginning bank balance at 10/31/17 was \$20,860.00 the ending bank balance at 11/30/17 was \$17,926.53.

- 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.**

- 2) I need W-9's completed ASAP for the following individuals. I need to have the information to Roy in December. He takes the whole month of January off. I won't have time to deal in late December.

**Action Items:**

**Angela Zereda-Ms. Metcalfe said it was in the mailbox but I still don't have it.**

- 3) 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**
- 4) **Action item: Jen is going to follow up with Lisa Chadwick. I think she may have a \$500 check for us from the school that used the Beauty and the Beast costumes.**
- 5) **Action item: Lisa to check Paypal for Fall Musical Review monies. Monies were downloaded in late November**

- 6) **Action item: Lisa to adjust budget for Survey Monkey. Needs to be raised from \$25 to \$35 dollars because the price went up. Budget was adjusted**
- 7) It was agreed that we would update our Google service to G Suite. It will cost \$5 per month.  
**Action item: Budget needs to be added to the budget. I budgeted in Website expense because I didn't want to set up a new category. Next year it should be broken out.**
- 8) Kelly—Is the Paypal dispute wrapped up and if not do you need anything from me?
- 9) I think next year contracts should indicate that checks will be mailed after services are performed.
- 10) Transferred \$175 from VC MIP accompanist to General Chorus and increased General Chorus accompanist Budget by \$275 to cover the winter concert.
- 11) Budget for accompanist for County Chorus Festival for 6<sup>th</sup> grade and 7<sup>th</sup> grade? No budget currently.

#### 4.3 Membership Chair Report (J. Robinson)

- Continued to populate current membership spreadsheet, documented parents' volunteer interests.
- Sent out confirmation messages to new members.

#### 4.4 Varsity Choir Report (A. Ranaghan)

No Report Provided

#### 4.5 Producer's Report (J. Degnan)

Producer's Report (J. Degnan)

December 12, 2017

Audition jitters workshop on and parent meeting took place on Dec. 12<sup>th</sup>. There were about 60+ students in attendance to meet the 3 mentors: Sydney Phipps, Maya Coulbourne and Mikey Bannigan. The students reacted very positively to the 3 young professionals and their tips for auditioning as well as vocal and dance warm ups. S. Metcalfe and A. Boidy also spoke about the expectations for auditions for the spring musical. The students had lots of time for questions. The three young professionals received gift cards as a gesture of appreciation from SLS. J. Degnan purchased Starbucks gift cards for a total of \$75 for [the young professionals](#).

The Audition Information Meeting was also held on December 12<sup>th</sup>, right after the jitters workshop. There was a good turnout with 50+ parents in attendance. The directors were introduced. J. Degnan and S. Metcalfe reviewed the audition packet and directed parents to the website to download.

Audition Packet was completed and has been downloaded to the webpage.

Submitted audition information paragraph to School Music Newsletter, Facebook and emails to SLS Members.

Plans for next reporting period:

- Get chaperones lined up for vocal and dance auditions.
- Coordinate with J. Robinson on audition reminders through SLS email, Facebook and December Newsletter.
- Reach out to Lisa Chadwick, Re: costume check
- Continue work on production manual.

#### 4.6 Webmaster Report (K. O'Brien)

The following was accomplished on the website & related items:

- General
  - Posted approved October minutes.
  - Posted next SLS meeting date on home page, December 12th.
  - Canceled surveymonkey monthly fee to avoid \$35 charge.
  - Created G-Suite account! Currently in the process of setting it up – requires phone call to google advisor...
- Varsity Choir / Chorus
  - Continued to track Varsity Choir registrations and fee payments (also SLS fee payments) and informed the chair. (this is complete)
  - Drafted up winter concert accompanist contract.
- FMR
  - Posted My Shot choreography video and sent link to FMR dancers.
  - Continued to support FMR fee payments, show DVD orders.
  - Supported FMR tickets chair –updated email auto-reply, updated web pages. Updated physical tickets template.
  - Updated the tickets page for FMR.
  - Continued to support FMR video promo and post on website.
  - Posted FMR photos on home page gallery.
  - Removed FMR references from the home page.
  - Disabled buttons on the FMR page.
  - Disable the tickets page for FMR.
  - Removed FMR fee payments and show DVD buttons from online store.
  - Updated FMR survey and sent out to participants.
  - Analyzed survey results and socialized with FMR chairs for them to report out at board meeting.
- Spring Musical
  - Home page: added auditions 'tell me more' announcement.
  - Home page: added jitters and audition info announcement.
  - Home page: added jitters countdown clock.
  - Worked with producer to update audition packet.

- Audition page: added jitters workshop and audition info night info page.
- Audition page: added link to audition sign-ups.
- Audition page: added audition packet.
- Audition packet: revised layout, added graphics.

Plans for next reporting period:

- Post approved November minutes.
- Post next SLS meeting date on home page, January.
- Post spring musical callbacks list.
- Post spring musical cast list.
- Add spring musical commitment contract.
- Add Cast Fee button to online store.
- Prep for spring musical participant page with producer.
- Update tech crew club pages.
- Update high school volunteer page for spring musical support.

## **5.0 Special Committee Reports**

### **5.2 Fall Musical Review Report**

1. Discussed a few open items on payments... all had been paid except the videographer who will get the remainder of his fee when he provides the video.
2. Discussed where to post photos. We noted low sales on the video with only 24 and that we should try to get more sold.
3. Discussed having ppl walk through the crowd next year to sell more raffle tix.
4. Discussed the mostly positive survey feed back and reviewed a few comments on sound, greenroom conduct, amount of rehearsal and a little confusion on signup sheet.

## **6.0 New Business**

### **6.1 Action items**

1. Look into Shutterfly access and consult with previous president, Kirsten Mummet (Jill)
2. Check mailbox for W-9 cards (Jill)

### **6.2 Motions**

The board discussed paying for accompanist for March Choral Festival and Spring Concerts. Amount was agreed to not exceed \$200. Jill moved for approval, Jen Degnan seconded it. The motion was approved.

## **8.0 Announcements**

8.1 Next Meeting January 9, 2018, 7p – SLS Chorus Room

## **9.0 Adjourn**

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

**Attachments** Click on icon to open



Bank Rec Detail  
2017.12.pdf