

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

Meeting Date: April 19, 2016

Location: SPMS Chorus Room

Time of Day: 7:00 pm

1.0 Call to Order

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

1.0 Attendees

P = Present, A= Absent, T= Telephone

	Voting Board Members		SLS Members and Guests
P	Kelly O'Brien (President)	P	Sarah Metcalfe (Choral Director)
P	Sara Hall (Vice President)	P	Kirsten Mummert (Membership Chair)
P	Khristine Smith (Secretary)	P	Angie Cavanagh (Varsity Choir Co-Chair)
P	Pam Elser (Treasurer)	A	Amy Heath (Varsity Choir Co-Chair)
A	Lynne Adams (Member at Large)	P	Phil Kittiver (Tech Crew Chair)
P	Barb Kalafos (Producer)	P	Lisa Chadwick (Costume Committee Chair)

2.0 Approval of Minutes

The minutes of the prior meeting held on March 8th, 2016 were distributed electronically with the meeting notice. With no changes during discussion, the minutes were approved as delivered electronically. Kelly O'Brien motioned to approve; Pam Elser seconded the motion. All were in agreement and motion was carried.

3.0 Old Business / Action Item Reports

Seven action items were reviewed; 4 were closed and 3 remain in work.

1. Create a list of "lending assumptions" for the conditional gift process from SLS to SPMS. (Hall) Draft list was created. (OPEN)
2. Develop artwork for an SLS Logo (Adams) - Lynne Adams' daughter is working on design. Draft was completed. (CLOSED)
3. Follow up the Shop Local event- possible opportunity for Varsity Choir to perform and put out bucket for quick fundraising for trip. Scheduled for June 4th @ 12 noon. (Heath) (CLOSED)
4. Schedule the Varsity Choir on the calendar at Applebee's (Gambrills) for next school year. A date of March 4, 2017 was reserved. (Adams) (CLOSED)
5. Call Bright View Senior Residence to coordinate with Activities director for the Varsity Choir to perform in April or May, preferably during Monday VC rehearsal. (Metcalfe) (OPEN)
6. Research potted plant appreciation gift for office staff (Graber, Voyer, Miller, Edelen) (Adams) (OPEN).
7. Coordinate year book picture for Tech Crew Club. Picture was taken for yearbook (Metcalfe) (CLOSED).

4.0 Officer's / Standing Committee Reports

4.1 President's Report (K. O'Brien)

1. Please send in your volunteer hours to Terry Miller in the front office, tcmiller@aacps.org. She would like them by month; e.g. Jill Smith, October 2015 – 12 hours. The higher the volunteer hours, the more funding that is secured for the school.
2. Sent Terry Miller the list of all attendees for all board meetings thus far so she can credit 3 hours of volunteer time per person. Submitted my personal volunteer hours to date to Terry Miller.
3. Sent in the April issue of newsletter inputs to front office.
4. Coordinated lighting capital improvements purchase. Developed a cost estimator worksheet, priced up a similar system in use at Jones Elementary, coordinated with Julie & Pete Garvey, Barb and Kathleen to arrive at a purchase solution that will augment the existing light system. Sent out a wiring diagram of the existing lighting system. Identified an 8 light LED solution and made the purchase. The cost exceeded our \$1000 lighting upgrade placeholder budget by about \$200. This will require a board vote to approve. Also, various extension cords and surge protectors were required to use the lighting (around \$124); this will also require a board vote to approve (technically it may not require a vote but the placement of the budget line item is ambiguous). *For info, a professional light rental solution was pursued with 4Wall productions and that estimate was deemed out of scope. We plan to pursue an incremental lighting upgrade approach over the next few years. Thank you Pete Garvey for meeting with 4Wall and getting the quote!*
5. Coordinated microphone capital improvements purchase. With Scott Metcalfe's recommendation, ordered 3 replacement lavalier microphones for quick delivery to support Fame. Note this is the microphone piece only; all other body mic hardware was reused. The total of about \$255 is within our budget for microphone upgrades and does not require a board vote.
6. Coordinated the design/purchase/build/paint of two sets of steps to be used for any and all SLS productions. This is a capital improvement (around \$150) that was already approved by the board. *Thank you Chris Feldmann for building the steps!*
7. Performed Ticket Committee lead duties. Continued to coordinate with showtix4u website on new two aisle seating configuration. Coordinated with producer on comp seating guidelines. Printed paper tickets. Met with Fame Box Office Gang (FBOG) to number the tickets and conduct training. Coordinated with producer on tables, trash, chairs for box office. On a daily basis after ticket sales started (both SLS members only and the general public), facilitated ticket purchases. Responded to requests on the spms.play.tickets@gmail address. Gave periodic ticket sales updates to the producer. Set up direct deposit with showtix4u. Coordinated with creative team on their comp tickets. Created emails to notify SLS members that ticket sales were underway. Prepared for box office ticket sales for each show (printed online ticket sales sheet, put together bank, pulled correct tickets for door sales, reminded the FBOG when to show up, etc.) Prepared a till sheet and deposit request for each show and gave to the treasurer. Prepared a ticket sales

roll up report that compared to the Little Mermaid. *Purchased and prepared magnetic seat row numbers that worked with the two aisle seating configuration. Set the magnetic seat numbers out and collected them back up after the final show. Note: this is not really the ticket committee responsibility.*

8. Performed Publicity Committee duties.
 - Coordinated with Nolan Marks re the Fame promo video shoot.
 - Developed the Fame information bumper to be used at end of video.
 - Wrote a Fame promotional article to be posted to the online Capital.
 - Posted Fame posters around town.
 - Delivered Fame posters to all elementary schools (except SPES).
9. Purchased five floral bouquets as appreciation for Fame creative team and coordinated 8th grade cast members to present the flowers.
10. Updated anonymous survey using Survey Monkey for Fame and sent out to cast and crew parents. In the process of analyzing results. Feedback will be used to improve for next year.
11. Requested lessons learned from Fame committee leads – generated a few starter questions to get the lessons learned going in the right direction.
12. Set up a parents-only social following the board meeting for April.
13. Coordinated with Robyn Hinson (President of Instrumental Music Boosters) to explore the possibility of an all-year universal participation permission slip for SLS and IMB. This would be much better than the separate permission slip for each event approach we are currently doing. Waiting to hear back from Ms. Hansen but it looks positive at the moment!
14. Coordinated with board members & committee leads:
 - Khristine Smith regarding draft March minutes.
 - Kirsten Mummert regarding updating the Fame social media still to be used as a bumper for the video promo piece.
 - K. Mummert regarding ConnectED message for Fame tickets.
 - Barb Kalafos / Pam Elser regarding creative team's final checks (including Nolan Marks and Scot Metcalfe).
 - K. Mummert regarding two draft policy, procedures & guidelines (request for deposit & chaperone guidelines).
 - B. Kalafos regarding Fame opening announcements for eighth grade cast members to read in a voice-of-God style. Coordinated with K. Boidy and S. Metcalfe on cast selection.
 - N. Marks and B. Kalafos regarding final cut of Fame video promo for release.
 - N. Marks / B. Kalafos regarding the show DVD order, including gratis copies for creative team and raffle winners.
 - B. Kalafos regarding contract for sound engineer.
 - Phil Kittiver regarding tech crew club painting of steps and assistance with making magnetic seat markers.
 - P. Kittiver regarding tech crew bios and head shots.
 - Amy Heath regarding Music in the Parks information email from December.

- Amy Heath regarding coordination between Box Office and Ushers.
- Amy Heath regarding last minute chaperone requests for Music in the Parks trip.
- Amy Heath regarding late deposit payments for Music in the Parks trip.
- Susan Hartley regarding raffle winner concession vouchers.
- Sara Metcalfe / Pam Elser regarding check for all county accompanist fees.
- Sara Metcalfe regarding early registration for summer children's theater workshop. (waitlisted).

15. Event Support Needed

Support will be needed for the following events/activities:

- Open Mic night.

4.2 Treasurer's Report (P. Elser)

The Treasurer's report was received and placed on file (see attached file). For March, the beginning balance was \$31,029.88. The ending balance was \$32,439.31. Pam reminded the group to turn in receipts for reimbursement.

4.3 Membership Chair Report (K. Mummert)

There are currently 167 SLS members. All members except about 3 are paid and are in good standing. Kirsten will send out a general notification to the membership to consider board positions for next year. The bylaws contain all the information on call for nominations, elections, etc.

4.4 Varsity Choir Report (A. Heath/A. Cavanagh)

1. All is going well with the Varsity Choir "Music in the Parks" field trip plans and duties. Bus, BG tickets, Competition tickets, and food vouchers have been paid for in full. (Amy has the receipts and will turn in at the next meeting.) Room assignments for the hotel have been made and turned in to the hotel. Still need to talk on the phone with the hotel chef to insure special food needs are arranged and ready to go for each meal. This will be done in the next week. Currently developing an hour by hour itinerary for the 3 day event. That will be ready for the mandatory parent meeting on May 9th after rehearsal.

2. Angie and Amy are in the process of making a "what to bring list" for both chaperones and students. We will also be making packets for chaperones as we get closer to the event date.

3. A mandatory meeting for all parents of students and chaperones will take place after the Varsity Choir practice on Monday May 9th. Both parents and chaperones will meet from 5 - 5:30 p.m. and Chaperones only will continue to meet from 5:30- 6 p.m. Students are expected to stay for this meeting.

4. The Varsity Choir will be singing at the Severna Park Shop Local Event on Saturday June 4th @ 12:30 p.m. Students will meet at the Severna Park Plaza at 12 and sing at 12:30 p.m. Students will wear shorts and their VC t-shirt that is being created. We have started something here!!! Now they are including other student groups to participate as well. It is a family fun day for all :)

5. Angie will collect information about Open Mic Night. June 10th is the date right now. It is planned that Varsity Choir will perform at the end of Open Mic night.

6. Congrats to the Varsity Choir and to Mrs. Metcalfe for their high scoring results at the recent Anne Arundel County Music Competition! Yahoo! Way to go Team Metcalfe!

4.6 Producer's Report (B. Kalafos)

Overall, the show was a success; \$12,361.00 in ticket sales. 50 less tickets were sold than Little Mermaid. Saturday matinee continues to be the least amount sold, need to come up with some ideas to encourage more attendance ie. recruiting, girls scouts/boy scout troops, church groups etc. See attached report for committee budget status and lessons learned.

4.7 Webmaster Report (K. O'Brien)

K. O'Brien continued updating information on the site. Added Fame JR promo video on home page, ticket info page and link to online ticket website, changed the countdown clock for ticket sales and music in the parks, added dates for the board meeting, uploaded the draft March minutes and posted approved February meeting minutes. Posted the two approved policy & procedures (email voting and fee waiver applications).

5.0 Special Committee Reports

5.1 Tech Crew Club (P. Kittiver)

Phil shared with group even though he has had such a great time helping with tech crew for the past two shows, he will not be returning next school year. He had given board a few names of parents who helped this year and may make a great chair next year.

1) What went well?

- The cast and crew melded together like a true company
- The show selected offered a good challenge that could be handled by students only with no adult cues needed.
- Once again, our stage manager was a student with minimal adult support
- Several kids that were not included in the 20-person Show Run crew stayed active with the production by showing up with a positive attitude and discovered things that needed to be done. (Shout outs here to Lisa Chapman and Khristine Smith for including SPMS students on their committees).

2) What did not go well (or as planned)?

- The crew leader miscalculated the available Saturday dates and had to scramble to create additional after school meetings for the 6th grade club. MY FAULT...but I did the best I could to recover. The 6th grade crew was given the opportunity to show up on five after school days to make the signs and other props (diplomas and mortar boards).

3) Did you have enough budget? If not, what would have been a better budget?

- Budget was not an issue for my club.

4) Did you have enough committee members?

- Yes, enough parent volunteers during tech week assisted the spot operators in getting their cues written in their scripts. These were solicited informally during the process and did not require a sign up for this committee at the start of the production.

5) Did you know what was expected (including the time involved) when you agreed to lead the committee?

- Yes I did because this was my second time around. It's a labor of 100% love so it feels like no time at all.

6) Hypothetically, would you be willing to lead the committee again, knowing what you know now?

- With great regret, I must resign from this position as Tech Crew leader at SPMS. I'm heavily involved with another school which is already a big time consumer. I have a suggestion for my replacement next year: Lynn Koutras (but she'll need a partner with Theatre experience so I might suggest Peter Garvey or "Jeff"....one of the Hot Lunch dads that has actual technical theatre experience.

7) What would you do differently?

- There will be 20 spots for tech week crew (just like this year) but we'll be more organized for the non-crew activities like painting signs or making tedious props or costumes.
- The production team could promote the employment of the 'paint team' by creating needs for that team.

5.2 Policy & Procedures Manual Committee Report (K. Mummert)

Two draft items went out to the board for review and comment: 1) Chaperone Guidelines 2) Deposit Request Procedure. After discussion, Kelly O'Brien motioned and Sara Hall seconded to approve the procedures. The motion carried with all in favor. These will be posted on the website.

5.2 Open Mic Night Report (A. Cavanagh/S. Hall)

A date was set for June 10th, will need help with sound, custodians. Some items to confirm before sending out information.

6.0 New Business / New Action Items

6.1 New Business-

Preliminary spring musical survey results. There were 33 parents who responded to the survey. The feedback was overwhelmingly positive. A few trouble spots were related to sound (specifically the mics), tech week hours too long and occurring during end of the marking period (homework not getting done), choice of play- appropriate for middle school, excessive paperwork and unclear deadlines. A very mixed reaction to the programs and the bios – people seemed to really love the show board or really miss the bios in the program. The survey results will be compiled over the next month and shared with the creative team.

There was discussion regarding budget adjustments for capital improvements. The lighting item of \$1000 is actually \$ 1,200.00. In addition, extension cords and surge protectors were needed at about \$124. Unclear if a vote is needed to approve the extension cord expense.

There was discussion regarding budget adjustments for the spring musical. Included in producers report.

6.2 New Action Items-

None!

5.0 Documentation of Main Motions

Vote on additional funds (324.00) to be budgeted for lighting capital improvements. Kelly O'Brien motioned; Sara Hall seconded. The motion carried with all in favor.

8.0 Announcements

8.1 Calendar Items

19 Apr SLS Board Meeting
20 Apr 6/7 Grade Chorus Toby's Dinner Theater Trip
06 May 8th Grade Chorus Trip (NYC)
09 May- Mandatory parent/student meeting for Music in the Parks / Williamsburg trip 5:00pm
10 May SLS Board Meeting
14 May Call for Nominations (Board Positions)
19-21 May Music in the Parks (Busch Gardens, Williamsburg)
24 May Chorus Spring Concert Rehearsal 3-6pm
25 May Chorus Spring Concert 7 pm (call 5:30)
04 June Shop Local – Severna Park Plaza (call: noon, Varsity Choir will perform at 12:30)
10 June- Open Mic Night
14 June SLS Board / General Membership Meeting – Board Elections

8.2 Next Meeting

Next meeting is Tuesday, May 10th at 7 pm in the Chorus Room.

9.0 Adjourn

There being no further business, Kelly O'Brien moved to adjourn (Phil Kittiver seconded) and the motion carried unopposed at 8:30pm.

Attached Files: Click icon to open.



feb 2016 treas rpt.pdf



Fame Producer
Budgets report 201604