

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

**Meeting Date:** March 14, 2017

**Location:** SPMS Chorus Room

**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

	<b>Voting Board Members</b>		<b>SLS Members and Guests</b>
P	Kirsten Mummert (President)	P	Sarah Metcalfe (Choral Director)
P	Faith Hagerty (Vice President)	P	Kirsten Mummert (Membership Chair)
P	Julie Garvey (Treasurer)	P	Amy Heath (Varsity Choir Chair)
P	Khristine Smith (Secretary)	A	Jennifer Degnan (Musical Revue Co-Chair)
P	Lisa Chadwick (Member at Large)	P	Paul Heath (SLS member)
P	Kelly O'Brien (producer)	P	Gina Dicks (SLS member)

## **2.0 Approval of Minutes**

The minutes of the prior meeting held on February 14, 2017 were distributed electronically with the meeting notice. The minutes were motioned to approve by Kelly O'Brien and Lisa Chadwick seconded the motion. Julie Garvey noted she abstained from stage manager vote last meeting and the tax form was called 10-99 not I99. These changes were made to last month minutes. All were in agreement and motion was carried.

## **3.0 Old Business / Action Item Reports**

No old business- all action items closed last reporting period.

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

### **4.1 President's Report (K. Mummert)**

- Submitted input for the SPMS March newsletter
- Provided information to board members and meeting attendees on additional information related to Varsity Choir trip. Arranged for budget to be discussed in detail at March meeting
- Continued to update SLS Facebook site with news and pictures, including information on the spring musical, Chick Fil-a Fundraiser
- Purchased X32 console; received in time to use for tech crew club training

- Supported Chick Fil-A Spirit Day; advertised via SLS Facebook page, morning announcements, and Connect-ED message, produced flyer advertising the spring musical to have available during the time the cast was singing at the restaurant

Specifically supported Spring Musical Producer in the following ways:

- Attended meetings with producer with some admin committee members, in role as house manager.
- Tracked sales of Beauty and the Beast movie tickets for March 19 showing
- Set up spreadsheet for tracking of tech week meal orders, tracking orders
- Arranged for cast, tech crew club photos to be provided to Yearbook staff
- Arranged for monitors for green room/front door for 4 shows

As Chairman of the Publicity Committee:

- Continued to work through publicity plan with producer and committee
- Through efforts on group sales, 177 elementary school students, 10 senior citizens, and 96 Girl Scouts are planning to attend 2 matinee shows
- Coordinated with Ticket Sales Chair on blocking seats for group sales
- Given large size of elementary groups, came up with alternate plan (other than backstage tour) for students. We will have the students meet in the cafeteria and hear from cast members and Mrs. Metcalfe on the play and music and drama program and will provide flyer to students/parents on program
- Finalized poster with producer and graphic artist, ordered poster for hanging and for cast/crew members. Received posters on Friday March 10. Posters are being hung around town and at school
- Asked for Beauty and the Beast JR to be advertised on school marquee
- Provided Beast ads for the Oak Hill Talent Show program and to be included in elementary school newsletters
- Coordinated with producer and committee member on media coverage of Beauty and the Beast; 1 article published in Severna Park Voice, online and in print version, another article in the works
- Posted Promo video on Facebook, arranged for it to be played at lunch and included as part of ConnectED message
- Made sure cast/tech crew bios were edited and ready for the program
- Coordinated with Show Board Chair on plans for cast photos

#### 4.2 Treasurer's Report (J. Garvey)

The treasurer prepared February Budget Report and it was reported out to the board. The Treasurer's report was received and placed on file (see attached file). For this reporting period, the beginning balance was \$18,698.47. The ending balance was \$17,400. There was a t-shirt refund.

#### 4.3 Membership Chair Report (K. Mummert)

There are 176 SLS members as of March 2017. Additional new members due to musical / tech crew club participation.

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

Amy Heath reported the final costs for the Varsity Choir Kings Dominion trip would be \$387.02 for students plus 20.00 for dinner (student would be responsible for this \$20.00) chaperone price will be \$337.02 plus 20.00 dinner cost. Amy is requesting additional monies from SLS to cover the costs of the increase in bus fare and ticket prices to park this year. The price would be reduced if SLS could cover the additional costs. Amy would like a vote at this meeting so she can send out final paperwork to parents this week.

#### 4.5 Producer's Report (K. O'Brien)

Please refer to Beast Bulletins 4 through 10 for details.

##### Production (General)

- The cast size stands at 63. All cast fees have been paid. The tech crew size is 19 and all fees are paid.
- Head shots were taken of all cast, crew, and creative team, as well as one of two all cast photos. They were edited by Deirdre King. Thank you Deirdre and Joey Becker.
- Cast and crew t-shirts were designed, ordered, produced, delivered and distributed.
- Cast bios and tech crew bios are complete.
- Cast parent social was on March 2. The dozen or so who were there had a nice time!
- Chick-fil-a day on March 6<sup>th</sup> was a fun event that had the cast singing and we raised a bit of money and awareness for the show as well.
- Extra Show DVD ordering has begun.
- The promo DVD was recorded, produced and released.
- Tech Week Meals were all planned by the committee and are being ordered.
- The cast enjoyed a group outing to see the Beauty & the Beast movie. We had a private screening with 178 attendees!
- Tables and chairs have been ordered from the custodians.

##### Rehearsals

Rehearsals have been going well. There has been one weather related cancellation. The gym has been a lot more available since basketball season is over. All chaperone slots were filled early and that has been going well.

##### Committee Meetings

Committee meetings continued during this reporting period. The producer met with front of house committees (House Manager- Kirsten Mummert, Ushers- Jeanine Blake, Group Sales – Dawn Major). She also met with the program graphic artist Alex Mead. She met with the concessions chair (Kathy Falk). She also met with the Box Office Chair (Jamey Koutras) and trained him on online ticket sales. Kelly also met with 50/50 Raffle Chair, Elizabeth Fenn. All are on track!

#### Committee Reports

The producer asked for short status updates from some of the currently more active committees. For the most part, things are on track.

**Costumes:** We will hear from Lisa Chadwick (chair). There was a call to send in bins, general costume items, specific individual costume items including shoes, and a call for specific undergarments for the cast. Lisa Chadwick stated that she was currently over her \$1000 budget by \$600 and requested more funding to complete costumes. This adjustment to budget was completely expected and aligns with the magnitude of the costume requirements. The board approved an additional \$1,000 to complete costumes (total of \$2,000 for the costume line item).

**Props:** Angie's committee has created about 60 props. They are about \$90 over their \$300 budget. Some of their charges could technically be considered set pieces but that is a wash since both are slightly over budget. Remaining props to be made are Gaston's Bow/Arrow/Quiver and Maurice's tool roll – both to be done this week. All should be complete for Saturday rehearsal. Prop tables are being set up now. Props table is staffed for all shows. The board approved the additional \$90 adjustment to budget for props.

**Set Decoration:** Since the last board meeting, all set pieces have been painted and finished. Furthermore, the set pieces such as Belle's bed, prince portrait, tavern scene, gear finishes, keg wall, crazy frames, topiaries, etc. are complete. There remains a bit of direction regarding how the director wants to hang the tavern scene and placing some other final steampunk accents. The slashed portrait (copy of the intact one) is being worked on by Atticus Boidy. The total for set decorations is \$366.63 thus far – it may go up slightly from there. Note the set dec and set construction budget was one line item for \$600 total. We split the budget between both committees. Future years should consider splitting this out beforehand.

**Set Construction:** Since the last board meeting, the main set was sanded in preparation for painting. All rolling and special set piece construction items were completed (e.g., master's chair, bookseller cart, deer head fixture, window/library, many gears, tavern scene fixture). We were able to reuse a lot of material from last year and that kept expenses very low compared to a normal set construction budget. The expenses are about \$400 (about \$100 over budget). The board approved additional funding to cover set construction and set decoration overages.

**Box Office:** SLS member pre-sales experienced some delays when the kickoff time happened. The online sales agent had to reboot their system and that caused delays and people to be kicked off the site. It also results in 8 instances of double charging on credit cards. These have all been resolved. For the most part they are much fewer delays, if any. Ticket sales to the public went off without a problem. Sales are brisk (82% sold). As of 4 pm March 21: 1,377 seats have been sold (some are comps). (for reference last year for Fame we sold 1,421 tickets total – 85%). The board discussed drafting/ sending a letter to the online ticket company seeking some remedy for the poor or nonexistent service when the ticket site went live (action item: Kelly O.)

**Programs:** The program has been drafted (thanks Alex!). Because we moved the cast and crew bios back into the program, there is a higher page count. There is not much higher cost though. The program is 16 pages and it will cost roughly \$800 for 750 programs. This is higher than our \$750 budget but we will have sold more seats than we did for Fame. Even though we will recycle programs we should be prepared to get more printed, say 200 more. There was a discussion to increase the number of programs to 1,000 and the board approved the funding for the increased cost of that. *(For info, the 1,000 16-page programs were printed by sir speedy for roughly \$878.)*

**Publicity:** This is being addressed more fully elsewhere by Kirsten. The Voice printed an article, the posters were designed and printed and distributed to all cast/crew as keepsakes. The posters are being put up throughout town. The video has been shown at lunch. A ticket sales ConnectEd went out. The show is being promoted over morning announcements. There are promo blurbs everywhere, including print, online, social, TV and radio. Publicity is running slightly under budget – we got a bargain on posters!

#### High School Volunteers

We have 17 high school volunteers! In the past we have thanked the high school volunteers with gift cards. We have \$175 in the student gift card budget. We also have 6 middle schoolers and one elementary student volunteer. The board should discuss how best to appreciate the volunteers. The board agreed to give \$10 gift cards to starbucks for most volunteers. However for the students who volunteered many hours (Isabella Wood, Sarah Howland, Cole Cavanagh, Ellie Heath, Laura Folts), the board approved amazon gift cards of \$20 (total \$100).

#### Third Year Eighth Graders

Sara M and Atticus have expressed an interest in coming up with something special for the third year 8<sup>th</sup> graders (3 years in the musical), like they do at the high school. Atticus suggested a frame with all 3 program cover artwork in it. The board agreed and Kirsten Mummert took an action to collect up images, make the photo illustrations and purchase frames for the dozen or so third year 8<sup>th</sup> graders. This includes tech crew.

#### Hair & Makeup Committee

All hair and make-up guidance went out to the cast. Khristine has a good committee and they have met a number of times for planning. Tables have been ordered for them to use for tech week and the show. All supplies are due from home on March 25<sup>th</sup>. The board approved a requested \$25 increase in budget.

#### Beast Bulletins (Communications)

Since the last board meeting, Beast Bulletins #5-10 have been sent out along with 3 or so Special Bulletins. The tech crew is starting to be included in the bulletins – they have received 2 Tech Crew Editions thus far. They are posted on the website for future reference.

#### Tech Crew Club / Beast Tech Crew

Since the last board meeting all four tech crew club sessions have met. The sessions were chaired by Lynn Koutras and Nicole Meleney. The sessions covered topics such as how to be a stage hand (Alex Moundalexis, Laura Folts), sound (Scott Metcalfe), lights (Atticus Boidy), and stage managing (Atticus Boidy). There was a tech review on the last week that was in game format and worked on team building. Also Alex M. hosted 36 tech crew club members and parents on a tour of the SPHS tech areas during RNR tear down. It was very good and we are lucky to have this high school tech connection. Tech Crew Club kids all filled out a survey and selected their preferred tech positions (rank order 1-3). These were used to match the available tech positions for the show with the Beast tech crew kids (19).

Consumable items ordered to support the production: Spike tape, glow tape, gaff tape (need to order batteries!)

Also: 4 clip lights, laser measuring tape (for light hang).

#### Tech Upgrades Progress

**Lighting Upgrades:** Since the last board meeting, the county operations maintenance manager decided to make a site visit with the work planner (Steve Busch – with whom we have been working). Then the maintenance manager failed to attend the site visit but sent a list of five items that needed to be completed (mostly by the vendor) before the plan would be approved. One item we needed was a structural engineer to certify that the beam could handle the load. This was completed on March 1st. The approval was granted on March 3rd. The lighting order was placed on March 6th. It is planned to be installed on March 24<sup>th</sup> and taken down on April 3<sup>rd</sup>. Yay! For purposes of the minutes, it is clear to SLS that all current and future installs and tear-downs using the rented motors must be done by the vendor. Sara Metcalfe has been coordinating with the front office and the gym teachers to be sure we have half the gym available on load-in and load-out days.

**Headset Rental:** We have gotten many headsets and XLR cables and a transmitter box from the high school to borrow (no charge). Thanks Alex M.! This saves us approximately \$450 per use. Producer needs to map out the headset locations to make sure we have enough cable to daisy chain.

**Sound Upgrade (Behringer X32):** The digital sound mixer was purchased and Scott Metcalfe has already demonstrated it to Tech Crew Club. It will be a nice improvement to our sound. Thanks you Kirsten for leading this!

**Upgraded Microphone Rentals:** Four vendors were queried for rental prices. They are in the following table:

Vendor	Mics	Weekly Rental Rate	Notes
AGC	AT-3000, Countryman mic	1,660	10 mics, headset
Chuck Levin/WMC		1500	6 mics, lavaliers
MD Sound Intl		2,610	6 mics
ElectroSound Systems (ESS)*	Sennheiser EW100G3 mic packs with OSP HS-06 tan headsets	820	12 mics

\* this company supplies SPHS for RNR.

In the meantime, Sara Metcalfe analyzed her mic map and she requires 17 mics for the production. She has looked at the current inventory that we have and only 6 are functional. She

requests that we rent 12 and use 5 from in-house with 1 to spare. The board approved mic rentals from ESS, 12 mics at \$820.

#### Production Manual / Playbook

There has not been much new progress on this since rehearsals began. However, there is a plan to document all the steps that are being done for this musical to be used as a reference for future musicals.

#### Observations from Auditions / Call backs Chaperones

The producer has collected observations from the chaperones at auditions and callbacks and will compile them for the directors to use in future years.

#### Select Production Milestone Dates:

- Cast Photo Shoot, photos at Dress Rehearsal (March 29)

#### Plan for next reporting period:

Continue to facilitate the 18 committees and creative team. Release Tech Week Survival Guide. Conduct Tech Week, Work with Videographer, Performances, Cast Party, Set Strike, equipment load-out. Support Show Board, Programs, Cast Party. Coordinate with treasurer to get contractors paid, receipts reimbursed, invoices paid, and get the books squared away. Send out an anonymous survey for the cast and crew families to return in order to improve for next year; analyze results and share with the board. Collect lessons learned from committee leads. Write and deliver handwritten thank you notes to creative team, student volunteers, committee leads and key support volunteers. Prepare labels for Show DVDs. Draft letter to the online ticket vendor (action item).

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

Posted the approved January minutes. Continued to update cast information page. Added ticket sales page and online ticket sales links. Updated site with Beast poster images. Added link to promo video. Added Show DVDs and Tech Week Meals to online storefront. Added Beast movie tickets to online storefront.

#### Plans for next reporting period:

Continue to work on spring musical updates and tech crew club updates. Post approved Feb minutes. Update photos. Post info on Open Mic Night.

### 5.0 Special Committee Reports

None

### 6.0 New Business / New Action Items

1. Open Mic Night- Gina Dicks will be organizing this fundraiser (slated for May 12<sup>th</sup>) (**OPEN**)
2. List of inventory- Julie Garvey will write letters for each individual items' cost to itemize and these items will be turned over to the school. Ie. scanner, teleprompter, sound board, lighting system. (**OPEN**)

3. Khristine/Kirsten will purchase frames and produce posters for 3<sup>rd</sup> year show 8<sup>th</sup> graders and the creative team. These gifts will be given at the cast party. **(OPEN)**

4. Kelly O'Brien will draft a letter to showtix4u seeking a remedy about the poor quality of service when the ticket sales went live. **(OPEN)**

## **7.0 Documentation of Main Motions**

1. SLS will cover increase in bus fare for varsity choir trip in May. The cost is now \$3,750.00 (increase of \$1,250.00) Julie Garvey motioned and Khristine Smith seconded motion. All were in favor.

2. Kirsten Mummert motioned to increase order for show programs to 1000. The additional cost will be roughly \$300.00. Kelly O'Brien seconded motion. All were in favor.

3. Increase in budget for gift cards for high school volunteers for musical. There was an increase in volunteers this year. Additional costs would be \$100.00. Khristine Smith motioned and Faith Hagerty seconded the motion. All were in favor.

4. Additional body mics will be rented to allow for more casts to use mics without having to switch out. This additional cost would \$820.00. Kirsten Mummert motioned and Julie Garvey seconded the motion. All were in favor.

5. A new tradition was considered where 8<sup>th</sup> graders who have been in shows their entire middle school career would be recognized with a special gift. It was proposed that a compilation of the 3 year show program covers be produced. It would be framed and given to them at the cast party. This additional cost would be covered by SLS. Kirsten Mummert motioned and Kelly O'Brien seconded motion. All were in favor.

6. An increase in costume budget was requested by Lisa Chadwick. The costumes were much more complicated than anticipated and increased budget this year. She will need an additional \$1,000 to cover costs. Kirsten Mummert motioned and Kelly O'Brien seconded the motion. All were in Favor.

7. We voted to increase \$357 combined for props (\$90) and set construction (\$267), for a total budget for props at \$390 and set construction \$867 (\$472 for set construction and \$395 for set decoration). Kirsten Mummert motioned and Lisa Chadwick seconded. All were in favor.

## **8.0 Announcements**

### **8.1 Calendar Items**

24-30 March	Beauty and the Beast Jr. Tech Week
30 March	AACPS Music Festival
31 March	Opening Night for Beauty and the Beast Jr
1-2 April	Beauty and the Beast Jr. performances
2 April	Beauty and the Beast Jr. Cast Party
12 May	Open Mic Night



## 8.2 Next Meeting

Next meeting is Tuesday, April 18<sup>th</sup> 2017 at 7 pm. in the chorus room

## 9.0 Adjourn

There being no further business, Kirsten Mummert moved to adjourn; Lisa Chadwick seconded the motion. The motion carried unopposed and the meeting was adjourned at 8:50 pm.

### **Attachments:**

Click on the icon to open.



February17Reconciliation.pdf