

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

Meeting Date: May 30th, 2017 (in place of June meeting)

Location: Chorus room SPMS

Time of Day: 7 pm

1.0 Call to Order

The meeting was called to order at 7:13 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	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)	P	Jennifer Degnan (Musical Revue Co-Chair)
P	Lisa Chadwick (Member at Large)	P	Gina Dicks (SLS member)
P	Kelly O'Brien (Producer)	P	Lisa Becker (SLS member)
		P	Jill Robinson (SLS member)
		P	Jeanine Blake (SLS member)
		P	Andrea Ranigan (SLS member)

2.0 Approval of Minutes

The minutes of the prior meeting held on May 9th, 2017 were distributed electronically with the meeting notice. The minutes were motioned to approve by Julie Garvey and Lisa Chadwick seconded the motion. All were in agreement and motion was carried.

3.0 Old Business / Action Item Reports

1.Sara Metcalfe requested funding request for accompanist for Maryland State Festival, King's Dominion trip and chorus concert (**CLOSED**)

2.Kirsten Mummert to reach out to Sara Metcalfe to discuss reaching out to art teachers, project runway teachers to get more kids involved with production and tech on next year's musical (**OPEN**)- Sara will look into this when school year begins, possibly looking at student involvement on the board as well.

3.Sara Metcalfe to finish the inventory from Julie Garvey list- these will be gifted to the school. (**OPEN**)

4.0 Officer's / Standing Committee Reports

4.1 President's Report (K. Mummert)

I. Overview of Events

General Chorus

8th graders traveled to New York for One-Day Field Trip (*SLS paid for bus*)
Performed at All-County Festival Competition (*SLS paid accompanist fee*)

Varsity Choir (42 singers)

6th Grade Orientation (Parent volunteers passed out fliers, answered questions)
SPHS Halloween Happenings Concert (invited)
Winter & Spring Concerts, SPMS
Holiday Carols in Halls
Caroling at Senior Center with LEO
Performance at Maryland State House (invited)
Visited Elementary schools to promote music program (handed out Beast fliers)
All-County Festival Competition- Superior rating (*SLS paid accompanist fee*)
Maryland All-State Festival Competition (*SLS paid accompanist fee*)
Music in the Parks (1st place treble choir; best MS choir overall, with 99.25 score
(*SLS paid for transportation and accompanist fee*)

Drama Camp w/ Parent Showcase

5 weeks, 5 focus areas, 106 campers
Added TV broadcasting section this year (*SLS purchased teleprompter*)
Added MCs to the Parent Showcase

Fall Musical Review (SPMS Tops the Charts) (+\$3510)

1 night, with performers and student MCs, 30 acts
Drama Camp only invited act

Spring Musical (Beauty and the Beast JR) (~+\$5,122)

Cast of 62, Tech Crew of 19
Increased cast fee to include t-shirt, DVD, cast party to streamline process
Collected tech week meal fees online
Created and implemented robust training program for tech crew
Attended Beauty and the Beast movie as a cast/crew
Brought in large groups; 4 sold out shows!
Created and presented plaques for 3-year cast/crew participants
Created Publicity Playbook for use by future volunteers
Held raffles for all four shows

Note: 19 students participated in all 4 activities- VC, DC, FMR, and Beast

II. Capital Improvements (-\$14,783)

Sound Equipment - X32 Mixing Board (\$1596.55)
Stage Lighting Package (\$13,372.36)
Caddy Buddy Teleprompter (173.38)

III. SLS Support for Event Transportation (-\$5,750)

8th Grade Chorus Trip to NYC

Varsity Choir, Music in the Parks – King’s Dominion (\$3750)

IV. Need-Based Fee Waivers (approx. -\$496)

- 1 SLS Membership
- 1 Drama Camp / Musical Review
- 1 Spring Musical Cast Fee
- 1 Music in the Parks

V. Organizational Changes

- Membership increased to 176. Previously: 157 (2015-2016) 87 (2014-2015)
- Participated jointly with Band/Strings at Fall Social
- Created logos for SLS for use on promo material, website,, etc.
- Established strong social media presence, primarily on Facebook
- Instituted Universal Permission for SLS Activities (except overnight trips)
- Utilized Online Fee Payment through website for most activities
- Established non-profit rates for PayPal
- Used Winter Chorus Concert as opportunity to collect 7 boxes of food for SPAN
- Instituted process for high school volunteers
- Held Fundraiser at Chick Fil-A

VI. Plans for Next Year

- Continue capital improvements

4.2 Treasurer’s Report (J. Garvey)

The treasurer prepared June’s 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 \$29,355.15. The ending balance was \$15,042.61. There is still no invoice from the custodians from beauty and the beast show. There are still monies coming in from the show as well.

4.3 Membership Chair Report (K. Mummert)

176 SLS members as of May 30, 2017.

4.4 Varsity Choir Report (A. Heath)

Amy Heath reported the varsity choir trip was a huge success. Congratulations to Sara Metcalfe and the varsity choir for all of their awards and accolades. There was a reimbursement check for breakfast on the departing day, since we did not eat at the hotel. \$ 134.39 will be reimbursed to SLS.

4.5 Producer’s Report (K. O’Brien)

Return of Loaned Items

Several loaned items were returned to schools and parents. The steins still need to go back to AHS (Action Item- A. Cavanagh). There are two sets of steps for the spotlight platforms and a pair of pitchforks that the producer will arrange to return to SPHS. We are storing the platforms in our storage unit.

Props Loan to Oak Hill Elementary

Sara Metcalfe is coordinating with OHES about the loan of a few props for their Beast production (rose dome, Maurice’s invention, etc.)

Beast Costume Loan by Calverton School Summer Camp

Lisa Chadwick remains the point of contact with the school for the loan of the costumes.

Income / Expenses Reconciliation

The invoice for custodians has not yet been received. The detailed income and expenses for the musical is not yet final, subject to the remaining 5% of online ticket sales (\$582.05) held back for 60 days from showtix4u (to be released on June 3rd), further receipt reimbursements and treasurer reconciliation. Note that the official income / expenses will be in the treasurer's report.

Plan for next reporting period:

Some reconciling of income and expenses remains to be done. The producer will finish lessons learned and gather all files for handoff to next year's spring musical producer.

4.6 Webmaster Report (K. O'Brien)

Posted approved April minutes. Posted June general membership meeting date (May 30th).

Plans for next reporting period:

Post approved May minutes. Start updating website for Fall activities/ SLS membership sign-ups, new board members and committee leads, etc.

5.0 Special Committee Reports

None

6.0 New Business / New Action Items

1. Sara Metcalfe will finish with inventory list that will be gifted to SPMS
2. Lisa Chadwick/Sara Metcalfe will email Calverton Summer camp to make sure they will be returning props and costumes in good shape after use. There will be no charge.
3. Stand up a budget committee for 2017-18 year: appoint chair (Robinson)
4. Outgoing board members deliver official materials to successor board members or President within 15 days following term, according to bylaws.

6.1 Farewell to Departing Board Members

Farewells and presents were presented to president and board members

6.2 Elections- Board Members 2017-2018

Elections took place.

2017-18 board will be:

Jill Robinson-President

Gina Dicks-V.P

Jeanine Blake-Secretary

Lisa Becker-Treasurer

Kelly O'Brien- Member at Large
Jennifer Degnan-Producer

7.0 Documentation of Main Motions

None

8.0 Announcements

8.2 Next Meeting

Will be determined by incoming board.

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 8:00 pm.

Attachments:

Click icon to open.



may budget report-
june 2017 sls meeting