**Spartan Lyrical Society, Inc.**

**Board Meeting Minutes**

**Meeting Date:** April 13, 2021

**Location:** Virtual due to Covid-19

**Time of Day:** 7:00pm

1. **Call to Order / Attendees / Introductions**

The virtual meeting was called to order at 7:11pm, the President being in the chair and the Secretary taking notes.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Voting Board Members** |  |  **SLS Members and Guests** |
| P | Lauri Miller (President) | P | Sara Metcalfe (Choral Director / Faculty Sponsor) |
| P | Sarah Thompson (Vice President/Co-Musical Producer) |  |  |
| P | Jen Kessler (Treasurer) |  |  |
| P | Amy Donegan (Member at Large/Webmaster) |  |  |
| P | Kim Cosler (Secretary) |  |  |
| A | Kristin Tufo (Spring Musical Producer) |  |  |

P = Present, A= Absent, T= Telephone

1. **Approval of Minutes**

The minutes from the prior meeting held on March 9, 2021 were distributed electronically with the meeting notice. The minutes were motioned for approval by Lauri Miller and Sarah Thompson seconded the motion. All were in favor and the motion carried.

**3.0 Old Business / Action Item Reports**

3.1 Status of Refunds for buses for MITP. (Kessler, Metcalfe) – CLOSED

Sara Metcalfe was able to get a $400 refund check from the bus company and it has been deposited into the SLS account.

3.2 Incoming board members to renew crowd control training. (Donegan/Tufo) - CLOSED

Amy Donegan completed her crowd control training. Tufo will not need to complete training as no more events scheduled for the remainder of the year 2020-2021.

* 1. **Officer’s / Standing Committee Reports**
	2. President Report (L. Miller)

Activities this reporting period:

* Checked SLS email and GSuite
* Sent March News You Can Use to SLS members
* Reviewed minutes and prepared agenda for monthly meeting
* Spoke with Jen and Sara about plans for 8th grade recognition

Planned activities next reporting period:

* Continue to send out membership communications; News You Can Use, as applicable.
* Coordinate website updates and social media posts as applicable.
* Reviewed the Board election policy and began planning
* Send out Board Nomination email
	1. Treasurer’s Report (Kessler)
* Beginning bank balance was $13,635.09. Ending bank balance was $13, 473.09.
* No Credit Card Statement - have $0.00 balance as the account was not used this month.
* A reconciliation the checking account will be forwarded to Secretary (Cosler) with a copy to President (Miller).
* Checked Paypal to see if money needed to be transferred from PayPal to BBT account.
* Uploaded supporting documentation to date as attachments in QuickBooks. Filed as needed.
* Picked up refund check from Sara Metcalfe. Deposited at BBT the refund check for $400 from Academy Bus.
* Delivered older SLS date and materials to Sara Metcalfe to store in Chorus Room.
* Met with Sara re: initial stages of recognition plan for 8th graders.
* Spoke with Lauri re: issues related to 8th grade recognition.
* Checked Treasurer’s email.
* Will continue to update budget as needed. Will continue to be work in progress.

Action Items:

* Continue to update budget as needed.
	1. Membership Chair Report (Thompson)

LS Membership Report - April 2021

Membership:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| As of: | 4/13/2021 | 3/9/2021 | 2/9/2021 | 1/12/2021 | 12/8/2020 | 11/20/2020 | 10/20/2020 | 9/27/2020 |
| Total Paid Members | 39 | 39 | 39 | 39 | 38 | 38 | 13 | 13 |
| Total Siblings | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 |
| Total Members | 42 | 42 | 42 | 42 | 41 | 41 | 15 | 15 |

* 1. Varsity Choir Report (J. Kessler)

No report.

* 1. Producer Report (K. Tufo)

No report.

* 1. Webmaster Report (A. Donegan)
* Will post minutes from recent SLS board meetings to the SLS webpage
	1. Social Media Report (K. Tufo)

No report.

**5.0 Special Committee Reports**

**6.0 New Business / New Action Items**

6.1 8th grade awards (J.Kessler)

* About 27 8th grade students to include in an activity
* Will be looking to brainstorm ideas for the group
* Possibly have an event on a Friday night

**7.0 Documentation of Main Motions**

The minutes from the prior meeting held on March 9, 2021 were distributed electronically with the meeting notice. The minutes were motioned for approval by Lauri Miller and Sarah Thompson seconded the motion. All were in favor and the motion carried.

**8.0 Announcements**

**8.2 Next Meeting**

May 11, 2021 @ 7pm Virtual format

**9.0 Adjourn**

Lauri Miller moved to adjourn the meeting at 7:32pm and Amy Donegan seconded the motion. All were in favor and the motion carried.