

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

**Meeting Date:** October 11, 2016

**Location:** SPMS Chorus Room

**Time of Day:** 7 pm

**1.0 Call to Order**

The meeting was called to order at 7:10 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	Sara 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	Kelly O'Brien (Producer)	A	Lynn Koutras (Tech Crew Club Chair)
P	Lisa Chadwick (Member at Large)		

**2.0 Approval of Minutes**

The minutes of the prior meeting held on September 13, 2016 were distributed electronically with the meeting notice. With no changes during discussion, the minutes were approved as delivered electronically. Julie Garvey motioned to approve; Kirsten Mummert seconded the motion. All were in agreement and motion was carried.

**3.0 Old Business / Action Item Reports**

These action items were reviewed; 2 were closed, 2 remain open

1. Julie Garvey will look into a tax exemption so SLS does not have to pay personal property taxes. She will research the most effective option, there may be personal property tax if we hold onto property ie. lights, sound equipment, costumes, sets etc. **(OPEN)**
2. Julie will also research our insurance renewal, a bill came in the mail recently. **(CLOSED)**
3. Kelly and Pete met with company to research updating lighting system. Kelly will ask clarifying questions to 4 Wall as well as ask for a further breakdown for incrementally purchasing the lighting fixtures. **(CLOSED)**
4. K. O'Brien and J. Garvey pulled together the required paperwork and submitted an 'intent to apply' for an MSAC Grant for Organizations. There has been no word from MSAC regarding the application (we have sent out two status requests). If we are invited to apply with the full FY18 application, it is due on October 27<sup>th</sup>. This could be worth between \$1K-5K and is renewable for 3 years with a streamlined renewal process. **(OPEN)**

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

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

#### **2016-2017 Planning:**

Provided SPMS front office with board meeting attendees' volunteer hours for last quarter.

Contacted Board Members about Crowd Control Training

Received approval from Ms. Hansen to conduct food drive in connection with the Fall Chorus Concert; reached out to Severna Park Assistance Network (SPAN) about doing a drive on their behalf.

**Drama Camp:** Designed and printed name tags for Drama Campers for the final two weeks of Drama Camp; Uploaded Drama Camp pictures to Shutterfly site.

**Varsity Choir:** Updated master SLS spreadsheet to reflect Varsity Choir members, provided Varsity Choir chair with spreadsheet to use for uniform handout/fitting, consulted with Varsity Choir Chair on uniform needs; implemented waiver for one varsity choir member.

**Musical Revue:** Did publicity for Musical Revue, including SLS email blasts, ConnectED message, and script for morning announcements, Made a call for audition chaperones.

**Publicity and Communication:**

Publicized SLS activities, particularly Drama Camp and Musical Revue, via Facebook.

Coordinated with Instrumental Boosters on publicity. sign-up for Music Social. 15+ Chorus students are attending the social on October 14.

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

The treasurer prepared September 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 budget , the beginning balance was \$25,986.94 The ending balance was \$29,485.89 This included the drama camp fees.

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

Kirsten is continuing to populate current membership spreadsheet, documented parents' volunteer interests. Current Membership is 123 families, including 19 siblings. sent out confirmation messages to new members.Regarding waiver we provided for drama camp, this was the feedback, "My child [who received a waiver] had a blast yesterday and is very excited to be a part of SPMS's incredible program!"

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

Amy Heath reported that all varsity choir uniforms have been given out. She is still missing 3 uniform shirts sizes x-small, large and xxl. Amy called uniform company to order the necessary sizes. Mrs. Metcalfe will call the bus company to arrange the extra day for the varsity choir field trip in May. Originally it was only going to be one overnight. She will also call University of Richmond regarding special activity.

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

A pre-production meeting was held on October 9<sup>th</sup> with the producer, director and musical director to discuss schedule, budget and long-lead items. The scripts and production materials were released to Mrs. Metcalfe/Kit. We agreed to invite the drama camp choreographer Megan Murphy to join the creative team for spring musical. K. O'Brien will follow up with Megan. Kit reviewed his vision for costumes and set pieces. Kit is open to having a 'technical' tech-crew lead (parent volunteer) to help with training on the various tech positions. He also has a high school student in mind to help out. We discussed the possibility of the tech crew taking a 'field trip' to tour the backstage and tech aspects of the new high school. The jitters workshop and audition information meeting will be discussed at our next production meeting in early December. Mrs. Metcalfe will contact Oak Hill Elementary School to inquire about our cast mentoring the elementary cast. Kit has a colleague who is appearing as Belle and is open to conducting a musical theatre master class for both casts. Sara suggested that if we have boys for the high school mentoring the boys in our cast that we start the process earlier. Sara suggested that we require parents to chaperone at least one rehearsal and require them to sign up for at least one committee.

The perusal scripts were returned to the publishing house. The logo pack was installed on the SLS drive. Some long-lead costuming purchases are being made as the opportunities present themselves. Lisa Chadwick (costume chair) has been in contact with Kit Boidy regarding his vision for costumes. We have located some versatile set pieces (wooden carts) that we can use for the production and keep for future use at SPMS.

Planned during next reporting period:

Get choreographer under contract. Plan for jitters workshop / audition information night. Reach out to oak hill elementary school producer. Continue playbook for future years' producers to use.

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

Provided a link to the approved August minutes. Updated the SLS logo. Updated the calendar page to reflect changes. Designed and posted the registration page for Varsity Choir members to sign up, order t-shirts, and pay fees. Modified the SPMS Tops the Charts flyer for use by the website. Designed and posted the SPMS Tops the Charts audition page-

with registration for acts and MC auditions, audition scoring rubric, act ideas, link to blackboard and audition rules, information, important dates. Posted the Fall Social information.

Reconciled the Fall musical review sign up slots with the registrations on hand. Notified parents who were missing fall musical revue information.

Planned during next reporting period:

Get fall musical revue participation fee payment and show DVD sign ups online. Get will-call ticket information posted for Fall musical revue. Update playbook.

## **5.0 Special Committee Reports**

### **5.1 Drama Camp (O'Brien)**

Completed Drama Camp weeks 2-4. The kids are having a great time. We have had a great deal of interest from the high school regarding student volunteering (we were able to use 5 and turned away 2 due to the late request dates and lack of need). We had a high school parent complain about the lack of a single process for handling the volunteer requests. K. O'Brien recommends we formalize a process as Fall Musical Revue and spring musical are coming up soon. In general, the campers enjoy the volunteers but prefer the older high school students. Of note, we also have a college graduate volunteer as well as a middle school volunteer (total of 7 volunteers!).

Accomplishments:

Coordinated with Jen Degnan for making fall musical revue announcement at drama camp.

Reminded drama campers of fall musical revue auditions and other important dates.

Sent out weekly reminder emails to campers, creative team, chaperones, student volunteers.

Coordinated with SPMS IT person (Shane Smythe) to get projector, cart for parent showcase.

Identified three student emcees to help with the showcase.

Reached out to creative team for 4 sentence introductions for the showcase.

Reached out to choreographer for availability to return for a brush-up on Nov 1 for Freak Flag (in support for Fall musical revue).

Planned the showcase.

Planned during next reporting period:

Continue with drama camp week 5 and conduct Parent Showcase. Invite admin/ front office staff to showcase. Acquire student volunteer gift cards and thank you notes. Coordinate with treasurer for creative team payments. Facilitate the drama camp invited act (Freak Flag) so that FMR goes smoothly. Update playbook.

## 5.2 Musical Revue (K. Smith/J. Degnan)

Khristine Smith and Jennifer Degnan reported to the board a summary of what has been completed in the past month:

Promo video completed, Nolan communicated with Jen. Sent over to office staff

Coordinated, sent out emails to parent connect through Kirsten, publicity chair.

Touched base with committee chairs about budget

Communicated with webmaster, regarding necessary forms

Coordinated with program designer

Printed out information flyers from office depot, Jen created logo

Jen creating basket for raffle

In progress:

Auditions this week- Oct. 13, 14<sup>th</sup>

Communicate with parents following auditions about volunteer opportunities

Rehearsal dates/expectations sheets to be typed up for parents

Order posters/banners after designer is finished- hang around kid friendly stores

Talk with Kelly/Kirsten about ticket operations and how to roll out

Vote to increase budget for choreographer to clean up drama camp group number.

## **6.0 New Business / New Action Items**

1.Kirsten Mummert to talk with music boosters about sharing the expenses related to upgrading lighting system.

2. Pete Garvey will develop the next phase for purchasing the new lighting system.

3.Amy Heath will order needed uniforms for varsity choir to include new shirts and vests for young men

## **7.0 Documentation of Main Motions**

1.It was motioned to pay \$75 to the choreographer to return to refresh the freak flag number for drama campers at the Nov 1 fall musical revue rehearsal. Kelly O'Brien motioned and Kirsten Mummert seconded. The motion passed with all in favor.

2. It was motioned not to pay the increase in insurance to include coverage for liability against media misappropriations/ terrorism acts against SPMS/SLS related activities. Kirsten Mummert motioned and Kelly O'Brien seconded the motion. The motion passed with all in favor.

3. It was motioned to purchase new shirts and vests for young man and additional sizes for young ladies for the varsity choir. Kirsten Mummert motioned and Julie Garvey seconded. Increase of 17.50 for shirts- totaling \$170.00 for shirts and \$230.00 for vests. The motion was passed with all in favor.

## **8.0 Announcements**

### **8.1 Calendar Items**

13,14 October- Musical Revue auditions

14 October- Fall Music Social (sponsored by Instrumental Boosters)

16 October- Musical Revue Cast list posted after 5:00pm  
19 October-Drama camp parent showcase  
26 October-Chorus performance at SPHS "Halloween Happenings"  
26-27 October- Musical Revue rehearsals  
1 November- Drama Camp "Freak Flag" Musical Revue rehearsal  
4 November- Musical Revue show  
5 November- All-County chorus concert  
14 November- NJHS Varsity Choir singing

## 8.2 Next Meeting

Next meeting is Tuesday, 15 November at 7 pm. in the chorus room

## 9.0 Adjourn

There being no further business, Kirsten Mummert moved to adjourn; Faith Hagerty seconded the motion carried unopposed at 8:35 pm.

## Attached Files: Click icon to open.



September16Reconciliation.pdf