

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

**Meeting Date:** Dec 17, 2019

**Location:** Starbucks Severna Park

**Time of Day:** 7 pm

**1.0 Call to Order / Attendees / Introductions**

The meeting was called to order at 7:05 pm, the President being in the chair and the Secretary taking notes.

	Voting Board Members		SLS Members and Guests
P	Elena Owen (President)	P	Sara Metcalfe (Choral Director / Faculty Sponsor)
P	Jen Kessler (Vice President)	P	Joni McIntyre (Fall Musical Review)
P	Lauri Miller (Secretary)	A	Rhi Gruppuso (Social Media Chair)
P	Shannon Davis (Treasurer)		
P	Amy Heath (Member at Large)		
P	Kelly O'Brien (Spring Musical Producer)		

P = Present, A= Absent, T= Telephone

**2.0 Approval of Minutes**

The minutes of the prior meeting held on November 12, 2019 were distributed electronically with the meeting notices. The minutes were motioned for approval by Joni McIntyre and Shannon Davis seconded the motion. All were in favor and the motion carried.

**3.0 Old Business / Action Item Reports**

3.1 Music Social Payment (Davis) CLOSED

3.2 Great Wolf/MIIP Contract (Kessler) CLOSED

3.3 Spring Musical Jitters/Parent Info Night (O'Brien) CLOSED

3.4 Change Open Mic to 2/28 – was 2/7 (Metcalfe/Kessler) Open Mic Night will remain on 2/7/20. CLOSED

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

**4.1 President Report (E. Owen)**

Activities this reporting period:

- For FMR did raffle basket and was Décor chair. Supported Joni as needed with reviewing materials or answering questions.
- Checked SLS box and delivered checks to S. Davis.
- Checked Gmail/Gsuite.
- Sent out News You Can Use to members.
- Corresponded with Kelly on Contracts.
- Purchased/delivered gift for FMR Chair.
- Reviewed minutes and prepared Agenda for monthly meeting.

Planned activities next reporting period:

- Continue to send out membership communications; News You Can Use, as applicable.
- Support of Spring Musical chair.
- Find out what teacher handles yearbook photos and work on making sure SLS activities are in yearbook.
- Coordinate website updates or social media posts as applicable. Reach out to Rhi on support of Spring Musical Activities.
- Reach out to Jen on Open Mic Night Playbook.
- Suggested updates to Membership Chair Playbook.

#### 4.2 Treasurer Report (S. Davis)

- Beginning bank balance was \$15,969.84. Ending bank balance was \$20,129.81. A reconciliation of both the bank and credit card accounts will be forwarded to Secretary (Miller) with a copy to President (Owen).
- Need to follow up with several outstanding check owners (Nolan, Jen, Cynthia Connolly).
- Coordinated with Keith Spencer to make payment to SPMS Music Boosters for Fall Music Social participation (\$540 gross for 54 participants less \$28.08 in PayPal fees = \$511.92 remitted).
- Deposited OMN funds:
  - Ticket Sales - \$1,230
  - Concessions - \$347
  - Less expenses:
  - Pizza - \$130
  - Plates and Napkins - \$9.30
  - Concessions - \$253.59
  - Bank back to Jen Kessler - \$200Net proceeds from OMN 1 = \$984.11 (As an FYI, we had budgeted net proceeds of \$780).
- Payments were made to the FMR contractors after show.
- Reimbursed Joni, Kim, Noelle, etc. for various FMR expenses. (Joni to report on financial outcome of FMR, but overall, I believe we netted proceeds of ~\$125, which is about \$250 under budgeted income.)
- Remainder of amount pledged for bus transportation for 8<sup>th</sup> grade chorus trip to NYC was paid.
- Accompanist for winter chorus concerts was paid.
- Ordered more checks. 100 check supply, which seems to last about one year. Payment was automatically debited from the BB&T account.
- Working with Roy to compile required information for Forms 1099-MISC (reporting for all contractors paid in excess of \$600 in the calendar year 2019). Roy will file these forms in mid-January.

#### 4.3 Membership Chair Report (E. Owen)

As of:	20190709	20190910	20191007	20191111	
<b>Total Paid Members</b>	4	23	117	120	
<b>Total Sibling Members</b>	2	3	6	6	
<b>Total Fee Waiver</b>	0	0	2 in process	1	
<b>Total Unpaid Members</b>	1	0	1	0	
<b>Total Members</b>	7	26	124	127	

Activities this reporting period:

- No change to number of members this month.
- Tracked FMR DVD sales and provided list to Joni.

Planned activities next reporting period:

- Continue to track SLS membership forms and fees
- Prepare to track Spring Musical forms and fees
- Continue to update master spreadsheet

#### **4.4 Varsity Choir Report (J. Kessler)**

Activities this reporting period:

Uniforms

- Were Still waiting on the one girl piece – had to be “produced”.
- The piece finally arrived on 12/13
- We used plan B for first performance.
- One boys’ shirt was wrong size, working on exchanging.

Statehouse:

- VC performed - sounded beautiful!

Winter Concerts:

- VC performed at both

Wash FM97.1 contest:

- We were a finalist – top 5!
- We didn’t get enough votes for top 3.
- Thanks to Sara for submitting VC for that contest!

Open Mic Night:

- Open Mic Night went really well – net profit of \$984 which exceeded projection by \$200!
- Kristen and Laurie did a great job!
- Winter OMN date was changed, but is now changed back to Feb. 7<sup>th</sup> – please check all sites to reflect correct date.

MITP:

- Contract was finalized and deposit paid.

Planned Activities for the upcoming period:

- Exchange uniform shirt
- Set up fundraising night at a restaurant
- Tshirts – early January
- New VC uniforms for girls – begin process

#### **4.5 Producer Report (K. O’Brien)**

Activities this reporting period:

- Prepared for and facilitated the first production meeting on Nov 24<sup>th</sup> with Sara M, Dave M, Elysia M in attendance. Discussed creative team roles/responsibilities, gave overview of how musicals are done at the middle school, made sure the team has rehearsal materials, gave review of the budget (creative aspects), reviewed the schedule, discussed auditions, jitters workshop, parent info meeting, choreography, set design & construction and the agenda for the next meeting.
- Reviewed / commented on Pirate Audition Packet
- Sent in the Jitters morning announcement.
- Sent in the Connect ED Jitters announcement.
- Coordinated with webmaster on jitters and audition sign-ups, posting audition packet.
- Prepared for and facilitated the second production meeting on Dec 15<sup>th</sup> with Sara M, Dave M, Elysia M, and Kim W (costumes lead). Facilitated discussion on Jitters / Parent Info preparations, auditions update, casting/show concept, costume / props concept, set design concept. Gave an overview of spring musical web pages, production committees, and tech crew club / show tech crew. Discussed use of high school volunteers.
- Facilitated Jitters and Parent Info Meeting (Dec 16). For Jitters, there were 42 kids (13 boys) in attendance. The presentations / games / videos by Sara M and Dave M were well received and the teen mentors were much appreciated.
- Facilitated the parent info meeting. It was well-attended; we got out about 20 minutes early.
- Purchased gift cards (\$25 Starbuck’s) and wrote out thank you notes to the two teen mentors (Sarah K and Drew S)

- Followed up with Sara M. / clarified rehearsal opportunities on early dismissal days.
- Picked up Little Mermaid costumes from Jones rep (thank you Jodi!)
- Requested quote from Artistic Design Concepts for chain motor rental / install and additional ETC Colorsound Transmitter.
- Director requests an additional transmitter for lighting system. I have requested a quote from the vendor. We will need a board vote to approve capital expense.

Planned activities next reporting period:

- Meet with costume chair for early start to costume plan.
- Return Little Mermaid costumes to costume closet.
- Follow up on return of costume loan from Atticus – Action Item??
- Coordinate with webmaster on callbacks list, callback materials, cast list, cast fee, cast commitment contract, cast/crew info page.
- Get permission slip for choreography assistant (Cassia).
- Send out morning announcements and Connect Ed announcements for auditions.
- Facilitate auditions / callbacks.
- Make dinner arrangements for the audition team for Jan 10th
- Prep for parent information night / committee sign-ups
- Pending decision with director on need for a separate lighting person.
- Pending decision with director on high school student volunteers.
- Follow up with lighting chain motor installer and quote for transmitter.
- Outreach to contact who volunteered Johnson Lumber as a sponsor for the set.
- Make script copies for tech crew and place in binders.
- Set up production meetings: one with set design / construction focus, one with tech focus

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

Activities this reporting period:

- General
  - Posted approved October minutes.
  - Posted next SLS meeting date on home page, Dec 17
  - Sent out News You Can Use for Nov on behalf of Elena.
- Home Page
  - Posted next SLS meeting date, Dec 17th plus change of venue due to school conflict.
  - Updated announcement boxes (posted and took down Fall Musical Revue (tickets/ show DVD), Open Mic Night, added Audition Jitters and general info for Pirates auditions).
  - Updated carousel
- Spring Musical
  - Posted audition packet
  - Updated and posted audition sign-up sheet
  - Updated and posted jitters workshop and parent info night (and took down)
- Varsity Choir
  - Added Christmas Choir Vote button
  - Sent daily reminders for SLS to vote for Varsity Choir
- Fall Musical Revue
  - Added FMR promo video link
  - Updated / prepped FMR ticket ordering page
  - Took down active links after event.
  - Added FMR photos to carousel
  - Coordinated with event chair
  - Coordinated with photographers to get FMR pictures loaded onto shutterfly
- Open Mic Night

- Took down active links and put in placeholder for next OMN
- Updated next OMN to Feb 28<sup>th</sup> and then back to Feb 7<sup>th</sup>
- Coordinated with event chair
- Tickets
  - Took down FMR ticket into and posted a placeholder for spring musical

Plans for next reporting period:

- Post approved November minutes.
- Post next SLS meeting date on home page, Jan 14
- Spring Musical: callbacks list, callback materials, cast list, cast fee, cast commitment contract, cast/crew info page.
- Continue to clean up spmsplay@gmail inbox.
- Update the forms page
- Get ready for next Open Mic Night

#### **4.7 Social Media Report (R. Gruppuso)**

No report provided this month nothing to report. Social media sites will continue to be updated with current SLS information.

#### **5.0 Special Committee Reports**

##### **5.1 Contracts Committee Report (K. O'Brien)**

Activities this reporting period:

- Updated the following contracts and sent out for signature along with a notice of independent contractor status, instructions for background check or fingerprint –supported background check, and a blank W-9 (if applicable)
  - Winter chorus accompanist
- Continued updating the Service Contractor Info and Payment Schedule spreadsheet to show status/contact info of all contractors and send to treasurer

Plans for next reporting period:

- Follow up with Music Director and Stage Manager for completed contracts
- Continue search for lighting designer / programmer for spring musical (pending decision by director)
- Send out contracts and materials to:
  - Lighting designer / programmer for spring musical (pending decision)
  - Accompanist for spring chorus performances
- Coordinate with treasurer on status of completed W-9s
- Complete payment schedule and share with treasurer
- Follow up with any background check needs
- Confirm that contractors are reimbursed for fingerprint costs (around \$58)

##### **5.2 Fall Musical Revue Report (J. McIntyre)**

Fall Musical Review was a success! Thank you Joni for all your hard work. DVD's will be ready soon. FMR raised about \$200 profit.

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

- 6.1 Committee Lead Guidelines for Spring Musical
- 6.2 Spring Musical Parent Meeting Conflict with SPHS Dance Festival
- 6.3 K. O'Brien to look into changing the mandatory cast parent meeting from 7 pm to 6 pm on Jan 21.

#### **7.0 Documentation of Main Motions**

- 1). The minutes of the prior meeting held on November 12, 2019 were distributed electronically with the meeting notices. The minutes were motioned for approval by Joni McIntyre and Shannon Davis seconded the motion. All were in favor and the motion carried.
- 2). K. O'Brien moved and Shannon Davis seconded to approve a capital expense not to exceed \$400 for an additional wireless transmitter (or relay) for the lighting system. All were in favor and the motion was passed.

## **8.0 Announcements**

### **8.1 Near Term Calendar Items**

16 Dec	Jitters Workshop – Spring Musical Parent Info Night
8-9 Jan	Spring Musical Auditions
10 Jan	Spring Musical Dance
21 Jan	Spring Musical Parent Meeting
22 Jan	Spring Musical First Rehearsal
28 Jan	Feeder School Concert at SPSHS
7 Feb	Spring Open Mic Night
14 Feb	Registration for Tech Club opens

### **8.2 Next Meeting**

January 14, 2020 at 7pm in the Chorus Room at SPMS.

## **9.0 Adjourn**

Kelly O'Brien moved to adjourn the meeting and Lauri Miller seconded. All were in favor and the motion carried.