

# Spartan Lyrical Society, Inc.

## Board Meeting Minutes

**Meeting Date:** May 9<sup>th</sup>, 2017 **Location:** Starbucks- (chorus room unavailable) **Time of Day:** 7 pm

### 1.0 Call to Order

The meeting was called to order at 7:07 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)	A	Sara Metcalfe (Choral Director)
A	Faith Hagerty (Vice President)	P	Kirsten Mummert (Membership Chair)
P	Julie Garvey (Treasurer)	A	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 Shrout (SLS member)
		P	Angie Cavanaugh (SLS member)
		P	Jeanine Blake (SLS member)

### 2.0 Approval of Minutes

The minutes of the prior meeting held on April 18th, 2017 were distributed electronically with the meeting notice. The minutes were motioned to approve by Kirsten Mummert and Lisa Chadwick seconded the motion. All were in agreement and motion was carried.

### 3.0 Old Business / Action Item Reports

1.Lisa Chadwick will purchase 5 bins to store costumes for Beauty and the Beast. **(CLOSED)**

2.Julie Garvey completed inventory list, gave to Sara Metcalfe to review and approve. **(OPEN)**

3.Lisa Chadwick talked to Calverton School regarding use of our B & B costumes. School would like to rent them. Due to SLS non-profit status, not sure we can charge a fee. School would be responsible for picking up and returning clean and mended if needed. Contract should be drawn up for them to sign. **(OPEN)**

### 4.0 Officers' / Standing Committee Reports

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

Continued to update SLS Facebook site with news and pictures

Contacted Severna Park Voice photographers about pictures taken during Beauty and the Beast; posted link to SLS Facebook page.

Provided list of SLS inventory to Sara Metcalfe for her review.

Signed checks for Beauty and the Beast expenses.

Rescheduled the last meeting of the year, with the change in the end of school year date.

In capacity as membership chair, sent out notice to SLS members about the elections for 2017-2018. Will send out a reminder half-way through the month.

Started organizing files and folders for next year and cleaning out SLS email.

Coordinated with Sara Metcalfe about fees for accompanist for Spring Chorus Concert, State Chorus Festival, and Varsity Choir trip to King's Dominion.

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

The treasurer prepared April 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 \$15,710.44. The ending balance was \$24,187.72. There are many outstanding checks as well. Julie suggested new system in place of quick books for next school year. She found the quick books to be difficult to manage and use. She also brought up expense of renting the storage unit each month versus setting aside a budget for construction every show. Julie also mentioned the possibility of an assistant treasurer, given the work load. Julie is purchasing lock bags for next year.

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

176 SLS members as of May 9, 2017.

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

Amy Heath was not present for the meeting.

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

**Online Ticket Vendor Response:** The producer received an apologetic reply from showtix4u for the online ticket difficulties that were experienced when the site went live. They assured us they took steps to remedy the situation and offered us a \$200 credit in service charges for our next production.

**Return of Loaned Items:** Several loaned items were returned to schools and parents. The live feed camera was returned to Nolan Marks. 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 SPSHS. We are storing the platforms in our storage unit.

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**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 Costumes Rentals by Calverton School Summer Camp:** Lisa Chadwick updated the board on the school's interest in renting the Beast costumes for a summer theater camp. Katie Evans is the point of contact at the Calverton School. After discussion, the board voted to loan the costumes. Costumes will be loaned clean but as-is in terms of alterations. All costumes will be loaned and they can use what they need. Costumes should be returned cleaned. Lisa Chadwick remains the point of contact with the school. Lisa also acquired five bins for costume storage.

**Anonymous Beast Cast / Crew Surveys:** There were a total of 31 cast parent surveys returned. There were 7 questions total, using Survey Monkey. All four experience related questions (communication, audition process, parent volunteer experience, and child's overall experience) were rated very highly. Communication and child's overall experience were rated the highest. The parent volunteer experience was rated the lowest, but still high.

Many creative aspects of the play exceeded expectations, especially Music/Singing, Costumes, Choreography, Acting, and Sets/Props. Sound scored the lowest, not quite meeting expectations.

For the administrative aspects of the play, most items were rated highly. The website scored the highest. The scores for online ticketing were the lowest, not meeting expectations due to the site crashing. *For info, the online ticketing scored the highest in this category for the past two years.*

For each question, there was an opportunity to add comments. The final question was open-ended and asked what should be improved for next year's musical. There were 92 comments; most were very positive. It is recommended that the comments be reviewed by the production team and directors next year to improve the process and continue to deliver outstanding experiences and performances!

Note: only 4 tech crew parents filled out the crew survey – all gave high ratings and there was only one comment. No further analysis was done.

**Lessons Learned – Committee Leads:** The committee leads sent in lessons learned to the producer for improvement for future productions. They were asked to list what went well, what did not go well, questions about adequacy of budget, committee size, expectations, willingness to lead next year. All committee leads submitted lessons learned except Costumes, Box Office, and T-Shirts. Thanks everyone for getting those turned in! (note: observations from the audition chaperones are also included).

**Creative Team Lessons Learned:** The producer interviewed the Stage Manager (A. Moundalexis) and the Director (A. Boidy) on what went right and what should be done differently for next year. Those comments are captured and can be used by the incoming producer. The musical director and producer still need to submit comments and/or be interviewed. If time permits, the sound engineer and choreographer will also be interviewed.

**Show DVDs:** The 106 show DVDs were delivered on time on April 30th. They were distributed through Sara Metcalfe for all chorus students. Non-chorus student DVDs were delivered through the front office (sixth period teacher mailbox). All community orders (about 10) were mailed by the producer. Of note, the postage to mail the DVDs (almost \$3 each) was not accounted for in pricing the show DVDs.

**Preliminary Report of Income / Expenses:** All independent contractors have been paid. The invoice for custodians has not yet been received. The detailed income and expenses for the musical is not yet final, subject to further receipt reimbursements and treasurer reconciliation. Note that the official income / expenses will be in the treasurer's report. (Note: a \$656 check from OHES was misplaced and deposited late for group seats.)

**Plan for next reporting period:** Other than remaining odds and ends, the production is essentially closed for the year. 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 Mar minutes. Posted info on deferral of Open Mic Night.

**Plans for next reporting period:** Post approved April minutes. Post new meeting date as May 30.

### **5.0 Special Committee Reports** None

### **6. New Business / New Action Items**

1. Sara Metcalfe requested funding request accompanist for Maryland State Festival, King's Dominion trip, and Chorus concert.

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.

### **7. Documentation of Main Motions**

1. SLS will lend costumes with inventory/contract agreement to Calverton School. Kirsten Mummert motioned and Khristine Smith seconded motion. All were in favor.

2. SLS will fund additional monies needed for accompanist \$225.00 for chorus finale concert, \$200.00 for Kings Dominion varsity choir trip, \$175.00 State Competition. Kirsten Mummert motioned and Julie Garvey seconded motion. All were in favor.

### **8.0 Announcements**

#### *8.1 Calendar Items*

May 12            State Festival for Varsity Choir

May 19-21       Varsity Choir Kings Dominion trip

May 25           Spring Chorus Concert

#### *8.2 Next Meeting*

Next meeting is Tuesday, May 30, 2017 at 7 pm. in the chorus room

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### **9.0 Adjourn**

There being no further business, Kirsten Mummert moved to adjourn; Kelly O'Brien seconded the motion. The motion carried unopposed and the meeting was adjourned at 8:16 pm.