

Spartan Lyrical Society, Inc. Board Meeting Minutes

Meeting Date: February 14, 2017

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

	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	Paul Heath (guest)
P	Kelly O'Brien (producer)	P	Gina Dicks (guest)

2.0 Approval of Minutes

The minutes of the prior meeting held on January 9, 2017 were distributed electronically with the meeting notice. The minutes were motioned to approve by Faith Hagerty and Gina Dicks seconded the motion. All were in agreement and motion was carried.

3.0 Old Business / Action Item Reports

These action items were reviewed; 4 were closed, 0 remain open

1.Kirsten Mummert to write Ms. Germanos a thank you note for her support. **(closed)**

2.Sara Metcalfe to call about pod unit to extend monthly rental. Unit will be rented month to month. Bill to be paid. **(closed)**

3.Sara Metcalfe will send thank you note to Elaine Bachmann for facilitating an invitation for the Varsity Choir to sing at the Maryland State House. **(closed)**

4. Gina Dicks will follow up with Chic Fil A and Ledos regarding singing and fundraising. Ledos not interested in singers, held a date in March for Chic Fil A **(closed)**

4.0 Officer's / Standing Committee Reports

4.1 President's Report (K. Mummert)

1. Submitted input for the SPMS February newsletter
2. Continued to update SLS Facebook site with news and pictures
3. Confirmed price and availability of X32 console, available in 2-3 days from Alto Music. (information regarding sound system below)

X32 Console

- 40-input channel, 25-bus digital mixing console for Studio and Live application
- 32 MIDAS-designed, fully programmable mic preamps for audiophile sound quality
- 25 Fully automated motorized 100 mm faders allow for instant overview, powerful scene management and DAW
- 16 XLR outputs plus 6 additional line in/outputs, 2 phones connectors and a talkback section with integrated or
- Individual and dynamic LCD Scribble Strips on all channels and buses creating easy assignment and intuitive

1) **Built-in effects**, two of which will be extremely useful: **compression**, which will regulate the dynamic range so that a singer that goes from very quiet to very loud will be much more controlled, and won't distort the audio like it does now; and second, **more sophisticated equalization** that will help us minimize the amount of feedback in the stage monitors and FOH speakers. There also other like like delay and reverb that can be used, when needed, as special effects.

2) **Storage of mixes**. Each scene of the musical will be stored as a separate file right on the board that can quickly be recalled during the performance. That means no more scrambling to turn on and off the mics that are being used for a given scene, all of that will be automated along with the levels set during rehearsal and tweaked as needed during each performances.

These functions and others make it optimal for the musical but will also be very helpful for the Broadway night and other performances.

4. Followed up with Gina Dicks on fundraisers at Chick Fil-a and Ledo's
5. Wrote thank you to Ms. Germanos at SPHS for donations
6. Coordinated with Gina Dicks about chairing Open Mic Night.
7. Coordinated with board members and committee leads, including Varsity Choir
8. Chair Amy Heath regarding Varsity Choir trip logistics and Kelly O'Brien regarding the Spring Musical.

9. Specifically supported Spring Musical Producer in the following ways:
Reviewed and provided feedback on committee plan for musical, suggested handout with description of all committees

Prepared Cast List spreadsheet to collect cast contracts and fees and facilitate email communications for Musical Director and Producer

Provided cast list contact list for cast families

Supported Producer at Spring Musical Mandatory Parent Meeting

Collected Committee sign-up sheets and provided producer with final listing of committee volunteers

Provided Producer with list of high school volunteers and their contact information

Arranged for headshots for cast members, coordinated dates with Producer and arranged for high school volunteer to assist

Created spreadsheet for Tech Crew Club/Beast Tech Crew and provided to Tech Crew Club Chair; followed up with tech crew club members for payment

Consulted with graphic designer on t-shirt design

As Chairman of the Publicity Committee:

Drafted Publicity Plan for Spring Musical, consulted on plan with Producer

Reached out to Committee members and started working together through the plan

Updated Beast ad for RnR program, provided to high school committee

Created flier for elementary school music teachers in effort to encourage groups to attend Beast matinees, flier distributed during music visit to elementary schools.

Coordinated with Girl Scouts and Elementary School Group Sales leads

Met with producer and director on ideas for poster, provided vision to graphic designer, reviewed initial poster designs, and provided feedback

Coordinated with Show Board Chair on plans for cast photos and program

Arranged for high school volunteer to take rehearsal pictures; posted pictures on Facebook, provided a subset of the pictures to Webmaster

4.2 Treasurer's Report (J. Garvey)

The treasurer prepared January 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 \$29,888.47. The ending balance was \$26,506.43. Julie submitted **10-99** to accountant for tax purposes.

4.3 Membership Chair Report (K. Mummert)

173 SLS members as of February 2017. Additional new members due to musical participation.

4.4 Varsity Choir Report (A. Heath)

Amy reported that Kings Dominion ticket prices have increased this year. \$24.00 more per ticket this year. She is requesting SLS to cover the increase for the bus as well as the park tickets.

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

Production Kickoff

Immediately after the last board meeting, we had call backs & casting. The cast size was originally 64 but 1 student did not accept their role. We currently have a cast of 63. The producer thanks Sara Metcalfe, Atticus Boidy, Megan Murphy for their professionalism during auditions and callbacks and callback chaperones Lisa Chadwick and Amy Heath.

The mandatory parent meeting was conducted on Jan 17th. The cast parents had an opportunity to meet the director, musical director and producer, and learn about all of the 18 committees. Cast fees and SLS membership fees were collected as well as committee sign-ups. Thank you to board and standing committee members for facilitating the meeting and keeping track of fee payments. *Note, one person still has the cast fee outstanding. This is being resolved.*

The read through / first rehearsal went very well. The chaperone sign-up process seems to be sufficient as well as the chaperone instructions. The creative team received their first installment payments at the first rehearsal. Choreography began in earnest the following Tuesday.

Rehearsals

Rehearsals have been going well. The cast has been focused in all areas. The call lists have been coming out on Sundays as expected. There was confusion about who was called for tap but that was resolved. There have been no weather related cancellations. Sometimes the track team has been using the gym but so far this has not been a problem.

Committee Meetings

We have had several committee meetings. On January 27th the director, producer and music director had a virtual meeting addressing scheduling, rehearsal spaces, access to the school, and deadlines for committees.

On Jan 29th, the producer met with the director and then with the following committee chairs: costumes, props, set decoration, set construction, choreographer and music director. The purpose was to get a sense of the approved set design and understand how it impacts the other areas. There was additional insight as we went through the scene sheets and identified costume changes, props and set pieces. There are minutes and action items for this meeting.

A separate meeting was held on Feb 4th with the director, producer and set decorator. We reviewed all the set decoration requirements as envisioned by the director. This will be balanced with budget and time considerations. There were preparation notes for this meeting.

The producer and director met one-on-one with several committees on Feb 8th. Costumes, Hair & Makeup and Props all sat down with questions and clarifications.

On Feb 8th a Tech Crew Club and Beast Tech Crew meeting was held with co-chairs Lynn Koutras and Nicole Meleney, the music director, the director and producer. There are minutes and action items for this meeting. A follow-on meeting was held with the Stage Manager and the director and producer on Feb 12th.

On Feb 11th, a meeting was held with the administrative chairs as well as the director and producer. This consisted of the chairs for publicity, show board, tech week meals, tshirts, and cast party. The Program chair was not able to attend so this will be rescheduled. There are minutes and action items for this meeting.

Next meeting is front of house committees, set for Saturday, Feb. 18th.

Committee Reports

The producer asked for short responses to a series of status questions from some of the currently more active committees: Costumes, Props, Set Construction, Set Decoration, Hair & Makeup. It seems like everything is going well. Costumes is not able to assess their level of completeness or what additional resources they might need. The producer continues to try to facilitate with organizational assistance. It is a tough job and Lisa Chadwick and her committee will deliver – we just want to be sure that no one loses their mind in the process ☺

Chaperones

All chaperone sign-up slots are full. Yay! All seem to know what is expected. The ones who have had schedule conflicts have communicated appropriately.

High School Volunteers

We have had several high school volunteers request placement through the website. The process seems to be working for the most part. The producer is seeking input from the committee leads whether any more high school volunteers should be accepted. In general, no more help is needed except maybe ushers. Also in the past we have thanked the high school volunteers with gift cards. Since there are so many, alternative ideas were discussed.

Set Construction

Set construction met for two long Saturday sessions and got the main stage complete. It looks great and there remains a bit of sanding work to do before priming / painting. Also there are a few rolling set pieces complete. A few remain as well as the window/library reveal feature in Belle's room. This should be complete this week. Many thanks to Chris Feldmann, Ray Chadwick, Joe Becker, Greg Lowman, Jared Calish, Jason Wright, Todd Powell, Brad Hansen, Dan Blake, and Mark Mummert.

Beast Bulletins (Communications)

So far 4 Beast Bulletins and 2 Special Bulletins have gone out via email to the cast. This seems to be keeping everyone informed of progress and is streamlining the email messages. They are posted on the website for future reference.

Tech Crew Club / Beast Tech Crew

There was a transition of leadership of Tech Crew Club (TCC) and Beast Tech Crew (BTC) in January. Two parents volunteered to co-chair tech crew club (Lynn Koutras and Nicole Meleney). We have four weeks of Saturday tech sessions lined up with guest speakers covering tech topics. For Beast Tech Crew, an adult Stage Manager was identified – Alex Moundalexis, who is on staff at SPHS. He is available to call all of our shows and will be there for most of tech week. TCC has space for 32 students and BTC has space for 20 students. All BTC students are part of TCC. All spaces were full within 24 hours of the first day's morning announcements and the website sign-up going live. Almost all fees are paid as well. Alex has offered to do a SPHS tech tour on Mar 20th. We are waiting to see if this offer is extended to TCC or just BTC.

Tech crew is very popular. There is a long waiting list for tech crew and some parents were unhappy with the lack of opportunity to sign their kids up. This should be discussed to improve for next year.

Tech Upgrades Progress

Lighting Upgrades: We are in a holding pattern on the lighting upgrades. Since the last board meeting we discovered that we did not need a splitter at \$608 and that we only needed an extra receiver at \$272.55. This amounts to \$335 in cost savings. We updated the lens tube sizes to 26 degrees each for the same price. The county enquired about the total weight on the ibeams. Then they enquired about assurances that only the vendor (Advanced Concept Group –ACG) would set up and tear down the rented chain motors (each and every time). This is for liability reasons and we changed the wording of the motor rental quote to reflect that. This will add about \$260 to the rentals in future years. The vendor has gotten word from the architect that it will get approved. We have gotten word from the supervisor of operations that it is still in review. As of today, the system is approved through Planning & Design and needs to get Maintenance approval. This should happen over the next day or two. If the motors do not get approved, there is another plan to mount the lights using two 10-foot upright trusses with bases. Also, the vendor was able to test the DMX jack and it is operational. Yay!

Headset Rental: We have a rental quote from the vendor at \$453 including cable for a six headset tech solution. There is a possibility we can borrow the high school's legacy headsets once the new ones are checked out and operational. We will know in a few weeks. This will save us \$453.

Sound Upgrade (Behringer X32): The digital sound mixer is discount priced through altomusic at \$1570. This will allow sound improvements and will allow scenes to be preset. It is in stock. Kirsten Mummert is leading this.

Upgraded Microphone Rentals: Four vendors were queried for rental prices. The current lighting vendor, AGC, has 10 AT-3000 with Countryman mics E6i avail for rent. Their best discounted rate is \$1660 for one week. Chuck Levin Washington Music Center has only 6 mics available for \$1500 for one week. However they are lavaliers only. Maryland Sound International has lots of mics available; they are \$125per day plus \$20 for a headset. They will rent us a week for the cost of a 3 day rental. For 6 mics it would cost: \$2,610. Another quote is pending from Electro Sound Systems out of Newark DE. They supply the high school during RNR.

Production Manual / Playbook

There has not been much new progress on this since rehearsals began. However, there is a plan to document all the steps that are being done for this musical to be used as a reference for future musicals.

Observations from Auditions / Call backs Chaperones

The producer has collected observations from the chaperones at auditions and callbacks and will compile them for the directors to use in future years.

Laser Cutting Training

The producer has completed training to use the laser cutter at her place of employment. The laser cutter can be used to cut gears and other steampunk symbols out of wood, paper and other materials to offer lower cost options for set decorations and costumes. (There are some materials that cannot be used). The first pieces should be complete later this week or early next week.

Board votes (Stage Manager, Headsets, X32)

1. Khristine Smith moved and Kirsten Mummert seconded a motion to pay a stipend of \$400 to Alex Moundalexis for stepping in as the Stage Manager.
2. Kirsten Mummert moved and Julie Garvey seconded to rent 6 headsets from ACG for \$453 if borrowing from the high school is not an option.
3. Khristine Smith moved and Kelly O'Brien seconded to purchase the Behringer X32 from altomusic for \$1570.

The motions passed with all in favor.

Select Production Milestone Dates:

- Cast Bios and Tshirt Sizes: Feb 14th
- Tech Crew Bios and Tshirt Sizes: Feb 15th
- TShirt Art Work due: Feb 15th
- Head Shots: Feb 21st
- Promo Video Taping: Feb 21st
- TShirt Order: Mar 4th
- SLS Ticket Sales: Mar 10th
- General Public Ticket Sales: Mar 17th
- **In work:**
 - Cast Photo Shoot
 - Show DVD orders
 - Additional TShirts
 - Tech Week Meals

Plan for next reporting period:

Continue to facilitate the 18 committees and creative team. Coordinate with the minister of fun on a parent social and a whole cast/crew outing. Move ahead with the lighting upgrade purchase and rentals. Continue to facilitate Tech Crew Club and Beast Tech Crew; follow up with the high school tech tour. Follow up with microphone rental quotes. Work with Nolan Marks on the Promo Video and Alex Mead on the program. Work with publicity and tickets – especially WRT group sales. Continue work on the production manual and producer's playbook.

4.6 Webmaster Report (K. O'Brien)

Posted the approved December minutes. Posted cast list. Added password protected area for cast information. Added cast information page, which has: chaperone sign-ups, weekly rehearsal call list, all past beast bulletins, the rehearsal schedule, cast contact list, cast list, committee descriptions, choreography video clips, cast bios and tshirt size forms, important dates, cast commitment contracts, etc. Added tech crew club page. This included all the information plus a sign-up button, permission slip, fee payment button and tech crew bios and tshirt size form.

Plans for next reporting period:

Continue to work on spring musical updates and tech crew club updates. Post approved February minutes. Update photos. Prepare for online ticket sales starting Mar 10th. Prepare for online Show DVD orders and tech week meal orders.

5.0 Special Committee Reports

6.0 New Business / New Action Items

No new action items

7.0 Documentation of Main Motions

1. Khristine Smith moved and Kirsten Mummert seconded a motion to pay a stipend of \$400 to Alex Moundalexis for stepping in as the Stage Manager. **Julie abstained from this vote. Vote passed with 5 in favor.**
2. Kirsten Mummert moved and Julie Garvey seconded to rent 6 headsets from ACG for \$453 if borrowing from the high school is not an option. All in favor
3. Khristine Smith moved and Kelly O'Brien seconded to purchase the Behringer X32 from altomusic for \$1570.
4. Faith Hagerty motioned and Kirsten seconded motion to cover the additional bus and park increase for the Varsity Choir trip. \$2,350.00- 5 in Favor 1 abstained

8.0 Announcements

8.1 Calendar Items

21 February Beauty and the Beast Jr. headshots at rehearsal
25 February Tech Crew club begins

8.2 Next Meeting

Next meeting is Tuesday, March 14, 2017 at 7 pm. in the chorus room

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 8:20 pm.

10:28 AM

02/12/17

Spartan Lyrical Society, Inc.
Reconciliation Detail
Checking BBT, Period Ending 01/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,202.51
Cleared Transactions						
Checks and Payments - 10 items						
Check	01/03/2017	CC	Amazon.com	X	-3.99	-3.99
Check	01/03/2017	CC	Amazon.com	X	-3.98	-7.97
Check	01/10/2017	249	Amy Heath	X	-12.00	-19.97
Check	01/17/2017	250	Kathleen Boidy	X	-1,469.08	-1,489.05
Check	01/17/2017	251	Sara Metcalfe	X	-1,400.00	-2,889.05
Check	01/17/2017	CC	Wyndham	X	-750.00	-3,639.05
Check	01/17/2017	253	Megan Murphy	X	-750.00	-4,389.05
Check	01/18/2017	CC	RVA	X	-540.00	-4,929.05
Check	01/23/2017		BB&T	X	-7.50	-4,936.55
Check	01/23/2017	CC	Amazon.com	X	-3.99	-4,940.54
Total Checks and Payments					-4,940.54	-4,940.54
Deposits and Credits - 3 items						
Deposit	01/25/2017		BBT	X	100.00	100.00
Deposit	01/25/2017		PayPal	X	214.26	314.26
Deposit	01/25/2017		BB&T	X	6,086.00	6,400.26
Total Deposits and Credits					6,400.26	6,400.26
Total Cleared Transactions					1,459.72	1,459.72
Cleared Balance					1,459.72	28,662.23
Uncleared Transactions						
Checks and Payments - 1 item						
Check	01/25/2017	254	Audrey Gutierrez		-77.72	-77.72
Total Checks and Payments					-77.72	-77.72
Total Uncleared Transactions					-77.72	-77.72
Register Balance as of 01/31/2017					1,382.00	28,584.51
New Transactions						
Deposits and Credits - 1 item						
Deposit	02/12/2017		PayPal		813.42	813.42
Total Deposits and Credits					813.42	813.42
Total New Transactions					813.42	813.42
Ending Balance					2,195.42	29,397.93