

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

Meeting Date: October 10, 2017

Location: SPMS Chorus Room

Time of Day: 7 pm

1.0 Call to Order

The meeting was called to order at 7:00 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	Jill Robinson (President)	P	Sarah Metcalfe (Choral Director)
P	Gina Dicks (Vice President)	P	Andrea Ranaghan (Varsity Choir Chair)
P	Lisa Becker (Treasurer)	P	Elena Owen (Fall Review Chair)
P	Jeanine Blake (Secretary)		
P	Kelly O'Brien (Member at Large)		
P	Jen Degnan (producer)		

2.0 Approval of Minutes

The minutes of the prior meeting held on August 22, 2017 were distributed electronically with the meeting notice. The minutes were motioned to approve by Jill Robinson and Jen Degnan seconded the motion. All were in agreement and motion was carried.

3.0 Old Business / Action Item Reports

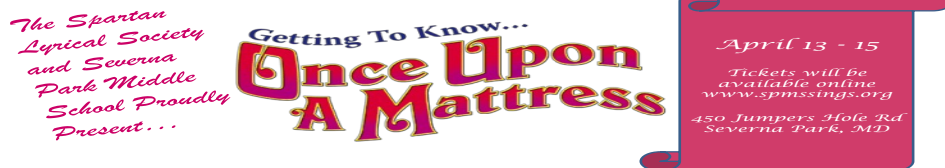
1. Lisa to call about obtaining credit cards instead of debit cards due to the increased security and protection that a credit card provides. (CLOSED)
2. All to brainstorm theme ideas for Fall Musical Revue and we will decide at the next meeting. (CLOSED)
3. All to brainstorm ideas for a Student Advisory Council for SLS to present at the next board meeting. (CLOSED)
4. Producer to check with HS Falcon Club regarding check not yet cashed (CLOSED)
5. Hard copy letter to be placed in office mailbox for Debbie Shaffer at SPMS about confirmation letter regarding acceptance of donated material - color scanner, teleprompter, sound console, stage light package (CLOSED)
6. Awaiting signed contracts from Fall Musical Review and Drama Camp contractors. They will be fully executed upon receipt. (CLOSED)

7. Emails to be sent regarding finger printing requirements to all contractors once signed contracts received (CLOSED)
8. Spreadsheet for SLS membership to be updated (CLOSED)
9. Secure Choreographer for Drama Camp (CLOSED)

4.0 Officer's / Standing Committee Reports

4.1 President's Report (J. Robinson)

1. SLS receives a free ¼ page ad in the program for SPHS's Oklahoma. I designed and submitted the ad via email to Kim and SPHS Drama. This is what was



submitted:

2. Received Nonprofit tax status confirmation and card via mail. Thank you, Lisa, for being so proactive about this! Will pass card on to Lisa at the meeting.
3. Kelly and I worked together recording all the payment and registrations that have come in for SLS, Drama Camp and Varsity Choir. SLS has 134 members currently.
4. Held SLS parent's information night on September 13. We had a full music room of attendees; all feedback was that the kids and families are looking forward to this year's activities.
5. Publicized SLS activities, particularly Drama Camp and Musical Revue, via Facebook.
6. Received all contracts for Drama Camp, all have been signed and sent back to Lisa for documentation and copies sent electronically to all contractors.

4.2 Treasurer's Report (L. Becker)

I have forwarded the Reconciliation Detail report for the period ended 9/29/17 to Webmaster (Kelly O'Brian) and Secretary (Jeanine Blake) to be placed on file. The beginning register balance at 8/31/17 was \$13,634.35. The ending register balance at 9/30/17 was \$18,839.20. The beginning bank balance at 8/31/17 was \$14,080.35 the ending bank balance at 9/30/17 was \$19,814.20.

Items of note paid during September:

I paid the \$200 deposit for the Varsity Choir bus trip for Music in the Parks. The cost of the bus is \$3,750. Our budget has SLS contributing \$2,450 and the students contributing \$1,300 for a total of \$3,750.00. SLS will collect money from the students for the trip and pay Gunther both our portion and the student portion so there is no need to request separate invoices from Gunther for this trip.

Other Business:

- 1) As discussed last meeting since SPMS collects money from the students for the 8th grade NYC trip and SLS is budgeted to pay \$1,550 and the total cost of the bus is \$2,351. Gunther should provide two invoices (\$1,550 SLS+ \$801 SPMS) . These numbers are subject to change if an additional bus is required due to the increase in students in the 8th Grade Chorus.
 - **Action Item: This year we will coordinate to have Gunther bill in two parts or to coordinate with SPMS to pay the bus in two portions. Ask if Ms. Metcalfe can manage this process along with her communication with Gunther and SPMS.**
- 2) I responded to Roy Carson's request to provide information so that he can submit our required form 990-N. I received and filed a copy of the 990-N
- 3) I printed out the email that I sent Ms. Debbie Schaefer (Financial Administrator SPMS) requesting acknowledgement of the property donated from SLS to SPMS. I gave the letter to Lily to give to Ms. Metcalfe to give to Ms. Schaefer. **It worked. I got a copy of the letter from Ms. Schafer.**
- 4) I contacted the Comptroller of Maryland and applied to renew our Sales and Use Tax Exemption certificate on Thursday, September 7th. There was no cost associated with the fact that we were late to request our renewal. Provided SLS is in good standing we should not have a problem getting renewed. We may not be renewed by the expiration date of September 30th. This will only be an issue if we wish to use our certificate to avoid paying sales tax on a purchase before the renewal occurs. The Comptroller representative seemed to think that we would receive our new certificate in mid to late October.
 - **Action item: Lisa to follow up and make sure that the renewal is appropriately processed. Jill said that we received it. I forwarded a copy to all board members.**
- 5) Went to the bank and talked with them about the credit card.
 - **Action item: Jill signed the necessary application. Waiting to see their response. Then we can decide who will get cards and what their limits will be. I will have it auto pay each month to avoid paying any interest.**
- 6) I forwarded final budget worksheets to Gina Dicks (Drama Camp), Andrea Ranaghan (Varsity Choir) and Jennifer Degnan (Spring Musical) along with actual expenditures thus far.
- 7) Chairs/Ms. Metcalfe, please be sure to prompt me for payment of contracts etc. I several sets of books and although I will try to remember when things are due but I don't want to forget anything.
- 8) I did my first download from Paypal. I tried coding memberships by program. It took me almost 3 hours. I undid it because I realize that no one, not even me is that crazy. I did all of the membership income and all of the Paypal fees to Admin and it took 20 minutes. Memberships are budgeted in Admin anyway. We have fees budgeted in the various programs but there is no way I'm figuring them out for that small amount of money. That was really the point of raising membership dues any way so it's all good.

- 9) I need W-9's completed ASAP for the following individuals. I need to have the information to Roy in December. He takes the whole month of January off. I won't have time to deal in December.

- **Action Items:**
- **Angela Zereda-Ms. Metcalfe must get or I need contact information**
- **Nolan Marks-I emailed the form and mailed the form with his check. HAVE W9**
- **Alex Moundalexis-Gina to get or give me email and I will try. HAVE W9**
- **Alison Lavia-Gina to get or give me contact information and I will get. HAVE W9**
- **Let's say that they won't get another check from SLS until they complete the form**
- **Next year include the W9 as part of the contract.**

4.3 Membership Chair Report (J. Robinson)

- Continued to populate current membership spreadsheet, documented parents' volunteer interests.
- Sent out confirmation messages to new members.

4.4 Varsity Choir Report (A. Ranaghan)

Andrea Ranaghan was in attendance. She discussed the status of uniforms. She discussed possibility of purchasing several new vests for the young men and discarding old/worn/overly altered pants for young women.

4.5 Producer's Report (J. Degnan)

Jen Degnan met for pre-production meeting with creative team to discuss and confirm:

Choreography position for Mattress:

- Morgan Gingerich verbally accepted the offer. The formal contract will be sent out shortly. The rest of the creative team will have their contracts in hand shortly.

Audition jitters:

- Workshop on Dec. 12th.
- Atticus to reach out to one member of last year's panel and find two additional speakers.
- Creative team to meet with panel prior to the workshop, the weekend of 12/9-10

Set:

- Creative team discussed first steps of the set.
- Stage to have two levels this year, matching Belle's bedroom level from last year.
- Construction of the mattresses to be considered on a rolling bed
- Creative team to investigate purchasing new or used backdrop

Costume Designer:

- Atticus to further investigate viability for costumer

Audition packet:

- Packet from B&B is being updated to support Mattress by Mrs. Metcalfe – facilitated by Jen Degnan.
- The packet will be available on the website the week of information meeting, Dec 12th.

Chorus Room:

- Materials from last year's production need to be inventoried, labeled and stored prior to kicking off the audition process in January.
- Board to determine date for group effort.

Planned during next reporting period:

- Prepare PR for audition jitters workshop and audition information night.
- Refine the plan and conduct the jitters workshop/audition information night.
- Continuing working on new set design plan.
- Creative team to reach out to costume designer student.
- Refine the plan for auditions, get chaperones signed up.
- Get materials to choreographer so she can start mapping out numbers.
- Continue playbook for future years' producers to use.

4.6 Webmaster Report (K. O'Brien)

The following was accomplished on the website & related items:

- General
 - Posted approved August minutes.
 - Posted next SLS meeting date on home page, October 10th.
 - Posted parent orientation slides on the about us page.
 - Updated the calendar to show two chorus concert dates for winter and spring.
 - Substantially revised the instructions for online commercial background checks and posted.
 - Trained president/membership chair to use 123contract and ecwid websites to reconcile our master spreadsheet.
 - Updated links on Forms page (ongoing).
 - Reached out to SPS Ms Germanos to socialize our interest in high school volunteers.
- Drama Camp
 - Added Drama Camp blurb to home page.
 - Added Drama Camp start countdown to home page.
 - Posted link to drama camp chaperone sign ups.
 - Upgraded 123contact forms to gold status so we could get spreadsheets downloaded – this resulted in a monthly fee of \$19 that expires Oct 14th.
 - Tracked Drama Camp registration and fee payments (also SLS fee payments) and kept the chairs informed.
 - Sent out two rounds of reminder notices to drama camp parents who were missing registration or fee payments.
 - Posted drama camp promo video on website and passed link to DC chairs.
 - Updated 'high school volunteer' page to accept applicants for helping with drama camp and FMR – forwarded all enquiries to the chairs.
 - Attended drama camp planning meeting (Sept 17).

- Varsity Choir
 - Added VC auditions blurb to home page.
 - Posted VC auditions countdown to home page.
 - Posted VC audition chaperone sign-ups.
 - Went live on the VC audition pages.
 - Posted the VC results list.
 - Updated VC registration and fee payment on website.
 - Went live on the VC registration page. (posted revised contract, revised registration form, fees).
 - Tracked Varsity Choir registrations and fee payments (also SLS fee payments) and informed the chair.
 - Sent out one round of reminder notices to VC parents who were missing registration or fee payments.
- FMR
 - Added FMR audition countdown to homepage.
 - Updated FMR important dates.
 - Provided input to FMR flier.
 - Provided input to FMR audition information pages.
 - Provided Sara B with last year's FMR audition information.
 - Provided input to 'call for volunteers' email and updated volunteer googlesheet.
 - Provided last year's FMR pictures to Nolan for use in promo video
- Spring Musical
 - Updated spring musical play selection and dates info page.

Plans for next reporting period:

- Post approved September minutes.
- Post next SLS meeting date on home page, November.
- Discontinue the gold status on 123 contacts by Oct 14 to avoid the next monthly fee.
- Update the DC surveys and send out to campers (through chairs).
- Upgrade surveymonkey account to be able to download DC surveys.
- Analyze DC surveys and socialize the results with the board.
- Draft up FMR audition webpages for chair's approval.
- Go live on FMR audition pages / sign-ups (Oct 27th)
- Continue to coordinate with Nolan Marks & chairs on FMR promo videos.
- Prep FMR cast participation info, registration & fee payment pages as well as volunteer sign-ups.
- Post FMR cast list on Nov 10th.
- Go live on FMR cast pages – begin tracking fee payments, registrations, DVD orders.

5.0 Special Committee Reports

5.1 Drama Camp (Gina)

No written report received.

5.2 Fall Musical Review Report

1. Working with Kelly on updating emails including the one asking for Volunteers. We have a volunteer for usher and for decorator so far.
2. We have been in contact with the videographer, Nolan and he is working on the video clip.
3. Alex Meade has volunteered to help with graphics and we provided him a list of deliverables and proposed dates.
4. We are in the process of setting a meeting with Kelly O'Brien to discuss all the website electronic aspects (payments, sign-ups, etc.).
5. Created Flyer and will distribute at Drama Camp tomorrow.

6.0 New Business / New Action Items

1. Follow up on the processing of the credit card and discontinue debit cards. (Jill/Lisa)
2. Follow up with contractors to confirm completion of finger printing process (Jill).
3. Buy new vests and shirts to total 15 vests and 15 due to increase number of boys in Varsity Choir (Andrea)
4. Creating tracking system to track who receives each uniform to monitor alterations and returns (Andrea)
5. Send contracts to spring musical contractors (Jill/Jen)
6. Put Jitters workshop information on morning announcements at school (Jen)
7. Create/send Survey Monkey to parents at conclusion of Drama Camp to solicit feedback re: experience, process, etc. (Kelly/Gina)
8. Identify possible dates for Open Mic Nite to be held at SPMS (Mrs. Metcalfe)

6.1 Professional Services Contract Process (O'Brien)

As a result of last month's board discussion on contracts, a formal process was drafted out for developing, approving, releasing, maintaining and paying out on contracts for future years. The draft process was socialized via email with the board and committee leads and discussed. Essentially, the president will appoint someone to update the professional services contracts as soon as the budget and schedule are complete. The Contracts Chair will follow the approved process and set up tracking for contractor background checks, W9 submittals, signed contracts and signed Notices of Independent Contractor. The Contracts Chair will also set up a fee payment schedule for the convenience of the treasurer and will parse out the payment schedule to the event chairs for tracking. Acting as this year's Contracts Chair, Kelly O'Brien sent out the fee payment schedules for this year.

There was a discussion regarding whether the chorus accompanist should be tracked as a professional services contractor. It was determined that the accompanist should be under contract and go through the commercial background check as well as W9, etc. Kelly O'Brien took an action to get the accompanist contract drafted and the process started.

After discussion, Kelly O'Brien motioned and Jill Robinson seconded that the Process to Develop Professional Services Contracts be approved. All were in favor and it was sent to the webmaster for posting on the website.

8.0 Announcements

8.1 Next Meeting

Nov 14, 2017 – SLS Chorus Room

9.0 Adjourn

There being no further business, Jill Robinson moved to adjourn; Jeanine Blake seconded the motion. The motion carried unopposed and the meeting was adjourned at 8:45 pm.