

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

Meeting Date: April 14, 2020

Location: Virtual due to Covid 19

Time of Day: 7:00pm

1.0 Call to Order / Attendees / Introductions

The virtual meeting was called to order at 7:17pm, 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)	A	Rhi Gruppuso (Social Media Chair)
P	Lauri Miller (Secretary)		
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 March 10, 2020 were distributed electronically with the meeting notices. The minutes were motioned for approval by Amy Heath and Jen Kessler seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Email Motions since last meeting, discuss if temporary or will be standing (E. Owen) Motions will be temporary due to current school closure. Motions are noted below.

- On Mar 19, via email, Kelly O'Brien moved and Amy Heath seconded that we suspend our policy on email voting and streamline it to a motion, a second, and all board members vote (with minimal discussion). Note, only simple motions should be made (that don't require discussion). Secretary must still record the vote in the next board meeting minutes. All were in favor and the motion carried.
- On Mar 19, via email, Kelly O'Brien moved and Amy Heath seconded that we suspend our policy of requiring two signatures on SLS checks, provided the sole signature is the sitting treasurer and we have a two-person check audit at fiscal year-end. Note: only one signature is required by the bank; we have the two signature requirement as an internal policy. All were in favor and the motion carried.

3.2 Reach out to the Boys and Girls Club to offer 20 gifted tickets to the Pirates April 4th 2pm showing.
(O'Brien) *CLOSED as it is overcome by events.*

3.3 Provide lunch for SPMS Administrative Staff as a thank you for their continued support of SLS.
(L.Miller) *CLOSED as it is overcome by events.*

4.0 Officer's / Standing Committee Reports

4.1 President Report (E. Owen)

Activities this reporting period:

- Checked Gmail/Gsuite.
- Checked mailbox and deposited \$400 check from Exelon
- Discussed communications on play status in light of school closures
- Discussed refunds for Varsity Choir due to school closures
- Reviewed minutes and prepared Agenda for monthly meeting

- Researched conference call options and set up
- Reached out to current Board plus Jodi Roberts on roles for next year
- Reviewed the Board election policy and began planning
- Discussed keepsakes creation for Play
- Discussed and participated in 2 motions electronically

Planned activities next reporting period:

- Check Gmail/Gsuite
- Continue to send out membership communications; News You Can Use, as applicable.
- Support of Spring Musical chair
- Coordinate website updates or social media posts as applicable.
- Reach out to Jen on Open Mic Night Playbook
- Recruiting activities for next year's board members
- Discuss refunds with various parties, if applicable
- Create play keepsakes, if applicable during this period
- Clean-up passwords list (need varsity choir email password)
- Ask about additional T-shirts/posters for play

4.2 Treasurer Report (S. Davis)

- Beginning bank balance was \$15,749.17. Ending bank balance was \$24,551.10. A reconciliation of both the bank and credit card accounts will be forwarded to Secretary (Miller) with a copy to President (Owen). Don't let ending balance fool you – we have \$9,563.42 in outstanding checks waiting to clear.
- Thanks to Jen and Sara for coordinating refunds related to MITP: GWL (\$2,500 in deposits paid to date), bus transportation and Festivals of Music participation payment. GWL has been refunded. Still waiting for refunds to come through for bus and participation.
- Paid for show T-shirts.
- Coordinated with VC chair and VP (Kessler) to refund balance payments to VC students and chaperones (\$150 for students and \$300 for student + chaperone). Thanks again to Jen for preparing all envelopes! Created new account in QuickBooks for "Field Trip Expense" to offset existing "Field Trip Income" account for refunds. (Normally these expenses would be categorized as "Travel – Transportation, Lodging, etc.)
- Reimbursed several parent volunteers for show-related expenses (props, set construction, set decoration). Still waiting for remaining costumes and hair/makeup receipts to be submitted.
- As agreed with Kelly and Elena, paid show choreographer remaining \$250 due (~ 90% of her work had been performed as of the date of the last rehearsal) and lighting designer \$150 (good faith payment). We also refunded \$72 in tech week meals to parents of 3 cast members who had paid for those already.
- Consulted with Kelly and Elena on possible show scenarios moving forward.

4.3 Membership Chair Report (E. Owen)

- No new membership activity for this period

Planned activities next reporting periods:

- Evaluate edits/updates to Membership Playbook, if any.

4.4 Varsity Choir Report (J. Kessler)

Activities this reporting period:

- Fundraising Night – I contacted Chipotle to cancel and said I would be in touch to reschedule in Fall
- MITP:
 - March 10th Sent EM about trip being cancelled
 - Lots of communication with Sara and others as needed about trip cancellation
 - Reviewed all the relevant contracts
 - Talked with Orchestra trip chair – regarding refunds, their new plan

- Great Wolf Lodge
 - Called and EM'd
 - our contract locked us in at 90 days notice. We were under that
 - I sent a letter via email with Dr. Arlotto's email canceling trips and secured a refund.
- Worked with Sara on a revised plan –
 - Six Flags Maryland, banquet at restaurant, 2 day trips, no overnight, Sara wanted to wait until closer to April 15, which was our last day to cancel MITP and get refund
- Waited a while –
 - Cancelled bus, MITP
 - Processed refunds for all who made deposits for Spring Trip
 - I did the envelopes, Shannon wrote the check – Thanks Shannon!!
 - Sent email to VC families
- VC T-shirts – Tshirt order is on hold until the company can open back up and complete the order

Planned Activities for the upcoming period/ at some point when able:

- New VC uniforms for girls – Sara will look as time permits
- At some point, if possible, will plan a banquet for VC
- When able, will get Tshirts to students
- When able, have students turn in uniforms

4.5 Producer Report (K. O'Brien)

Activities this reporting period:

General

- Sent out the following communications to cast and artistic team:
 - Special Edition Pirate Posts (Mar 11, 12, 13, 18, 29)
 - Message from the director and choreographer (Mar 18)
 - Riddles for Robert (Mar 19)
 - Dress Like a Pirate Night notice (Apr 4)
 - Visit our virtual showboard notice (Apr 3)
- Communicated with Tech Crew Club (Mar 12, 13)
- Set up emergency meeting with artistic team, president and treasurer (Mar 12)
- Communicated with stage manager, lighting designer (Mar 12)
- Posted Pirate items of interest on facebook
- Ordered speaker parts: 8 microphones arrived, 3 headsets are being shipped. One headset on back order.
- Individually communicated with each committee lead to essentially place their committee on hold (with a few exceptions).
- Sent out instructions for expense reimbursement to committee leads. (Mar 19)
- Turned in producer / set construction expense receipts to treasurer.
- Discussions with artistic team –
 - The sprayer came in to use to add grip to the stage floor for choreo.
 - Changes to choreo / blocking to have no physical contact – not feasible
 - Availability for summer camp – yes for an extra \$600-1200 dollars per week for choreo. Got a schedule of available weeks.
 - Availability for early fall – yes
 - General desire to wait and see.
- Looked at expenses incurred to date and financial impact of shutting down the show. To summarize, we will lose about \$2400 if we cancel the show. If we continue with a live stream or a live show, our expenses will rise to \$8300. (Mar 24) Discussions with president, treasurer and music director led us to stop considering a live stream option as it would be difficult to break even. (also this title was not available for a live stream license through MTI).

- Contacted MTI about show postponement or refund. We were granted an indefinite postponement but have not gotten a reply on refund or fee credit. (Mar 23)
- Worked with Shannon Davis to get partial payments to the choreographer and the lighting designer to get them up to date. Director and Music Director were already current in terms of pay.

Status of Committees:

- **Costumes** – On Hold. Received approx. \$1000 in receipts for costumes. Potentially \$400 of costumes could be returned.
- **Props** – On Hold. One pirate chest construction is complete (no handles or paint yet) but materials are purchased to make another. Materials and chest are in storage unit. Expenses turned in but not complete (need Byrne and Oswald).
- **Hair & Make-Up** – On Hold. Expenses not turned in yet.
- **Set Construction** – On Hold. Expenses turned in (approx.\$133, note Johnson Lumber was a sponsor of about \$1000)
- **Set Decoration** – On Hold. Expenses turned in (approx. \$380)
- **Concessions** – On Hold. No expenses incurred.
- **Tickets** – On Hold. No expenses incurred.
- **Group ticket sales** – On Hold. Producer requested the chairs each out to their groups to ask them to hold tight until we know the way ahead. Benfield asked that we tear up their check and contact them when we know more. No school checks were deposited but Brightview paid by paypal and we are still holding their funds (\$96).
- **50/50 Raffle** – On Hold. No expenses incurred.
- **Ushers** – On Hold. No expenses incurred.
- **Security** – On Hold. No expenses incurred.
- **Publicity** – 100 posters were ordered and given out to the cast. The tech crew does not have theirs yet. Cost for 100 posters was approx. \$120. Currently On Hold.
- **Photography** –Shelly loaded all the head shots for cast and tech crew club onto Shutterfly. Elena is working on 8th grade awards. On Hold. No expenses incurred.
- **Program** – Sara reviewed the list of musical numbers and singers for program. On Hold. No expenses incurred.
- **Showboard** – Kelly designed a template for showboard keepsakes and then customized each one for the cast. Each cast member was emailed a copy of their keepsake. No expenses incurred.
- **Tech Week Meals** – On Hold. No expenses incurred. Refunds given to the 3 families who purchased meals.
- **Cast Party** - On Hold. No expenses incurred.
- **T-Shirts** – Tshirts arrived and the cast tshirts were given out during the lockdown – observing social distancing rules. We still have about a dozen cast shirts that were not picked up. Thanks to Lisa Shrout for getting that done during a stressful time! The tech crew shirts have not been distributed. Expenses, about \$1000 for cast (59) crew (25) comps (5) and parents (25).
- **Tech Crew Club** – Club meeting number 3 was canceled. The downselect for show tech crew is on hold. Approx \$170 incurred (tape, binders, nametags, script copies)

Discussion at Meeting on the Way Ahead:

Sara has not heard anything from the school about reopening plans. She has reached out to do a virtual meet-up with the cast on Monday, Apr 20. Elena suggested that if we can't do the show we might be able to do a cast party at some point. Another board member mentioned doing a Pirates number as part of the Fall Musical Revue. In any event, if Pirates is canceled for this year (or early Fall) she is not to try to do it again the following year. It would be a new musical.

Planned activities next reporting period:

- Continue to remind receipts turned in for committee chairs. (Oswald, Byrne, Tufo, Kim W.)
- Stand by for new developments on school reopening plans.

- Follow up with Tech Crew Club / Tech Crew
- Order final mic headset (back order); coordinate with Scott Metcalfe.

4.6 Webmaster Report (K. O'Brien)

Activities this reporting period:

- General
 - Posted approved February minutes.
- Home Page
 - Posted next SLS meeting date, April 14.
 - Updated announcement boxes (took down Music in the Parks trip deposit payment, added Virtual Cast Showboard box)
 - Changed contact info for social media pics to regular gmail address
- Spring Musical
 - Posted cast/crew info page (weekly newsletter, choreo tracks - finale)
 - Updated spring musical and tickets pages to show that show dates are impacted by covid-19
 - Added a new page and buttons for Virtual Cast Showboard
- Varsity Choir
 - NTR
- Fall Musical Revue
 - NTR
- Open Mic Night
 - NTR
- Calendar
 - NTR

Plans for next reporting period:

- Post approved March minutes.
- Post next SLS meeting date on home page, May 12
- Spring Musical – TBD
- Update calendar and VC pages to show canceled events.

4.7 Social Media Report (K.O'Brien)

Activities this reporting period:

- **Recent Fb Posts**

Mar 12 – Pix of parent reactions to shut down news

Mar 12 – Pix of last rehearsal / lemonade party

Mar 19 – Posted a youtube link to the opening number of FMR, We're All in This Together

Apr 3 – Opening Night - Link to virtual showboard

Apr 5 – Dress Like Pirate Night pictures

5.0 Special Committee Reports

5.1 Contracts Committee Report (K. O'Brien)

Activities this reporting period:

- Nothing to report for this reporting period.

Plans for next reporting period:

There are no additional contracts anticipated for the remainder of the year (spring concert canceled).

6.0 New Business / New Action Items

6.1 Board Elections

6.2 Refunds/Payments (if not fully covered in Committee Reports above)

7.0 Documentation of Main Motions

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8.0 Announcements

8.1 Near Term Calendar Items (school now cancelled through April 24)

~~3/28 — Spring Musical Tech Week Begins~~

~~4/3-5 — Spring Musical Shows~~

~~4/23 — Varsity Choir at Fort Meade~~

5/4-8 State Middle School Chorus Festival

8.2 Next Meeting

May 12 (probably no longer a conflict)

9.0 Adjourn

Kelly O'Brien moved to adjourn the meeting at 8:13 and Lauri Miller seconded. All were in favor and the motion carried.