

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

Meeting Date: March 10, 2020

Location: Starbucks Severna Park

Time of Day: 7:00pm

1.0 Call to Order / Attendees / Introductions

The meeting was called to order at 7:07 pm, the President being in the chair and the Secretary taking notes.

	Voting Board Members		SLS Members and Guests
P	Elena Owen (President)	A	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 February 11, 2020 were distributed electronically with the meeting notices. The minutes were motioned for approval by Jen Kessler and Shannon Davis seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Yearbook Photos (E. Owen) Photos of Pirates cast and tech crew club were provided. CLOSED

3.2 Write letter to Johnson Lumber for lumber donation for Pirates set construction (Action Item – Miller)
CLOSED

4.0 Officer's / Standing Committee Reports

4.1 President Report (E. Owen)

Activities this reporting period:

- Checked Gmail/Gsuite.
- Sent out News You Can Use to members.
- Corresponded with Ms. Bollino on yearbook deadlines. Sent cast and tech crew club pictures plus candids and confirmed receipt.
- Corresponded with Shelly Hoffmaster on photos for yearbook and on Spring Musical 8th grade Keepsakes
- Gave Lisa Shrout T-shirt sizes
- Volunteered to put up posters on 3/21
- Corresponded with various parties on Parent Social
- Reviewed minutes and prepared Agenda for monthly meeting

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
- Discussed contingency plans for play if schools ended up being impacted by COVID 19
- Research best service for next meeting if it needs to be over the phone
- Coordinate website updates or social media posts as applicable.
- Reach out to Jen on Open Mic Night Playbook

- Suggested updates to Membership Chair Playbook
- Start planning for recruiting next year's board members
- Discuss refunds with various parties
- Check SLS mailbox and deliver check from earlier this month to bank or Shannon
- Try to figure out who contributed and thank them
- Track May meeting conflict, possibly have meeting at Starbucks

4.2 Treasurer Report (S. Davis)

- Beginning bank balance was \$11,872.16. Ending bank balance was \$15,749.17. A reconciliation of both the bank and credit card accounts will be forwarded to Secretary (Miller) with a copy to President (Owen). Subsequent deposit from PayPal was made on 3/6/2020 for \$4,868.40 (membership fees, MITP balances and extra show T-shirts).
- Paid \$3,402.26 (total balance outstanding) on credit card on 2/21/2020 in advance of scheduled payment date to clear credit card for MITP \$2,000 payment for MITP.
- Made \$2,000 deposit payment to GWL for MITP trip on 2/21/2020. Following up with Jen's contact at GWL as it doesn't appear payment went through on credit card.
- Prepared VC fundraising report to date and submitted to Vice President and VC Chair (Kessler).
- Created PayPal invoice for Brightview Senior Living for show tickets. Invoice has been paid.

4.3 Membership Chair Report (E. Owen)

As of:	20190709	20190910	20191007	20191111	20200114	20200224	20200322
Total Paid Members	4	23	117	120	122	154	155
Total Sibling Members	2	3	6	6	6	6	7
Total Fee Waiver	0	0	2 in process	1	1	1	2
Total Unpaid Members	1	0	1	0	1?	3	0
Total Members	7	26	124	127	129	164	164

Activities this reporting period:

- Made what should be final updates for the year

Planned activities next reporting period:

- Participate in any decision on refunds, if applicable

4.4 Varsity Choir Report (J. Kessler)

Activities this reporting period:

- Open Mic Night
 - What happened to pictures – asked Kristin to look into it – waiting to hear from her
- New Uniforms
 - Sara got a catalog and has started looking – paused until after musical
- VC T-shirts
 - The kids voted and Sara is ordering today or tomorrow
- 6th grade info night
 - coordinated dinner for who also had play practice until performance time

- Picked up pizza, water, etc. Set up, clean up, etc.
 - took pictures of the group performing
 - AA County Festival
- Monday, March 9th
 - Superior Rating – qualified for States
- Fundraising Night
 - Chipotle – March 25th 5-9.
 - Note: We only receive funds if we generate sales of \$300 or more. Otherwise, we don't receive anything. We need to really publicize it. Will do announcement and connect ed and I will also post on social media.
- MITP:
 - Revised and finalized trip costs
 - Revised and finalized permission slips
 - Worked with Kelly to get website set up for permission slip and deposit online
 - Distributed MITP packet on February 24th
 - Fielded questions and monitored payments, etc.
 - Sent EM reminder
 - 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 – they were also going to Williamsburg
 - Called and EM'd GWL
 - Started working with Sara on a revised plan – in progress
 - No final plan until close to April 15

Planned Activities for the upcoming period:

- Chipotle fundraising night
- *Tshirts (Sara handling)
- New VC uniforms for girls – begin process (on hold until after musical)
- Work on revised plan for spring trip
- EM VC families with update on trip by end of the week/ weekend

4.5 Producer Report (K. O'Brien)

Activities this reporting period:

General

- Sent out Pirate Posts #5-#8.
- Continued to send out rehearsal call lists – changed protocol to have SBM responsible to get to producer
- Chaperone slots are currently filled
- Continue to maintain a list of production milestones and dates.
- Posted Pirate items of interest on facebook
- Conducted a successful Parent Social – thank you Amy Heath!
- Met with Mr. Kelly regarding availability of building compared with prior years. Gave an overview of Spartan Lyrical Society and the value of the programming to the student body. Mr. Kelly agreed to provide administrators to be in the building at a no-cost-to-us basis but that for future years we will need to factor in the cost of custodians for Saturdays in March in the show budget.
- Continued to meet / communicate with lighting designer – second lighting plot and budget just received – still in review.
- Contacted Boys and Girls Clubs of Pasadena about complimentary tickets to the Saturday matinee show (which is notoriously the lowest attended event). The director was very interested and though about 20 would go. Still in coordination; seeking board approval.

- Kelly reviewed the status of select budget items. Namely. We would not be needing to spend on the lighting rigging for the truss (\$1300), the Saturday custodial fees, a partial set construction and partial tech crew script copies. We also would not need to spend some approved capital expenses (lighting relay and casters). This frees up our show budget to rent two 16-foot lighting trees from 4wall and some JBL speakers for backfill.

Status of Committees:

- **Facilitated Creative Team Meetings with Director** - Over the course of two days, the costumes, props, hair & make-up, set construction and set decorating committees met with the director to review progress and get creative input.
- **Costumes** – Kim and her committee are making good progress. Her team is putting together costumes for pirates and daughters. Police uniforms came in and are being fitted. Guidance went out to the cast regarding bins, undergarments, shoes. Preparing for a costume parade on March 14.
- **Props** – There were several additions / changes to the props list. Tiffany and her committee are adapting and moving ahead. The pirate chests are being built by her committee and she reports she is within budget.
- **Hair & Make-Up** – Kristin and her team are gearing up. They have done some test runs on pirate beards and daughter make-up. They have sent guidance to the cast.
- **Set Construction** – Completed second and third days of build. Disposed of waste and extra materials and thoroughly cleaned dust before handing over to director and set decoration committee. Another excellent job by Chris and his team. By director request, redesigned and rebuilt a bench. Set construction will be called back in to set a box around the stained-glass window, set up brackets for flags, and conduct set strike.
- **Set Decoration** – Jodi and her team are in full force with painting, etc. There is a lot to paint and there are limited hours to get the painting done. Calls for help to cast parents are largely unanswered. A very economical stained-glass window approach is being used. They are on budget.
- **Concessions** – Attended FOH Operations meeting. Received detailed documentation. Lori and her committee are standing by till we get closer to the show dates.
- **Tickets** – Attended FOH Operations meeting. Received detailed documentation. Designed hard-copy tickets. Noelle received training from Kelly on showtix4u website. In the process of blocking out seats for group sales, etc. Getting ready for pre-sale tickets on Mar 13 and general public sales on Mar 20. Our online ticketer, showtix4u, as of Feb 1, increased their ticket fee by 15 cents to 85 cents a ticket (which we pay - we don't pass on to the patron); we continue to get a 5 cent per ticket discount for using an MTI musical (since MTI owns showtix). They appear to have dropped the 10 cent per ticket fee to zero when we comp a ticket (this also includes group sales tickets because to showtix they look like comps since we sell them outside of the online process).
- **Group ticket sales** – Heather did not get replies from Girl Scout troops but did sell 12 tickets to Brightview Senior Living. Marti got checks from two school and commitments from another. She requested an extension to follow-up with two more schools. Sales are projected to be about the same as last year: about 100 tickets total. Reached back to prior chair for documentation.
- **50/50 Raffle** – Attended FOH Operations meeting. Received detailed documentation. Amy and her committee are standing by till we get closer to the show dates.
- **Ushers** – Attended FOH Operations meeting. Received detailed documentation. Jen and her committee are standing by till we get closer to the show dates.
- **Security** – Attended FOH Operations meeting. Received detailed documentation. Lauri (as house manager) and her committee are standing by till we get closer to the show dates.
- **Publicity** – Finalized poster design, got estimate from Friendship printer and Sir Speedy (both about the same). Considering getting less posters made (175 at \$190). Kelly (acting lead) updated the publicity plan and reviewed with committee member Shannon Davis (there have been two meetings). Publicity fact sheet was drafted. Media release drafted. SP Voice contacted, a reporter came to the school (took pictures and interviewed kids). The story came out in the March edition. Online calendars have been populated. Posters will be hung in a Poster Blitz. Social Media presence by cast members is planned (may be a contest). There have been several FB posts to inspire interest (set construction, set dec, parent social, first rehearsal, news article. Confirmed that

Nolan will film at rehearsal on Sat, Mar 14 in support of the promo video. Received high school falcon drama camp ad for the program and forwarded to the chair.

- **Photography** – Shelly has gotten the cast and tech crew club group photos in time for the yearbook. All cast head shots, all tech crew club and creative team head shots are complete. Elena is working on 8th grade awards. Show board coordination will be easy as Shelly is also chairing that committee.
- **Program** – Lisa attended meeting with producer. Received detailed documentation. Received program cover art, cast bios, and other pages. Producer got printing estimate from Friendship and Sir Speedy (both comparable). It turns out it is cheaper to do a 20 page program than a 16 page program so we are redoing the page allocation. Either way the estimates are slightly over budget due to price increases. Considering print run of 725-750. (\$914 for 750)
- **Showboard** – same Chair as Photography. TBD.
- **Tech Week Meals** – Stephanie sent over her meals and they were incorporated into the pirate post and website. Her committee is standing by till we get closer to the show dates.
- **Cast Party** - TBD
- **T-Shirts** – The design was completed for cast and crew shirts. Lisa got the list of cast spellings and sizes from the webmaster. All extra t-shirts from parents, etc. were made. The final order went in to the vendor yesterday. T-shirts will be handed out closer to tech week.
- **Tech Crew Club** – Had a production meeting with the producer, director, James, and the lighting designer. Detailed documentation was received. Tech Crew Club sign-ups were full in 20 minutes and we had a waiting list of about 8 kids. 14 legacy students returned so we will choose an additional 6 from this group to join show tech crew for Pirates. Meeting 1 was sound with Scott and it went well. Meeting 2 was lighting with John and David and it went well. Next week is the final meeting with Alex for Stagecraft. There is no high school tour this year due to conflicting school schedules.

Discuss: Whether we want to host about 20 Boys and Girls Club of Pasadena kids for the Saturday matinee and whether we want to offer the talk back session. It was agreed by the board to host the boys and girls club.

Discuss: Budget variances within spring musical budget and unrealized approved capital improvement expenses. Microphone parts \$237 rental speakers \$90. It was agreed by the board to purchase the microphone parts and rent the speakers.

Planned activities next reporting period:

- Continue to coordinate with committee chairs.
- Deposit on microphone rentals.
- Purchase / rent lighting equipment
- Purchase inhouse microphone replacement parts.
- Complete script copies for tech crew and place in binders.
- Coordinate with Cast Party committee lead.
- Support TCC meeting 3; downselect to 20 show tech crew.
- Continue Pirate Posts (weekly newsletters to the cast / crew).
- Continue to coordinate with webmaster for posting: revised spring musical page, poster, cast/crew info page (weekly newsletter, chaperone sign-ups, weekly rehearsal call list, choreo tracks, tech week meals, show DVD orders) promo video, tickets page,
- Coordinate with membership chair on tech week meal payments, tech crew fee payments, extra show DVDs
- Coordinate with artistic team
- Complete remaining rehearsals, tech week, show, set strike, parent survey, final accounting.

4.6 Webmaster Report (K. O'Brien)

Activities this reporting period:

- General

- Posted approved January minutes.
- Posted next SLS meeting date on home page, Mar 10
- Home Page
 - Posted next SLS meeting date, Mar 10.
 - Updated announcement boxes (took down Tech Crew Club sign-ups, added Music in the Parks trip deposit payment, Chorus Festival permission slip)
- Spring Musical
 - Posted cast/crew info page (weekly newsletter, weekly rehearsal call list, choreo tracks, cast bios & tshirt sizes, extra cast t shirts, tech week meals)
 - Took down cast bios & tshirts, extra cast tshirts
- Varsity Choir
 - NTR
- Fall Musical Revue
 - NTR
- Open Mic Night
 - NTR
- Calendar
 - NTR

Plans for next reporting period:

- Post approved February minutes.
- Post next SLS meeting date on home page, April 14
- Spring Musical – cast info page (extra show DVDs), post promo video
- Prep for ticket sales – update tickets page
- Carousel – post pictures of show

4.7 Social Media Report (R. Grupusso)

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:

- Nothing to report for this reporting period.

Plans for next reporting period:

- Send out contracts and materials to:
 - Accompanist for spring chorus performances
- Complete payment schedule and share with treasurer

6.0 New Business / New Action Items

6.1 Reach out to the Boys and Girls Club to offer 20 gifted tickets to the Pirates April 4th 2pm showing. (O'Brien)

6.2 Provide lunch for SPMS Administrative Staff as a thank you for their continued support of SLS. (L.Miller)

7.0 Documentation of Main Motions

1). The minutes of the prior meeting held on February 11, 2020 were distributed electronically with the meeting notices. The minutes were motioned for approval by Jen Kessler and Shannon Davis seconded the motion. All were in favor and the motion carried.

2). Board approved to host about 20 Boys and Girls Club of Pasadena kids for the Saturday matinee and to offer the talk back session. It was agreed by the board to host the boys and girls club. All were in favor and the motion carried.

3). Budget variances within spring musical budget and unrealized approved capital improvement expenses were discussed. Microphone parts \$237 rental speakers \$90. It was agreed by the board to purchase the microphone parts and rent the speakers. All were in favor and the motion carried.

4). The board discussed providing lunches to the administrative staff of SPMS as a thank you for their support by being at school to allow Saturday practices for Pirates to continue. A \$50 budget was discussed and approved, Lauri Miller will organize the lunches. All were in favor and the motion carried.

8.0 Announcements

8.1 Near Term Calendar Items

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

*On March 12, 2020 all Maryland Public and Private Schools were ordered to close from March 16, 2020 to March 27, 2020 due to COVID-19. On March 25, 2020 the closure was extended to April 24, 2020.

8.2 Next Meeting

April 14

*May meeting will not be 5/12. Need to reschedule due to chorus concert

9.0 Adjourn

Elena Owen moved to adjourn the meeting at 8:20 and Kelly O'Brien seconded. All were in favor and the motion carried.