

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

Meeting Date: October 13, 2015

Location: SPMS Chorus Room

Time of Day: 7 pm

1.0 Call to Order

The meeting was called to order at 7 pm, the President being in the chair and the Secretary being present.

1.0 Attendees

	Voting Board Members		SLS Members and Guests
P	Kelly O'Brien (President)	P	Sarah Metcalfe (Choral Director)
A	Sara Hall (Vice President)	P	Kirsten Mummert (Membership Chair)
P	Khristine Smith (Secretary)	P	Angie Cavanagh (Elite Choir Co-Chair)
P	Pam Elser (Treasurer)	P	Sonya Alvelo
P	Lynne Adams (Member at Large)	P	Lisa Chadwick
P	Barb Kalafos (Producer)		

P = Present, A= Absent, T= Telephone

2.0 Approval of Minutes

The minutes of the prior meeting held on Sept 8th, 2015 were distributed electronically with the meeting notice. A motion was made by Barb Kalafos (seconded by Pam Elser) to waive reading of the minutes in lieu of prior electronic delivery and also to make it a standing procedure. The motion was carried. With no changes during discussion, the minutes were approved as delivered electronically.

3.0 Old Business / Action Item Reports

Four action items were reviewed; three were closed and one remains in work.

- 1) Complete crowd manager training. (Hall) CLOSED
- 2) Return last year's pop choir rental deposits to parents (\$5 ea.). (Elser) OPEN (Ms. Metcalfe to provide list of participants from last year.)
- 3) Add Sara Hall (Vice President) as third bank account signatory on existing and new bank account. (Hall) CLOSED
- 4) Close Arundel Federal bank account and open BB&T bank account. (Elser) CLOSED (waiting on closed statement)

4.0 Officer's / Standing Committee Reports

4.1 President's Report (K. O'Brien)

1. Parent Orientation Night (Sept 8) was well attended (50 parents). Lots of membership forms were collected as well as drama camp forms. Thank you Kirsten Mummert for heading up the membership table.

2. Elite Choir auditions went well (approx. 65 auditioners). Thank you to all who chaperoned!
3. New co-chairs for Elite Choir – Angie Cavanagh and Amy Heath. Welcome!
4. On the issue of gifting property to SPMS; Mrs Hansen has provided a name of someone at SPMS to coordinate with. Need to follow up.
5. Reminder to send your volunteer hours to Terry Miller, tcmiller@aacps.org.
6. Fee waiver process in place and has been used. Seems to be working well.
7. Mermaid DVDs need to be delivered or refunds given / funds credited.
8. SPMS capital improvement wish list received and incorporated into FY15 budget. (Need to schedule a meeting with Scot Metcalfe to fully understand the items before ordering.)
9. Event Support Needed
 - Chaperones- Nov 4th and 5th (3-4:30 and 4:30-6) SPMS Goes Hollywood Auditions - Chaperone kids in the hall before auditions, maintain the audition sign-in sheet, man the M Hall side door. *Need two adults (one each for split shifts) for Wednesday and Thursday.*
 - Chaperone- Nov 18 (3-5) SPMS Goes Hollywood Rehearsal - Chaperone kids who are waiting, maintain the rehearsal order sheet, man the M Hall side door. *Need one adult.*
 - Chaperone- Nov 19 (3-5) SPMS Goes Hollywood Rehearsal - Chaperone kids who are waiting, maintain the rehearsal order sheet, man the M Hall side door. *Need one adult.*

4.2 Treasurer's Report (P. Elser)

The Treasurer's report was received and placed on file (see attached reports A&B). For the Arundel Federal account (A), the beginning balance was \$34,149.61. The ending balance was \$251.05. For the BB&T account (B, new account). The beginning balance was \$33,000. The ending balance was \$37,551.25.

4.3 Membership Chair Report (K. Mummert)

SLS Membership: To date, we have 101 families who are SLS members (6th graders: 46, 7th graders: 30, 8th graders: 30) These numbers include siblings, so it totals more than 101. We need to look at the membership form and perhaps change the wording regarding "annual dues" to reflect the school year vs. the calendar year. One waiver request/approval this year so far. We need to make sure to advertise this possibility on registration forms and permission slips so families can make use of it, as needed.

Drama Camp: 98 registered, two individuals still need to pay SLS membership. Kirsten recommends earlier cut-off date to allow for prep time for camp leaders.

4.4 Elite Choir Report (A. Cavanagh)

Ms. Cavanagh reported that uniforms have been handed out for the most part, some students still have not received one, they are running short this year. Uncertain if former students have not returned their uniforms. Discussion about possibility of researching new uniforms for Elite choir. Pam Elser made a motion for SLS to purchase new uniforms. Lynne Adams seconded the motion, no one opposed and the motion carried. There was discussion regarding having a small rental fee in future years for elite choir uniforms; this would fund maintenance and replacement pieces over time.

Ms. Metcalfe reported that the new choir name was voted on by the students and the winning name was Varsity Choir.

4.5 Advanced Chorus Report (S. Metcalfe)

Ms. Metcalfe stated there was not much to report. There are 12 students who have shown some interest in coming to rehearse on Thursdays. There was a discussion regarding continuing the planned spring trip to Hershey Park but exchanging large bus for smaller van.

4.6 Producer's Report (B. Kalafos)

Ms. Kalafos said there was not much to report since last meeting. There was a discussion regarding the ordering of scripts for every cast member versus just the leads. Expense is a consideration. There was a request to order rights to use logos and videotaping for the Fame Jr. show.

4.7 Webmaster Report (K. O'Brien)

No webmaster yet but there are a few volunteers that need to be followed up with. Kelly O. continued updating information on the site. Added access to the Parent Orientation briefing. Added a carousel of photos. Added bylaws drop down with information about the bylaws process and access to documents. Added information and sign up access for SPMS Goes Hollywood (goes live on Oct 14th). Need to update calendar. Could use someone with graphics ability to draft up some SLS logos, brand identity. We cannot use the school logo on any of the SLS headings or advertisements.

5.0 Special Committee Reports

5.1 Bylaws Revision Report (O'Brien)

Committee consists of K. O'Brien and S. Hall. Since the last board meeting, the Bylaws committee met again and the draft bylaws went through two review cycles with the board. After incorporating comments, the proposed bylaws went out to the general membership on October 10th for a 30 day review period. All background materials were made available on the website. In order to adopt the bylaws, there needs to be a 2/3 vote by the general membership present at the next board meeting on November 10th. Discussion about how to conduct the vote will be brought up under new business. Assuming the bylaws do get adopted, the Bylaws committee would stand down after completing the necessary steps in the process. Then the next step would be to stand up a Policy & Procedures committee.

5.2 Drama Camp Report (O'Brien)

Chairs are Sara Hall and Kelly O'Brien. Since the last board meeting, a choreographer was identified (Chrissy Ray). All director/instructors were placed under contract (Metcalfe, Boidy, Kittiver, Henry, and Ray). All student volunteers were identified and parent permission slips were signed. High school student Nolan Marks volunteered to generate two 40-second spots to recruit students to drama camp – they were shown during school lunch as well as circulated widely on social media. A drama camp flyer, morning announcements as well as a ConnectED message also helped to spread the word. Registration went well through the website. Thanks to Kirsten Mummert for keeping the paperwork straight. The drama camp plan was finalized. Instructor packets and chaperone sheets were generated. A total of 99 students signed up for drama camp (!)- they were placed into one of five groups by grade level and name badges were used to remind them of their room assignment rotations. Two weeks of drama camp have occurred and it is going very well. The kids are having a great time and the instructors are offering

engaging, fun, and challenging material. There is going to be an informal showcase right after week 5 for the parents.

There was a discussion of higher than anticipated revenue; the actuals are approximately \$3,880 and the expected was \$2,200 on fees; a positive difference of \$1,680.

K.O'Brien motioned (K.Smith seconded) to increase payment to the five instructors and also to present gift cards to the five student volunteers in appreciation. The motion carried unopposed.

5.3 Fall Musical Review Report

The theme is SPMS Goes Hollywood. Kelly O'Brien, Sara Hall, Kirsten Mummert, and Lisa Chadwick are chairs. The first planning meeting occurred with just the chairs on Sept. 20. A draft plan was generated for presenting to the directors. A meeting with Sara Metcalfe and Kathleen Boidy was set up on Oct. 4 to go over the plan. Since there was such a large turnout for drama camp it is anticipated that interest will be high to participate in SPMS Goes Hollywood. Therefore we decided to move forward with a plan to hold the event over two nights, Dec 11 and Dec 12. Auditioned acts will perform on either Friday or Saturday night, while the invited acts (drama camp-Newsies, jazz band, dance club, faculty) would be invited to perform both nights. For Newsies, the participants would only participate in one performance. Slight changes to audition rules will be provided in sign-up materials.

Audition sign-ups will use blackboard for time slot and an online system for show act information. The only paper handling will be permission slip and checks if required.

Keeping with the theme, there will be a red carpet opening number (Hooray for Hollywood), as well as auditioned student Masters of Ceremonies (MCs). All acts must relate to movies. They can be song / dance (group or solo) acts as well as monologues from movies. There will be large (rented) movie screens that show various video clips before and after the live entertainment as well as still image lead-ins to each act (while being announced by the MCs). There will be a fun raffle that promotes the spring musical Fame JR.

A sound engineer has been identified (Alec Green) and Nolan Marks is available to generate promo spots as well as record the event for DVD sales. He will also help with the video segment aspects of the show. We have the list of Mermaid student tech crew from last year to tap for tech support. Participation fees are the same as last year: \$20 plus SLS membership – free if a drama camper. Signups for auditions start Wed, October 14; deadline is Friday, Oct 30. Other important dates:

- Auditions Nov 4th or 5th by appt only (3-6pm)
- Cast List released Nov 13th
- Rehearsal November 18th or 19th 3-5 pm
- Cue-to-cue Rehearsal December 8th 3-6pm
- Dress Rehearsal December 9th , 3-6 pm and 6-9 pm
- Show Dates: December 11th or 12th, 7 pm

Committees are (with chairs shown in parens): Red Carpet – Show Open (L. Chadwick), Emcees (S. Hall), Movie Screens/Video (K. O'Brien), Show Act Support (K. Mummert), Tech (K. Boidy), Backstage (L.

Chadwick), Front of House (open), Publicity (K. Mummert). Note there will be a call for volunteers to help people on the committees soon after auditions.

Estimate increased revenue is \$5,250 (total \$8,850 both nights). Increased expenses are estimated at \$3,520 (total \$5,295 both nights). This is a net gain of \$1,730 for adding a night (total \$3,555 for both nights).

K. O'Brien motioned (K. Smith seconded) to revise the budget for increased expenses for the following items (see attached spreadsheet):

- Screen rental
- Director, Musical Director, Sound engineer (extra night)
- Tech Director (two days)
- Videographer
- Paper programs (extra night run)
- Raffle incidentals (tickets, small prizes)
- Lightboard software
- Concessions (extra night)
- Paper tickets (extra night)
- Online-sign up one month fee.

The motion carried unopposed but the board recommended deferring the budget update until a two night show was confirmed after auditions. This was intended to minimize the treasurer's paperwork.

6.0 New Business / New Action Items

6.1 Bylaws Adoption Process

At the next meeting the general membership will vote to adopt bylaws. It was decided that the bylaws vote will occur at the end of the regular meeting. The floor will be opened for comment and after discussion and any revisions, a vote will be taken. It will be 'show of hands' unless the board decides to vote via paper ballot.

6.2 New Action Items

1. Mrs. Metcalfe to track down Mermaid DVDs and forward to the parents who ordered them or have SLS refund the parents.
2. K.O'Brien to meet with Scott Metcalfe to understand sound equipment wish list prior to ordering equipment.
3. K. O'Brien to update wording on membership form to clarify school year membership versus calendar year and notify possibility of fee waivers.

7.0 Documentation of Main Motions

1. Barb Kalafos motioned to forego reading previous meetings' minutes if sent in advanced electronically as a standing procedure.
2. Pam Elser motioned to purchase new elite choir uniforms with SLS funds.
3. Kelly O'Brien motioned to revise the budget as provided in the spreadsheet for both drama camp and musical revue.

8.0 Announcements

8.1 Calendar Items

14 Oct Sing at SPSHS (Confirm which choruses)
4-5 Nov Auditions – Fall Musical Review
09 Nov NHS Induction ceremony – elite choir
13 Nov Cast List Released – Fall Musical Review
18-19 Nov Rehearsals – Fall Musical Review
1 Dec Chorus Concert Dress Rehearsal
2 Dec Chorus Winter Concert
8 Dec Cue-to-cue Rehearsal – Fall Musical Review
9 Dec Dress Rehearsal – Fall Musical Review
11 Dec Performance – Fall Musical Review
12 Dec Performance – Fall Musical Review

8.2 Next Meeting

Tuesday, November 10th at 7 pm in the Chorus Room

9.0 Adjourn

There being no further business, Pam Elser moved to adjourn (Lynne Adams seconded) and the motion carried unopposed at 8:45 pm.

Attached Files: Click icon to open.



revisions to drama camp and fall musical oct board meeting A.p



treasurer's report for oct board meeting



treasurers report for oct board meeting