

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

Meeting Date: Oct. 8, 2019
Location: SPMS Chorus Room
Time of Day: 7 pm

1.0 Call to Order / Attendees / Introductions

The meeting was called to order at 7:06 pm, 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	Jodi Roberts (Drama Camp)
P	Lauri Miller (Secretary)	P	Joni McIntyre (Fall Musical Review)
A	Shannon Davis (Treasurer)	A	Rhi Gruppuso (Social Media Chair)
P	Amy Heath (Member at Large)	P	Bonita Gibson
P	Kelly O'Brien (Spring Musical Producer)	P	Amy Donegan
		P	Kim Wellschlager

P = Present, A= Absent, T= Telephone

2.0 Approval of Minutes

The minutes of the prior meeting held on September 10, 2019 were distributed electronically with the meeting notices. The minutes were motioned for approval by Kelly O'Brien and Amy Heath seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

- 3.1 Need for new director and posting for all creative positions (Owen/O'Brien) Jerry Voss will be directing Drama Camp and David Merrill will be directing Fall Musical Review. Position for Spring Musical Director is still vacant. Applications for this position have been received and are currently being reviewed. OPEN
- 3.2 Reschedule Fall Open Mic Night to later in the schedule and ask for parent chair at varsity choir parent meeting (November 15 confirmed date, Kristin Tufo will chair the event). Jen Kessler and Kristen Tufo have emailed and met in person to discuss planning, budget and details of the event. (Metcalfe/Kessler) CLOSED
- 3.3 Obtain check from Stage and Screen box of little mermaid costumes (Owen) Stage and Screen completed a monetary donation through the SLS website. CLOSED
- 3.4 SLS Parent Orientation Night (Owen) Good turn out by parents and chair for OMN was found. CLOSED
- 3.5 Buses for this school year (Metcalfe). Bus contracts for 8th grade chorus trip to NY and MITP are completed. CLOSED
- 3.6 Cabling Purchase (O'Brien). Cables have been ordered and delivered. CLOSED
- 3.7 Front Office Appreciation Lunch 10/25 (Owen). OPEN
- 3.8 Generic Email for Photos (Gruppuso/O'Brien). Kelly O'Brien will add the spmssingsphotos@gmail.com to the SLS website. OPEN
- 3.9 Checking Email/Using GSuite (Owen/O'Brien will meet about glitches) OPEN
- 3.10 Fee Waivers -Edelen out until mid October, contact is Debbie Schaefer, dschaefer@aacps.org (Owen/O'Brien will check office mail box on 10/16 for any waiver requests). OPEN
- 3.11 Develop Membership Chair Playbook (O'Brien) CLOSED
- 3.12 Forward winter concert accompanist(s) to contract chair K. O'Brien (Metcalfe). In process. OPEN

4.0 Officer's / Standing Committee Reports

4.1 President Report (E. Owen)

Activities this reporting period:

- Talked to Jen Kessler on Open Mic Night and info for parent Chair Volunteer. Also discussed Great Wolf Lodge Contracts
- Parent Orientation Night was held and well attended
- Confirmed date for front office spms appreciation lunch (10/25) and started to evaluate options
- Sent communications on new Director/Communicated with Kelly/Sara on sources for New Director
- Went to see Joseph and the Technicolor Dreamcoat to see David Merrill's work.
- Corresponded with Joni McIntyre about Fall Musical Revue and met face to face
- Sent out News You Can Use to members/prior members.
- Corresponded with Kelly on Contracts. Received Sara Metcalf's contract for SLS binder.
- Got Stage and Screen donation
- Reviewed SPHS Ads for FMR and Pirates
- Tried to get into G Suite and got into SLS regular gmail
- Reviewed Membership Playbook provided by Kelly

Planned activities next reporting period:

- Get into G Suite and transition Membership Activities. (need to meet with Kelly)
- Continue to send out membership communications; News You Can Use, as applicable. Understand how to use G Suite via google account
- Coordinate SPMS office appreciation lunch (tentative date 10/25)
- Touch base with Colleen Edelen about fee waiver process. (Kelly reached out to Debbie Schaefer who said none have been received)
- Support of Drama Camp Chair.
- Discuss Sprint open mic night and solicit volunteer for that.
- Support of FMR chair.
- Find out what teacher handles yearbook photos and work on making sure SLS activities are in yearbook
- Coordinate website updates or social media posts as applicable
- Think about Open Mic Night Playbook
- Support of any Spring Musical Activities

4.2 Treasurer Report (S. Davis)

- Beginning bank balance was \$11,581.09. Ending bank balance was \$19,742.12. A reconciliation of both the bank and credit card accounts were forwarded to Secretary (Miller) with a copy to President (Owen).
- Roy filed our Form 990-EZ with the IRS on 9/26, and he was paid for completion of this work.
- Returned check signing authority and resolutions paperwork to BB&T.
- Coordinated payments to Drama Camp contractors.
- After multiple phone calls, it was determined that our check for musical-related custodial fees was not received by AACPS' facilities office. Original check was cancelled and a new one was remitted on 10/2.

4.3 Membership Chair Report (E. Owen/O'Brien)

As of:	20190709	20190910	20191007		
Total Paid Members	4	23	117		
Total Sibling Members	2	3	6		
Total Fee Waiver	0	0	2 in process		
Total Unpaid Members	1	0	1		
Total Members	7	26	124		

Activities this reporting period:

- Drafted Membership Chair Playbook and shared with President/current Membership Chair
- Tracked SLS membership forms and fees
- Tracked drama camp forms and fees (90 Drama Campers – 2 Fee waivers)
 - Coordinated with DC chair
- Tracked High School volunteer forms (1 HS volunteer for DC)
 - Coordinated with DC chair
- Tracked Fall Music Social forms and fees (17 chorus students so far)
 - Coordinated with social chair
 - Continued to send the band event chair info on who is interested in chaperoning from chorus parents and how many have signed up / paid
 - Sent a reminder email to Sara regarding handing out flyers and sample email to chorus parents.
- Tracked Varsity Choir forms and fees (42 VC singers)
 - Coordinated with Sara M and VC chair
 - Shared form spreadsheet with VC chair
- Tracked Fall Musical Revue forms (Vocal/Dance/Instrumental and MC) (10 so far)
 - Coordinated with FMR chair
- Updated master spreadsheet
- Sent reminders to parents who had missing forms / fees

Planned activities next reporting period:

- Train president on how to do membership chair role
- Continue to track SLS membership forms and fees
- Continue to track Fall Music Social forms and fees
- Continue to track FMR forms and fees
 - Track FMR show DVD purchases
 - Track FMR HS Volunteer forms
- Continue to update master spreadsheet (including deleting inactive members)

4.4 Varsity Choir Report (J. Kessler)

Activities this reporting period:

- VC Auditions
 - Coordinated with Mrs. Metcalfe re: what she needed, how auditions would run, etc.
 - Solicited Chaperones for Auditions
 - Answered questions as needed
 - Chaperoned at auditions – door duty, checked in students, verified Audition Perm. Slip, etc.
- VC Membership
 - Tracked online form completion and fees paid
 - Collected and tracked signed contracts as they were returned
 - Let SM know what contracts were still needed after parent meeting
 - Delivered membership check to Shannon
- Uniforms
 - Corresponded with Lauri re: uniform process, timeline, etc.
 - Met with Lauri at SPMS to find supplies, check inventory, etc
 - Coordinated with Lauri re: does she have enough support, supplies, etc.
 - Got ordering information from Mrs. Metcalfe for any new uniforms that might be needed
 - Set dates for uniform fittings: October 1st and Oct. 7th
 - Volunteers were secured
 - Lauri and team fitted 31 students on October 1st and sent home pieces as able.

- VC Parent Meeting
 - Assisted SM as needed: Signs on doors, door duty/ greeter, collected contracts, spoke a little re: parent involvement, etc., answered questions
 - Megan agreed to sort through/organize parent data to generate document re: what event/ task parents volunteered for and when.
- VC Email
 - Updated and set up for this year.
 - Entered contacts/ Established EM group for VC members
- Open Mic Night
 - Corresponded with Kristin Tufo who will be chair of the event
 - Pulled list of 12 volunteers who volunteered to help
 - Pulled together some information/ past posts, sign ups, etc for Kristin
- MITP
 - Began researching past information available re: Bush Gardens trips from SM and Shannon Davis
 - Received several EM's from SM and SD on this topic
 - Spoke briefly with SM about MITP
 - SM indicated she has secured bus for MITP and emailed it to us; Shannon will make the payment.
 - Submitted and received request for proposal to Bush Gardens.
 - Proposal was added to board meeting agenda to discuss and vote to approve
 - Submitted receipt to Shannon for reimbursement of Pizza from VC singing at Orientation

Planned Activities for the upcoming period:

- Order any needed uniform pieces
- Open Mic Night Prep/planning/ coordinate with Kristin Tufo (chair) as needed
- Continue with MITP arrangements at GWL
- Sort through parent data re: chaperone volunteers.

4.5 Producer Report (K. O'Brien)

Activities this reporting period:

- Dropped off showkit materials
- Confirmed dates with Scott Metcalfe for sound engineer and Morgan for choreographer.
- Prepped for parent orientation meeting – musical 'reveal'.
- Attended parent orientation meeting and presented the show reveal.
- Ordered headset cabling and dropped it off.
- Ordered gaff tape and glow tape to be used for musical and fall musical revue and dropped it off.
- Set up a spreadsheet to track potential directors for Drama Camp, FMR, and spring musical.
- Conducted several phone and in-person interviews and shared findings/impressions with Sara M and Elena and event chairs.

Planned activities next reporting period:

- Schedule a meeting with Sara and director to outline expectations, production and pre-production meetings
- Confirm dates with stage manager (including tech crew club for lighting).
- Plan for audition jitters and audition info meeting
- Meet with costume chair for early start to costume plan.

4.6 Webmaster Report (K. O'Brien)

Activities this reporting period:

- General
 - Posted approved August minutes.
 - Sent out News You Can Use for Oct using gsuite at the request of Elena.

- Generated gratis ad for SPHS fall production and RNR programs – b/w version.
 - Began clean-up of spmsplay email inbox, etc.
- Home Page
 - Posted next SLS meeting date, Oct 8th
 - Updated announcement boxes for Drama Camp (added video), Fall Musical Revue, Fall Social.
 - Added fall musical revue graphic (enhanced version) to the carousel
- About Us
 - Posted Parent Orientation slides
- Fall Music Social
- Varsity Choir
 - Posted VC congrats list
 - Activated registration form
 - Activated fee in online store
 - De-activated online store fee
 - Coordinated with VC chair
- Drama Camp
 - Posted promo video on DC page
 - De-activated payment in online store
 - Removed reference to prior acting coach
 - Added 'Sorry-Registration is closed' to page
 - Coordinated with event chair
- Fall Musical Revue
 - Added theme graphic
 - Added song / act ideas
 - Refined important dates
 - Updated audition information page
 - Set up audition time slot sign-up
 - Updated Song/Dance/Instrumental Information Page
 - New form on google forms and new google sheet
 - New downloaded info doc
 - Updated MC audition registration page
 - New form on google forms and new google sheet
 - New downloaded info doc
 - Coordinated with event chair
- Open Mic Night
 - Took down last year's info and put up a placeholder
- Contact Us
 - Added the 'Join our Creative Team page'
 - Created a new HS student volunteer form on google forms
 - Created a google sheet
- Calendar
 - Added state house date for VC
- Tickets
 - Took down Peach ticket ordering info

Plans for next reporting period:

- Post approved September minutes.
- Post next SLS meeting date on home page, Nov 12th
- Continue to clean up spmsplay@gmail inbox.
- Send gratis SLS ad to Jill Robinson by Oct 15th

- Update FMR participant page, participation fees, volunteer role descriptions, volunteer sign-ups, one on one rehearsal times., choreography video for drama camp, possible meal sign-ups
- Update / activate Open Mic info page, sign ups, volunteers, permission slip
- Add FMR promo video link
- Update / prep FMR show DVD signups
- Update / prep FMR ticket ordering page
- Update the forms page

4.7 Social Media Report (R. Gruppuso)

No report provided this month nothing to report. Social media sites will continue to be updated with current SLS information/events.

5.0 Special Committee Reports

5.1 Contracts Committee Report (K. O'Brien)

Activities this reporting period:

- Started a google sheet to collect up potential creative team contact info and track for potential contracting.
- Personally spoke with, emailed and met with a number of potential creative team members.
- Conferred with president and Sara M on potential directors for FMR and acting coach for Drama Camp.
- Touched base with spring musical choreographer with a draft contract.
- Touched base with the FMR stage manager with a draft contract.
- Touched base with the sound engineer with a draft contract.
- Touched base with the spring musical stage manager with a draft contract.
- Sent out offers to David Merrill (FMR director) and Jerry Vess (DC acting coach).
- Updated the following contracts and sent out for signature along with a notice of independent contractor status, instructions for background check or fingerprint –supported background check, and a blank W-9 (if applicable)
 - Drama Camp Acting Coach
 - FMR Director
- Continued updating the Service Contractor Info and Payment Schedule spreadsheet to show status/contact info of all contractors
- For Discussion: FMR Stage Manager position became available due to limited availability issues with Maggie Urban. We will need to secure a new stage manager for FMR. Also, our choreographer will have limited availability for spring musical – we are awaiting her winter school schedule. Hopefully this will be compatible with our preferred spring musical director. Also we have availability issues with several of our prospects for spring musical director. They should be resolved by mid-October.

Plans for next reporting period:

- Continue search for creative team members
- Send out contracts and materials to:
 - Sound engineer
 - Spring musical music director
 - Spring musical director
 - Spring musical choreographer
 - Spring musical stage manager
 - FMR stage manager
 - FMR choreographer (if needed)
 - Accompanists for chorus performances
- Coordinate with treasurer on status of completed W-9s
- Complete payment schedule and share with treasurer
- Follow up with any background check needs
- Confirm that contractors are reimbursed for fingerprint costs (around \$58)

- Sara to forward winter concert accompanist(s) Action Item

5.2 Drama Camp Report (J. Roberts)

No report provided this month, nothing to report. Drama Camp is underway and going great!

5.3 Fall Musical Revue Report (J. McIntyre)

Activities this reporting period:

- Auditions
 - Sign-Up is live – we currently have 16 signed up
 - Flyer – complete and distributed at October 2nd Drama Camp – remainder left with Mrs. Metcalfe.
 - Video – In final approval stage – will be on website and playing at lunch this week
 - Pre-Audition Packet – will begin this week and emailed to all signed up to audition in the October 21st week.
- Creative Team
 - Contracted Positions:
 - Director – David Merrill
 - Videographer – Nolan Marks
 - Stage Manager – Maggie Urban
 - Sound Engineer – Scott Metcalfe
 - Choreographer – Kristen Rigsby (on standby if needed)
 - Music Director – Sara Metcalfe
 - MC Director/Script – Kelly O’Brien
 - Volunteer Creative Team
 - Producer – Joni McIntyre
 - Photographer– for videos and Social Media – Joni McIntyre
 - Graphics – Web Art, Poster, Ticket Design, Program – Joni McIntyre
 - Tech Director / Lead – James Oswald
- Volunteers – Rehearsal and Show Days
 - Concessions – Kim Wellschlager
 - Decorations – Elena Owen
 - Box Office/Tickets
 - House Manager
 - Rehearsal Chaperones
 - Raffle (4 tickets of your choice to Spring Musical, show DVD and 4 concession vouchers – 2018)
 - Ushers
 - Front Door Monitor
 - Backstage Door Monitor
 - Green Room Helper
 - Tech Crew Helper
 - Principal
 - Facilities / custodian
- Next Steps After Cast List
 - Fill the remaining volunteer spots
 - Rehearsal/Show Information Packet emailed to participants
 - Poster Created and placed at school and local businesses
 - Video Created for “Come and See”, placed on website, social media and lunch
 - Tickets Designed and Printed
 - Open website for Ticket Sales
 - Create and print program

6.0 New Business / New Action Items

1. Front Office Appreciation Lunch 10/25 (Owen).
2. Generic Email for Photos. Kelly O'Brien will add the spmssingsphotos@gmail.com to the SLS website. (Gruppuso/O'Brien)
3. Checking Email/Using GSuite (Owen/O'Brien will meet about glitches)
4. Fee Waivers -Edelen out until mid October, contact is Debbie Schaefer, dschaefer@aacps.org (Owen/O'Brien will check office mail box on 10/16 for any waiver requests).
5. Forward winter concert accompanist(s) to contract chair K. O'Brien (Metcalf). In process.

6.1 New Director for Drama Camp, FMR, and Spring Musical

Jerry Voss will be directing Drama Camp and David Merrill will be directing Fall Musical Review. Position for Spring Musical Director is still vacant. Applications for this position have been received and are currently being reviewed. Interested creative team applicants can complete application on SLS website.

6.2 Support Needed for 8th Grade Trip Planning No support needed.

6.3 Support for Music Social (10/18)

Students must submit payment and completed permission slip to enter the Music Social, deadline is October 15th. Tickets will NOT be sold at the door. Chorus parents will be chaperoning and helping with set up and clean up.

6.4 Spring Musical Jitters/Parent Info Night

Jitters workshop is December 16, 2019. Plan is to have the Spring Musical Director in place and present at the parent meeting and jitters workshop.

7.0 Documentation of Main Motions

- 1) K. Wellschlager motioned and K. O'Brien seconded that we approve the MITP Great Wolfe Lodge contract for Varsity Choir's lodging and food expenses. All were in favor and the motion carried.
- 2) The minutes of the prior meeting held on September 10, 2019 were distributed electronically with the meeting notices. The minutes were motioned for approval by Kelly O'Brien and Amy Heath seconded the motion. All were in favor and the motion carried.

8.0 Announcements

8.1 Near Term Calendar Items

24-25 Oct	FMR Auditions
6 Nov	Drama Camp Parent Showcase
7-8 Nov	FMR One on One Rehearsals
11 Nov	VC Performs at NJHS induction
15 Nov	Open Mic Night
20 Nov	FMR Cue to Cue
21 Nov	FMR Dress Rehearsal
22 Nov	Fall Musical Revue (7pm show)
7 Dec	VC Statehouse by Candlelight
10-11 Dec	Winter Concerts Chorus
16 Dec	Jitters Workshop – Spring Musical Parent Info Night

8.2 Next Meeting

Tuesday, November 12 at 7 pm, SPMS, Chorus Room

9.0 Adjourn

K. Wellschlager moved to adjourn meeting and L. Miller seconded. All were in favor and the motion carried.