

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

Meeting Date: January 15,
Location: Starbucks, Severna Park, MD
Time of Day: 6 pm

1.0 Call to Order

The meeting was called to order at 6:05 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)	A	Andrea Ranaghan (Varsity Choir Chair)
P	Lisa Becker (Treasurer)		
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 Dec 12, 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. Look into Shutterfly access and consult with previous president, Kirsten Mummet (Closed)
2. Check mailbox for W-9 cards (Closed)

4.0 Officer's / Standing Committee Reports

4.1 President's Report (J. Robinson)

1. The month of December was very busy with choral concert, Varsity Choir performances at the State House and at the AACPS offices. Mainly I helped maintain communications between SLS members with questions or concerns.
2. Attended audition parent's meeting in December. Excellent crowd and very clearly communicated by Jen, Sara and Atticus. Really good turnout with standing room only.

3. Promoted Spring Musical jitters and audition information via newsletter, Facebook and email.
4. Received and forwarded final contracts from accompanist and choreographer.
5. Received W-9 and forwarded to Lisa for tax purposes.
6. Communicated Spring Musical Audition schedule, reschedule due to snow and call backs information.
7. As situation unfolded where we needed to find a Spring Musical Producer, I discussed options and communicated via email and phone with all board members. I agreed to formally switch SLS board positions with Jen Degnan at the January meeting. She would assume roles and responsibilities of President and I would do the same of Producer. I communicated this with the Creative team and the board members.

Treasurer's Report (L. Becker)

I have forwarded the Reconciliation Detail report for the period ended 12/31/17 to Webmaster (Kelly O'Brian) and Secretary (Jeanine Blake) to be placed on file. The beginning register balance at 11/30/17 was \$17,827.43. The ending register balance at 12/31/17 was \$18,469.07. The beginning bank balance at 11/30/17 was \$17,962.43 the ending bank balance at 12/31/17 was \$18,810.28.

- 1) Went to the bank and talked with them about the credit card.

Action item: Lisa to call the bank and arrange for cards for Jen, Andrea and Lisa. Done on 11.20.17 the cards will be mailed to SPMS in about 2 weeks. I also filled out the form so that the bill will be auto paid on the due date each month. Auto pay is set up but it didn't seem to work. I called Vicki at the bank and she did a payment for me. It should work the next time. Credit Cards seem to be missing. I will reorder and have them delivered to the branch next time.

- 2) 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 late December. **I provided the information to Roy and he is preparing the 1099's.**
- 3) Should we get rid of the debit cards once we have credit cards? **Yes the debit cards should be voided. I would suggest keeping one ----either Jill's or Lisa's. Decided to keep Lisa's. Still waiting for credit cards to be received.**
- 4) **Action item: Jen is going to follow up with Lisa Chadwick. I think she may have a \$500 check for us from the school that used the Beauty and the Beast costumes. I got the check from Lisa and it has been deposited. This item can be closed.**
- 5) **Action item: Lisa to check Paypal for Fall Musical Review monies. Monies were downloaded in late November. Downloaded again on 1.3.18.**

- 6) **Action item: Lisa to adjust budget for Survey Monkey. Needs to be raised from \$25 to \$35 dollars because the price went up. Budget was adjusted. Item closed.**
- 7) Kelly—Is the Paypal dispute wrapped up and if not do you need anything from me? This is complete. **In the future disputes should be handled outside of Paypal to save on unnecessary fees.**
- 8) I think next year contracts should indicate that checks will be mailed after services are performed. **Agreed. Checks should be mailed in the future.**
- 9) Transferred \$175 from VC MIP accompanist to General Chorus and increased General Chorus accompanist Budget by \$275 to cover the winter concert. **Item closed.**
- 10) Budget for accompanist for County Chorus Festival for 6th grade and 7th grade? No budget currently. Per Ms. Metcalfe Angela has agreed to do it for \$175. Need to vote to add to budget.

4.3 Membership Chair Report (J. Robinson)

1. **Continued to add to the Master Membership Spreadsheet.**
2. **I cleaned up the SLS mailbox, added new folders and filed many emails as the cast list was announced and Musical Fees, SLS fees and SLS memberships came in.**

4.4 Varsity Choir Report (A. Ranaghan)

No Report Provided

4.5 Producer's Report (J. Degnan)

The producer drafted reminder morning announcements and a connectED message for auditions and coordinated with the front office. Also, coordinated with J. Robinson on an SLS membership reminder email for auditions, etc.

The call for chaperones went out for vocal and dance auditions as well as callbacks. The producer generated some chaperone guidance for vocals and dance auditions and sent them out. Thank you Jill Robinson, Kelly O'Brien, Audrey Gutierrez, Gina Nardone and Lynn Koutras for volunteering your time to help make the process go smoothly and retain its integrity. Because of the snow day on Thursday January 4th, we moved the second day of vocal auditions to coincide with dance auditions on Friday. S. Metcalfe re-worked the vocal audition schedule and video-recorded all vocal auditions. A. Boidy ran dance auditions with M. Gingerich. All went on schedule.

Following auditions and callbacks, final casting was made and posted on Friday, 1/12.

K. Obrien reached out to our Tech Manager A. Moundalexis to confirm next steps. A read-through production meeting was tentatively scheduled with Alex for Sunday 1/28 2-4 at SPHS as he will be working the RNR production and will be there all day. All those to be present are: Spring Musical Producer, Director, Musical Director, Choreographer, Tech Crew Chair, Set Chair, Props Chair, Costumes Chair

Alex confirmed the Tech Crew Club dates as either 3/17 or 3/24. He also confirmed a Tech Club Crew RNR Strike Tour on 3/25.

On 1/7 K. O'Brien and J. Degnan met to discuss plans and strategy for the Tech Crew Club. More details will be available to the Tech Crew Chair once determined.

The producer has already received emails from 3 interested high school students who would like to volunteer for this year's production. No contact was made back to those students but their contact information will be passed on to committee leads following parent meeting.

Due to family sports schedules, J. Degnan has stepped aside from the Producer role as of Sunday, 1/14 and will replace J. Robinson in the President of SLS role. J. Robinson will take over the role of Spring Musical Producer. J. Degnan will have all of the materials needed for the parent meeting on Tuesday. Following the parent meeting K. O'Brien, J. Robinson and J. Degnan will schedule a time to completely download Jill with all of details planned and discussed to date.

The mandatory parent meeting for the cast has been outlined: check-in (turn in paperwork/checks), welcome, introduction of creative team, schedule, rules overview, volunteer opportunities, communication, explain any handouts (cast list for carpooling, items needed (bins), etc.), questions.

Plan for next reporting period:

Prepare for and facilitate Mandatory Parent Meeting – Finalize committee sign-up sheets, etc. (also seek board volunteers to assist with collecting contracts and cast / membership fees). Create chaperone sign-up sheet. Facilitate the initial read-through (first rehearsal). Plan and schedule producer's download. Confirm pre-production meeting with creative team. Secure the first installment payments for directors. Confirm production milestone dates such as head shots, bio submittal, ticket sales, etc. Follow-up with committee lead volunteers to make them aware of expectations, deadlines, budget and how to get help. Schedule and conduct separate production meetings with creative / backstage team, front of house team and administrative team. Make up a rehearsal chaperone guidance sheet and find a place to store / post it in the chorus room. Start weekly communication email to cast & crew: "Mattress Memos." Continue with long lead items such as group ticket sales (girl scouts and elementary choruses/drama programs). Continue work on producer's playbook. Follow up with Tech Manager for Tech Crew Club on announcements, sign-ups, meetings, etc. Coordinate closely with the set design/construction lead.

4.6 Webmaster Report (K. O'Brien)

The following was accomplished on the website & related items:

- General
 - Posted approved November minutes.
 - Posted next SLS meeting date on home page, January 15th.
- Varsity Choir / Chorus
 - Nothing to report
- FMR
 - Sent show DVD list FMR chairs to coordinate distribution (plus guidance).
- Spring Musical
 - Home page: added audition countdown clock.
 - Audition page: added jitters workshop and audition info night info page.

- Audition page: added link to audition sign-ups.
- Audition page: added audition packet.
- Audition packet: revised layout, added graphics.
- Audition Page: Posted spring musical callbacks list.
- Audition Page: Posted spring musical callback materials (!)
- Audition Page: Posted spring musical cast list.
- Audition Page: Added spring musical commitment contract
- Added Cast Fee button to online store and audition page
- Cast/Crew Page:
 - Added password protection
 - Updated chaperone sign-ups sheet
 - Updated rehearsal schedule doc and linked to button
 - Added weekly peamail page and linked to button
 - Added cast fee, cast list, cast commitment contract buttons / links
- Home page: added rehearsal /parent meeting 'tell me more' announcement.
- Updated high school volunteer page for spring musical support.
- Open Mic Night
 - Added countdown clock on home page.
 - Set up an info block on home page.

Plans for next reporting period:

- Post approved December minutes.
- Post next SLS meeting date on home page, February.
- Update tech crew club pages.
- For spring musical, update cast bio and t-shirt sign-ups, extra cast tshirt ordering, add committee members, update committee descriptions, post any choreo video clips.
- Continue to populate weekly peamails and rehearsal call lists.
- Track all fee payments.
- Follow up on G-suite account.
- Post info for open mic night.

5.0 Special Committee Reports

5.1 Open Mic Nite

Open Mic Nite has been scheduled for Feb 2 with a snow date of Feb 9, 2018. This event will be open to all SLS members as well as Band Booster Students It will consist of a karaoke or acoustic style music with students supplying their own karaoke music or bringing their own instrument. Refreshments were agreed upon and will be distributed with tickets and/or additional snacks bought with student's own money. A flyer and permission slip were developed and agreed upon by the committee and board approved. Jen Degnan to send out to Band Boosters for distribution. The flyer and permission slip will be on the SLS website as well as a sign up for student performance slots. Gina Dicks will place the flyer on the SLS Facebook page as well for marketing purposes.

6.0 New Business

Action items

1. Contracts for the accompanist related to the spring events (i.e. Festival, end of year school concerts) will be sent out (Jen/Kelly)
2. Flyer for the Open Mic Nite will be forwarded to the Band Director and SLS members (Kelly/Jen)

7.0 Documentation of Motions

Jill Robinson made the announcement that she will be stepping down as SLS president. As Vice President, Gina Dicks stepped in and asked for nominations/volunteers for vacant President spot. Jen Degnan self-nominated. Gina proceeded over the vote and Jen Degnan was unanimously voted in as the new President of SLS.

Vacating her spot as Spring Musical producer, Jen asked for nominations/volunteers for the producer spot. Jill Robinson self-nominated for Producer. Jen motioned for a vote. Jeanine Blake seconded the motion and all voted in favor.

8.0 Announcements

8.1 Next Meeting

February 12, 2018 – SLS Chorus Room

9.0 Adjourn

There being no further business, Jen Degnan moved to adjourn; Jeanine Blake seconded the motion. The motion carried unopposed and the meeting was adjourned at 7:30 pm.

Attachments:

Click icon to open



Bank Rec Detail
2017.12.pdf