**Spartan Lyrical Society, Inc.**

**Board Meeting Minutes**

**Meeting Date:** August 24, 2021

**Location:**  Virtual

**Time of Day:** 6:30pm

1. **Call to Order / Attendees / Introductions**

The virtual meeting was called to order at 6:36pm, the President being in the chair and the Secretary taking notes.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Voting Board Members** |  | **SLS Members and Guests** |
| P | Angela Stohler (President) | P | Sara Metcalfe (Choral Director / Faculty Sponsor) |
| P | Kim Wellschlager (Vice President) |  |  |
| P | Kim Cosler (Secretary) |  |  |
| P | Analisa Webster (Treasurer) |  |  |
| P | Marti Engstrom (Member at Large) |  |  |
| P | Sarah Thompson (Spring Musical Producer) |  |  |

P = Present, A= Absent, T= Telephone

**2.0 Approval of Minutes**

The minutes from the prior meeting held on July 21, 2021 were distributed electronically with the meeting notice. The minutes were motioned for approval by Sarah Thompson and Angela Stohler seconded the motion. All were in favor and the motion carried.

**2.1 Approve June / July amended Minutes to include treasurer report and Lighting trees**

The amended minutes from the prior meeting held on June 8, 2021 were distributed electronically with the meeting notice. The minutes were motioned for approval by Kim Cosler and Angela Stohler seconded the motion. All were in favor and the motion carried.

**3.0 Old Business / Action Item Reports**

3.1 Reviewed calendar for 2021-2022 - CLOSED

3.2 Open Mic and Fall Musical review to be canceled if not in person (No virtual) - CLOSED

3.3 Sarah Thompson appointed membership chair - CLOSED

3.4 Incoming board members to pay 2021-22 membership dues, obtain/renew standard background check, obtain/renew online crowd control training. – OPEN

Crowd control training still outstanding for Analisa Webster and Marti Engstrom

3.5 Discussed chair openings - OPEN

3.6 Discussed Spmssings website to update board members and forms. To be completed by webmaster M Engstrom – OPEN

Website to be updated further.

3.7 Budget committee volunteers A Stohler A. Webster to meet with J Kessler – OPEN

Meeting to be scheduled.

3.8 Notified administration of new board members and background status - CLOSED

**4.0 Officer’s / Standing Committee Reports**

4.1 President Report (A Stohler)

* Monitored Gmail/Gsuite accounts
* Met w/ J Kessler (outgoing treasurer) and A Webster at BBT to add/remove check signing privileges
* Met w/ J Kessler and A Webster for budget committee meeting (no changes to budget at this time. Will review budget again as activities are officially approved and confirmed)
* Reviewed outstanding dues/background checks/crowd control certifications of the board. Sent email. (Have Kim C, Sarah T and Angela S crowd cert on file
* Communicated w S Thompson and S Metcalfe on dates for dismantling of POP Set -reschedule
* Communicated reports needed from Treasure, Membership/Producer/webmaster - send to Kim C after meeting
* Reviewed amended minutes from June and July minutes
* Prepared agenda for August meeting and emailed board officers to prepare their monthly report.

4.2 Treasurer Report (A Webster)

* Beginning bank register balance was $13,063.61 as of July 1, 2021. Ending bank balance was $12,716.61 as of July 31, 2021.
* No Credit Card Statement -have $0.00 balance as the account was not used this month.
* A reconciliation the checking account will be forwarded to Secretary (Cosler) with a copy to President (Stohler).
* *Kessler prior to resigning:* 
  + Checked Paypal, transferred funds to bank, downloaded, and recorded in QuickBooks. Provided tax accountant (Roy) with needed information re: property acquisition, new officers, and revenue for the tax year as well as connected Analisa and Roy for upcoming year.
  + Completed June and July Treasurer reports, which were delayed due to medical issues and forwarded to Secretary (Cosler) with a copy to President (Miller/Stohler).
  + Completed “2 person audit” of checks from March 2020 to July 2020 per motion that passed at beginning of pandemic regarding 2ndsignatures and requirement of an “audit”.
  + Made small deposit to bank.
  + Organized binder for Analisa, including updating password lists and treasurer responsibilities documents.
  + Jen Kessler met Analisa Webster and Angela Stohler at BB&T to transfer accounts to new board members.
  + Analisa obtained signatures from all board members for the Resolution and Agreement. Only Angela Stohler, Kim Cosler, and Analisa are on the signature card at the bank.
  + Dropped off materials, etc. on August 3, 2021.
  + Transferred all documents from 2020-2021 to Treasurer G-Drive.
* *Upcoming/action items:*
  + Pay John Purnell for lighting trees–waiting on his email response with reim. request and receipt.
  + There are 3 outstanding checks (1 from 10/18/2019 and 2 from April 2020) as well as an outstanding ACH BB&T Credit Card item for a total of $358.88.
  + I haven’t had a chance to go thought the last year’s transactions to see if the BB&T Credit Card item ($40) is a duplicate.
  + Analisa to complete audit of financial records for 7/1/20-6/30/21.
  + Provide financial information to CPA to file 990-NePostcard tax return and annual report.
  + Received new debit card. Update ACH transactions to the debit card and cancel the Jen Kessler’s card.

4.3 Membership Chair Report (S. Thompson)

* Sarah Thompson needs access to Google Suite. Will touch based with Angela Stohler.
* 5 total paid members as of today.

4.4 Varsity Choir Report () TBD

No report.

4.5 Producer Report (S Thompson)

* Sent email to distribution list advising set take down needed to be rescheduled.
* Will reschedule taking down the set
* Need to get playbook binder from Kristin Tufo, along with passwords and storage key

4.6 Webmaster Report (M. Engstrom)

* Completed mini training with Amy Donegan
* Can change board members now on the website
* Will need to wait to change forms

4.7 Social Media Report () TBD

No report.

**5.0 Special Committee Reports**

5.1 Contracts Committee Report (A Webster) (N/A at this time)

**6.0 New Business / New Action Items**

6.1 Approve amended minutes from June/July to include treasurer report & lighting trees – Approved unanimously

6.2 Approve Budget - No changes to budget at this time. Budget committee to reevaluate as activities are approved and confirmed - OPEN

6.3 Add/removal of check signing privileges completed - CLOSED

6.4 Budget committee meeting with J. Kessler, A. Webster and A.Stohler completed. - CLOSED

6.5 Crowd Training certificates still needed from board members - OPEN

6.6 Pirates of Penzance set to be dismantled on 8/24-8/25 S.Thompson to recruit volunteers – OPEN

Had to be postponed until September due to no AC in the school for the scheduled date.

6.5 Committee leads to still be appointed (VC, Drama Camp, Musical Review, Open Mic, Tech crew) – OPEN

Sara M. to reach to out possible candidates for VC Chair.

All others positions will remain unfilled during this time.

**7.0 Documentation of Main Motions**

7.1 Voted to accept the minutes from the prior meeting held on July 21, 2021 distributed electronically with the meeting notice. The minutes were motioned for approval by Sarah Thompson and Angela Stohler seconded the motion. All were in favor and the motion carried.

7.2 The amended minutes from the prior meeting held on June 8, 2021 were distributed electronically with the meeting notice. The minutes were motioned for approval by Kim Cosler and Angela Stohler seconded the motion. All were in favor and the motion carried.

**8.0 Announcements**

None.

**8.1 Near Term Calendar Items**

9/20-9/21 VC Auditions – Jen Kessler volunteered to help if needed

**8.2 Next Meeting**

9/14/21 7pm (to be held virtually) and a new parent orientation

**9.0 Adjourn**

Voted to adjourn at 7:22pm. Angela Stohler motioned Sarah Thompson seconded.