

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

Meeting Date: June 12, 2018

Location: SPMS Chorus Room, Severna Park, MD

Time of Day: 7 pm

1.0 Call to Order

The meeting was called to order at 7:00 pm, the President being in the chair and the Vice President taking notes as secretary was absent

1.1 Attendees

P = Present, A= Absent, T= Telephone

	Voting Board Members		SLS Members and Guests
P	Jen Degnan (President)	P	Sarah Metcalfe (Choral Director)
P	Gina Dicks (Vice President)	P	Andrea Ranaghan (Varsity Choir Chair)
P	Lisa Becker (Treasurer)	P	Shannon Powell
A	Jeanine Blake (Secretary)	P	Shannon Davis
P	Kelly O'Brien (Member at Large)	P	Kim Wellschlager
P	Jill Robinson (Producer)		

2.0 Approval of Minutes

The minutes of the prior meeting held on May 8 2018 were distributed electronically with the meeting notice. The minutes were motioned to approve by Jen Degnan and Kelly O'Brien seconded the motion. All were in agreement and motion was carried.

3.0 Old Business / Action Item Reports

1. Jen to provide donation check to SLS.(CLOSED)
2. Upon receipt of the DVD's, the videographer will be paid for the live feed offered during the shows. (Lisa/Jill) (CLOSED)
3. Email to be sent out inviting SLS members to nominate self or others for SLS board and to attend next meeting. (Jen) (CLOSED)
4. Thank you letters to be sent to families who donated 50/50 raffle winnings back to SLS. (Jen) (CLOSED)
5. Look into utilization of Sign Up Genius for future event sign ups (Kelly/Gina) (CLOSED)
6. Create a SPMS Sings Instagram page (Jen/Gina) (OPEN)
7. Create end of year survey for Varsity choir (Kelly) (CLOSED)
8. Create blurb regarding SLS and directing to webpage for further information to be provided to local elementary schools for inclusion in their newsletters to generate interest in SLS activities. (Jen) (CLOSED)

4.0 Officer's / Standing Committee Reports

4.1 President's Report (J. Degnan)

I. Overview of Events (\$7,833.29) *total still in work. Refer to treasurer's report for accuracy.*

Varsity Choir (43 singers) (-3810.34)

6th Grade Orientation (singing plus fliers for SLS Parent Night)

Back to School Night

SPHS Halloween Happenings

NJHS Induction

Winter & Spring Concerts, SPMS

MD State Court House

AACPS Ed Conference

All-County Festival Competition

State Chorus Festival

Music in the Parks (4th consecutive win: double A mixed choir division and overall middle school choir championship with a superior rated performance by the choir and a soloist)

Drama Camp w/ Showcase (\$2,975.15)

5 weeks, 5 topics

110 campers

Fall Musical Review (One Hit Wonders) (\$1,002.65)

1 Night, 34 acts (42 students)

6 Student Emcees

Invited acts, Faculty, Drama Camp

Spring Musical (Getting to Know...Once Upon a Mattress) (\$3,643.73)

Cast of 57, Tech Crew of 20

Cast / Crew Showboard

Social Media

Open Mic Night Fundraiser - 2 events (\$2,260)

January - \$1,280

April - \$980

II. Capital Improvements (-\$240.50)

Varsity Choir Uniforms (\$240.50)

III. General Chorus (-\$2,975)

8th Grade Chorus Trip to NYC

IV. Need-Based Fee Waivers (approx. -\$200)

4 SLS Membership

1- Spring Musical Cast Fee

V. Organizational Changes

All board members pass background checks, crowd control training and fingerprinting

Website improvements

Membership increased from 157 last year to 184 this year
 Anonymous Survey for feedback (Varsity Choir)
 Created new google email address for Spring Musical: spmspea@mail.com
 Created Musical Instagram page
 Created credit cards for 4 board members: President, Treasurer, Spring Musical Producer and VC Chair

VI. Plans for Next Year

Two Open Mic Nights - Fall/Winter (tentatively 10/12 and 2/8)
 Board review of By-laws at beginning of year/following new board elections - expectations of roles, appointments versus elections, creative board decisions (Spring Musical Selection)
 Board to determine FMR theme (theme discussed: Songs that Tell a Story)
 Revise By-Laws - elect sub-committee
 Create Photo Library with password access
 Create SLS Instagram Page
 Change access to social media and Google drive to new board
 Provide new Present Summer Playbook info
 Continue lighting improvements (possibly incremental)
 Moderate electrical modifications to stage (electrician)
 Add lighting trusses to stage (carpenter)
 One debit card - 3/4 credit cards; increase credit limit
 Amazon Smile - to benefit SL

4.2 Treasurer's Report (L. Becker)

I have forwarded the Reconciliation Detail report for the period ended 5/31/18 to Webmaster (Kelly O'Brian) and Secretary (Jeanine Blake) to be placed on file. The beginning register balance at 4/30/18 was \$35,783.72. The ending register balance at 5/31/18 was \$19,351.66. The beginning bank balance at 4/30/18 was \$35,649.04 the ending bank balance at 5/31/18 was \$20,651.66. Now that the credit card is active I included that as well.

- 1) I plan to pay down the credit card before the MIP trip so that there is open to charge. DONE
- 2) I am trying to figure out how to manage the rewards that we get from the credit card. I hope to have that figured out before I need to turn it over to someone else. Have not had time. Will have to leave that as part of the transition.
- 3) I would suggest, now that we have some credit history, asking for a higher limit on the credit card. With the Musical and expenses for the Varsity trip rolling in at the same time we ended up using the Debit card to pay some Varsity expenses and lost out on some possible rewards. I'm not sure if I will get to dealing with that but I think they will be willing to do it for us based on payment history and our average daily balance.
- 4) Need to cut refund checks for meals to Powell and Newton
- 5) Need to look for refund on credit card for audible.

- 6) Warn people to remove the SLS credit and/or debit card number from Amazon once you are done with your transaction. We've had a few instances when personal charges have occurred because Amazon sometimes defaults to the last form of payment. It just makes extra work for everybody.

- 7) Filed Personal Property and Annual Report.

4.3 Membership Chair Report (J. Robinson)

Membership closed for the 2017-2018 school year.

4.4 Varsity Choir Report (A. Ranaghan)

No Report Provided. Sara Metcalfe discussed possibility of participating in regional choir performance in Pittsburgh in April.

4.6 Producer's Report (J. Robinson)

Return of Loaned Items

All costumes have been cleaned, and returned, with the exception of one small box to ship to my aunt. Will go out this week.

DVD Delivery

All DVDs have been received from Nolan Marks and distributed to the actors via their music class or LA class.

Income / Expenses Reconciliation

The invoice for custodians has been received and passed to treasurer.

Plan for next reporting period:

Some reconciling of income and expenses remains to be done. The producer will gather all files for handoff to next year's spring musical producer.

4.7 Webmaster Report (K. O'Brien)

The following was accomplished on the website & related items:

- General
 - Posted approved April minutes.
 - Posted next SLS meeting date on home page, June 12th.
- Varsity Choir / Chorus
 - Updated home page with MITP news.
 - Developed VC feedback survey and sent for approval to A. Ranaghan and S. Metcalfe.
 - Sent VC feedback survey link out to VC with reminder notice
 - Consolidated survey results, analyzed results, wrote summary report and sent to VC chair, Choir Director and board.

Plans for next reporting period:

- Post approved May minutes.
- Post next SLS meeting date on home page, July 10th

- Post updated photos on carousel
- Update calendar and post for next school year
- Look into sign up genius
- Follow up on G-suite account after school year closes.

5.0 Special Committee Reports

None

6.0 New Business

Action items

1. Outgoing board members turn over materials to incoming board members within 15 days of new term (according to bylaws). (Degnan, Robinson, Becker)
2. Incoming board members to pay 2018-19 membership dues, obtain/renew standard background check, obtain/renew online crowd control training. (O'Brien, Davis, Powell, Dicks, Blake, Falk)
3. Add/remove check signing signatures at bank (Becker, Davis, O'Brien, Dicks)
4. Finalize calendar for 2018-19 school year (Metcalf/O'Brien)
5. Call for budget committee and bylaws review committee volunteers (O'Brien)

7.0 Documentation of Motions

A new board was elected for the 2018-2019 school year

- President - Kelly O'Brien
- Vice President – Shannon Powell
- Treasurer – Shannon Davis
- Secretary – Jeanine Blake
- Member at Large – Gina Dicks
- Producer – Kathy Falk

8.0 Announcements

8.1 Next Meeting

July 10th at 7 pm at Starbuck's.

9.0 Adjourn

There being no further business, the meeting was moved by Jen Degnan and seconded by Gina Dicks to adjourn at 8:30 pm.