

Spartan Lyrical Society, Inc.
Board Meeting Minutes

Meeting Date: May 12, 2020

Location: Virtual due to Covid 19

Time of Day: 7:00pm

1.0 Call to Order / Attendees / Introductions

The virtual meeting was called to order at 7:05pm, 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	Rhi Gruppuso (Social Media Chair)
P	Lauri Miller (Secretary)		
P	Shannon Davis (Treasurer)		
P	Amy Heath (Member at Large)		
P	Kelly O'Brien (Spring Musical Producer)		

P = Present, A= Absent, T= Telephone

2.0 Approval of Minutes

The minutes of the prior meeting held on April 14, 2020 were distributed electronically with the meeting notices. The minutes were motioned for approval by Jen Kessler and Kelly O'Brien seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Board Elections – Second general email send to SLS members to seek nominations for 2020-2021 SLS Board Election Process. (E.Owen) - OPEN

3.2 Refunds/Payments – All MITP parent refunds have been sent. Still awaiting GWL refund to SLS (S.Davis) - OPEN

3.3 Varsity Choir email password – document to website/email list – CLOSED

4.0 Officer's / Standing Committee Reports

4.1 President Report (E. Owen)

Activities this reporting period:

- Checked Gmail/Gsuite.
- Reviewed minutes and prepared Agenda for monthly meeting.
- Sent out Board Nomination email.
- Had communication on process/candidates for Board Nominations.
- Started working on keepsakes creation for Play.
- Started looking at Year in Review presentation.

Planned activities next reporting period:

- Check Gmail/Gsuite
- Continue to send out membership communications; News You Can Use, as applicable.
- Send out additional Board Nomination Emails.
- Email potential candidates for Board Nomination.
- Reach out to Joni/Jodi on any lessons learned.
- Reach out to Jen/Shannon on Year in Review info.
- Coordinate website updates or social media posts as applicable.
- Reach out to Jen on Open Mic Night Playbook.
- Continue working on Play keepsakes.
- Clean-up passwords list (need varsity choir email password).
- Purchase gift for show producer.

- Purchase year end gifts for Board.

4.2 Treasurer Report (S. Davis)

- Beginning bank balance was \$24,551.10. Ending bank balance was \$14,320.72. A reconciliation of both the bank and credit card accounts will be forwarded to Secretary (Miller) with a copy to President (Owen). We have \$991.87 in outstanding checks.
- Still haven't seen refunds for MITP bus transportation and Festivals of Music participation. Happy to help with follow up.
- Reimbursed several additional parent volunteers for show-related expenses (costumes and props).
- Investigating how to transfer QuickBooks files over to Treasurer's successor.

4.3 Membership Chair Report (E. Owen)

- No new membership activity for this period

Planned activities next reporting periods:

- Evaluate edits/updates to Membership Playbook, if any.

4.4 Varsity Choir Report (J. Kessler)

Carried over Planned Activities from April Report

Planned Activities for the upcoming period/ at some point when able:

- New VC uniforms for girls – Sara will look as time permits
- At some point, if possible, will plan a banquet for VC
- When able, will get Tshirts to students
- When able, have students turn in uniforms

4.5 Producer Report (K. O'Brien)

Activities this reporting period:

General

- Reminded committee members to turn in receipts. (Oswald, Byrne, Tufo, Kim W.) (Apr 13)
- Asked Group Sales chairs to contact their leads to let them know what we know about future sales and that we won't be depositing their checks. (Apr 13)
- Sent out the following communications to cast and artistic team:
 - Reminders for google meets (Apr 19, Apr 27, May 4)
- Posted Pirate items of interest on facebook (google meet pix) Apr 20
- Facilitated Sara getting remaining cast t-shirts and posters (about 8) from the t-shirt chair so she could personally deliver them. (May 7)
- Received 3 microphone replacement headsets. Ordered remaining headset which was not available before. (due 14 May)
- Discussions with artistic team –
 - Sara (May 10)
 - Email to David and Elysia (copy Sara) (May 12)
- Contacted MTI about way ahead (third time) regarding show cancellation – refund, partial refund, or show credit. (May 12) No reply
- Reminded Kristin Tufo (third time) to turn in receipts for hair and make-up – expect it to be \$109 (May 12)
- Reached out to costumes (Kim W) for more information (May 12)
- Reached out to an SLS member to recruit for treasurer. She is considering it.

Status of Committees (since last report):

- **Costumes** –Need to return some nightgown pieces for possible refund and some pieces are borrowed and need to be returned. Some personal items as well of Kin's. Need access to school.
- **Props** – All receipts turned in.

- **Hair & Make-Up** – Expenses not turned in yet. (about \$109)
- **Group ticket sales** – Leads will need to contact their schools, etc to keep them informed and about tearing up their checks.
- **Photography** –Elena is working on 8th grade awards. There will be expenses for frames and printing. She has cast and tech crew info.
- **T-Shirts** – Sara picked up the remaining cast shirts to distribute personally. Kelly has the tech crew shirts and she will distribute those.

Discussion at Meeting on the Way Ahead:

Based on school being closed for the rest of the year and the outlook for what school could look like in the fall, it appears that we cannot continue with the Pirates production. After discussion the board agreed that the show should be canceled and an announcement sent out by the producer to the relevant stakeholders. Producer will continue to finish out the effort.

Planned activities next reporting period:

- Send out show cancel email to cast, crew, tech crew, staff (Nolan, Alex, David, Elysia, John)
- Get group sales leads to communicate to their contacts / rip up checks.
- Set up a time for Kim to get into school for costume pieces, etc.
- Send out a cancelation / farewell fb post (with show poster)
- Continue to remind receipts turned in for committee chairs. (Tufo, possibly Kim W.)
- Turn in receipt for 4th microphone part (capital expense \$27.56)
- Deliver Tech Crew t-shirts and posters and 8th grade awards.
- Deliver cast 8th grade awards (TBD on who)
- Deliver microphone parts to school or Sara Metcalfe
- Come up with a plan for taking down or leaving the set in place onstage.
- Coordinate with treasurer on actuals vs budget
- Organize files for next spring musical producer.

4.6 Webmaster Report (K. O'Brien)

Activities this reporting period:

- General
 - Posted approved March minutes.
- Home Page
 - Posted next SLS meeting date, May 12.
 - Updated announcement boxes (took Virtual Cast Showboard box; added call for board nominations box)
- Spring Musical
 - NTR
- Varsity Choir
 - Added awards and recognition to date for the year
 - Noted events that were canceled due to COVID-19
- Fall Musical Revue
 - NTR
- Open Mic Night
 - NTR
- Calendar
 - Added a banner about canceled events due to COVID-19
- Board Nominations
 - Updated and activated info page

Plans for next reporting period:

- Post approved April minutes.
- Post next SLS meeting date on home page, June 9

- Spring Musical – Notice of cancellation
- Tickets – Notice of cancellation

4.7 Social Media Report (K.O'Brien)

- Recent Fb Posts

Apr 20 – Pirate Google Meet pix

5.0 Special Committee Reports

5.1 Contracts Committee Report (K. O'Brien)

Activities this reporting period:

- Nothing to report for this reporting period.

Plans for next reporting period:

- There are no additional contracts anticipated for the remainder of the year (spring concert canceled).

6.0 New Business / New Action Items

- 1) Sara to contact school to get Kim Wellschlager and Jodi Roberts access to retrieve personal items and costume pieces.
- 2) Kelly to send last year's Year in Review document to Elena for use as a template.
- 3) Sara to contact bus company and MITP for deposit refunds.
- 4) Kelly to send out a call for Riddles for Robert to SLS membership.

6.1 Inputs for Year in Review

6.2 Budget Changes for Next Year

6.3 Lessons Learned/Playbook Updates for Next Year

7.0 Documentation of Main Motions

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8.0 Announcements

Nothing to Report

8.1 Near Term Calendar Items (school now cancelled through end of year)

8.2 Next Meeting

June 9

9.0 Adjourn

Jen Kessler moved to adjourn the meeting at 8:13 and Shannon Davis seconded. All were in favor and the motion carried.