

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

Meeting Date: July 14, 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	Lauri Miller (President)	P	Sara Metcalfe (Choral Director / Faculty Sponsor)
P	Jen Kessler (Vice President)	P	Amy Donegan (Webmaster)
P	Kim Cosler (Secretary)		
A	Shannon Davis (Treasurer)		
P	Sarah Thompson (Member at Large)		
P	Kristin Tufo (Spring Musical Producer)		

P = Present, A= Absent, T= Telephone

2.0 Approval of Minutes

The minutes from the prior meeting held on June 9, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Kristin Tufo and Jen Kessler seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Board vacancy and positions update - OPEN

Jen K. had agreed to take on the role of Treasurer, leaving VP vacant. Sarah T. agreed to move into the role of VP and Amy D. accepted the nomination as Member-At-Large. A notice was sent on 7/13/20 to all SLS members to give notice of this nomination for a vacant board position. Amy D. can be voted onto the board as of 7/20/20.

3.2 Status of Refunds/Payments for MITP. (Davis, Metcalfe) - OPEN

Refund check from MITP was deposited. Refund from the bus company has not been issued at this time.

3.3 Outgoing board members turn over materials to incoming board members within 15 days of new term (according to bylaws). (Owen, O'Brien, Miller) – CLOSED

Materials have been passed on to the new board members.

3.4 Incoming board members to pay 2020-21 membership dues, obtain/renew standard background check, obtain/renew online crowd control training. (crowd control Cosler, Thompson, Tufo) - OPEN

Kim C., Jen K., and Lauri M. have completed crowd control training. Remaining board members will complete in coming weeks. Reminder that all board members need to pay \$25 dues using the SLS webpage.

3.5 Add/remove check signing signatures at bank (Kessler, Davis, Miller) – OPEN

Jen K. and Lauri M. will meet when Shannon D. returns from vacation.

3.6 Finalize calendar for 2020-21 school year once decision on school opening status has been made.

(Metcalfe/Miller/Tufo) - OPEN

3.7 Call for budget committee volunteers from the board (Miller). (so far there is Miller, Kessler, Davis and Owen on the committee). – OPEN

3.8 Budget Changes for Next Year – OPEN

Lauri M. will get the existing 2019-2020 budget and a new budget for 2020-2021 can be planned based on that.

3.9 Lessons Learned/Playbook Updates for Next Year – OPEN

Sara M. spoke with the SPMS principal, and he asked that no dates be set at this time.

4.0 Officer's / Standing Committee Reports

4.1 President Report (L. Miller)

- Jen K. and Lauri M. met with Elena Owens to transition past president to current
- An Excel spreadsheet with monthly Presidential tasks was shared
- Board roles were modified based on Jen K. taking on the role of Treasurer
- Email to SLS members sent regarding board vacancy nomination

4.2 Treasurer Report (J. Kessler)

- Beginning bank balance was \$13,765.88. Ending bank balance was \$12,977.33. A reconciliation of both the bank and credit card accounts will be forwarded to Secretary (Cosler) with a copy to President (Miller).
- Festivals of Music participation fee (\$2,936) was received by Sara and deposited on 7/10. Followed up with Academy, the MITP bus transportation company, again on 7/7, and our deposit (\$500) has not yet been processed although a request was made on 3/25 with a second request on 5/19. Refunds continue to occur very slowly (one or two per day) due to reduced staffing.
- Coordinated with Roy to provide information required for new Board and in order for him to prepare Form MD-1 (personal property tax form). Plan to coordinate with Roy to begin gathering information for Form 990.
- Continue to plan to transition responsibilities to Jen going forward.

4.3 Membership Chair Report (Thompson)

Membership to Date

As of:	20200806				
Total Paid Members	3				
Total Sibling Members					
Total Fee Waiver	0				
Total Unpaid Members	0				
Total Members	3				

- Sarah T. met with Elena Owen
- Waiting until school opens to determine next steps.
- Sarah T. would like to meet with Jen K. and Amy D. in the near future

4.4 Varsity Choir Report (J. Kessler)

MITP:

- Communication with Sara M. and Shannon D. as needed about lingering refunds needed
- Sara M. was able to get the MITP refund, I passed it to Shannon D., and Shannon D. deposited it
- Still waiting on Bus refund – following up on periodically

VC Uniforms:

- Uniform turn-ins happened in June – went smoothly.
- All uniforms except 1 have been accounted for. 1 Family unresponsive, Sara M. now working on it.
- Will hold off on having them cleaned until we know we will need them. Currently stored in my house all together.
- Sara M. personally collected the 8th grade uniforms and had a chance to say goodbye – Thanks Sara!

VC T-shirts:

- T-shirt order was completed, delivered, and Sara M. was able to get them

- Thanks to Sara M. for organizing the shirts by grade in Ziploc bags with names on them
- VC members picked up their T-shirts when they turned in their uniforms.

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
- At some point will have all VC uniforms cleaned

On hold pending AACPS decisions/ COVID19:

- 6th grade orientation
- VC auditions
- VC Parent Meeting
- VC 2020-2021 calendar of events

4.5 Producer Report (K. Tufo)

- Kristin T. met with Sara M. to discuss ideas
- Need to determine if old set needs to be removed from the stage or if it can stay
- No headway with costumes at this point

4.6 Webmaster Report (A. Donegan)

- Amy D. met in person with Kelly O'Brien
- Got spreadsheets, data key and other items on July task list
- Has a file of old permission forms for using as models for future events
- SLS webpage has been updated with new board members. Will post new board positions in due time.
- Sara M. would like to post a video of a VC event on the SLS webpage. Amy D. will investigate how to get this accomplished.

4.7 Social Media Report (K. Tufo)

- Kristin T. would like to have the SLS social media passwords to begin posting on behalf of SLS. Lauri M. will send Kristin T. the Twitter and Instagram passwords.
- Kristin T. would also like to consider posting on TikTok. Sara M. will investigate if this is an avenue available to SLS.

5.0 Special Committee Reports

5.1 Contracts Committee Report (Open)

No contracts at this point.

6.0 New Business / New Action Items

6.1 Set up budget meeting dates with a goal of a budget approval vote at the August board meeting. (Miller, Kessler, Davis, Owen)

Meeting will be scheduled in July/August.

7.0 Documentation of Main Motions

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8.0 Announcements

Sara Metcalfe thanked the new board for volunteering.

8.1 Near Term Calendar Items (school will be virtual until 2/2021 due to Covid19. All SLS activities currently on hold)

8.2 Next Meeting

August 11, 2020

9.0 Adjourn

Jen Kessler motioned to adjourn the meeting at 7:49pm and Kristin Tufo seconded. All were in favor and the motion carried.