

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

Meeting Date: December 8, 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 7:10pm, the President being in the chair and the Treasurer taking notes.

Voting Board Members		SLS Members and Guests	
P	Lauri Miller (President)	P	Sara Metcalfe (Choral Director / Faculty Sponsor)
P	Sarah Thompson (Vice President/Co-Musical Producer)	P	Paul Heath
P	Jen Kessler (Treasurer)	P	Amy Heath
P	Amy Donegan (Member at Large/Webmaster)		
p	Kim Cosler (Secretary)		
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 November 10, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Lauri Miller and Sarah Thompson seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Status of Refunds for buses for MITP. (Kessler, Metcalfe) - OPEN

3.2 Incoming board members to renew standard background check and obtain/renew online crowd control training. – Crowd- Control still needed for Amy Donegan and Kristin Tufo; Background Check needed for Sarah Thompson - OPEN

3.3 Meet/Email to discuss options to hold SLS fall activities in a virtual format for 2020-2021 and how to finalize calendar due to COVID19. (Miller, Metcalfe) - OPEN

Revue planned for end of Jan/early Feb 2021.

3.4 Schedule Parent Orientation Night (Miller, Metcalfe) - OPEN

Meeting will be held in January when information about the Spring Production has been finalized.

4.0 Officer's / Standing Committee Reports

4.1 President Report (L. Miller)

Activities this reporting period:

- Continued conversations with Mrs. Metcalfe about virtual activities for 2020-2021 (specifically Drama Camp, Open Mic Night and Musical Review)
- Sent November News You Can Use to SLS families
- Sent weekly reminder emails to Drama Camp families
- Sent OMN information to Amy for SLS website
- Checked SLS email and Gsuite.

Planned activities next reporting period:

- Continue to send out membership communications; News You Can Use, as applicable.
- Coordinate a date with David M and Sara M for SLS Parent Orientation Night
- Modify SLS Parent Orientation slides to reflect virtual environment and One Act format
- Coordinate website updates and social media posts as applicable.
- Work with Sara on WMR
- Send information to families about WMR, dates, deadlines and audition protocol
- Work with Sara, David and Kristin as needed for One Act planning

4.2 Treasurer’s Report (Kessler)

- Beginning bank balance was \$14,533.90. Ending bank balance was \$14,867.31. A reconciliation the bank account will be forwarded to Secretary (Cosler) with a copy to President (Miller). Note there is no credit card statement this month as old one closed and new one hasn’t been used yet.
- Met with Quick Books to straighten out problems with Quick Books account – took about 35 minutes, but we figured it out. Made notes afterward for future reference of Treasurers.
- Closed out old credit cards. Activated new credit card which will earn % back on use.
- Uploaded all supporting documentation to date as attachments in QB. Filed as needed.
- Determined which independent contractors earned more than \$600 this calendar year.
- Obtained SS#s for independent contractors as needed.
- Submitted the following information to accountant in preparation for taxes: contractor names, addresses, SS#’s and amounts earned for calendar year 2020
- We did not receive bus refund in November as we were told we would. Emailed bus company this week and received a response today. I was told: “I talked to accounting and I would expect it sometime this month. They are short staffed in the accounting department and some working from home.” Will continue to follow up.
- Reimbursed expenses.
- Updated budget. Will continue to be work in progress
- Action Items:
 - Watch for Bus refund in December. Follow up again if not received.
 - Continue to update budget

4.3 Membership Chair Report (Thompson)

- Last payment 11/02/20, no new since then
- Membership

As of:	*12/8/2020	11/10/20	10/20/20	9/27/20	
Total Paid Members	38	38	13	13	
Total Sibling Members	3	3	2	2	
Total Fee Waiver	0	0	0	0	
Total Unpaid Members	0	0	0	0	
Total Members	42	42	15	15	

4.4 Varsity Choir Report (J. Kessler)

- Pursued and obtained 1 missing VC uniform.
- Took 1 uniform set to Zips Cleaners in Pasadena
- Checked VC email
- Trying to get bus refund (also see Treasurer report)
- Planned activities for upcoming period:
 - Pick up uniform from cleaners.
 - Take uniform to Sara to be put with the other VC uniforms.
 - Help with OMN as needed
 - Help Mrs. Metcalfe as needed
 -

4.4 Producer Report (K. Tufo)

- We are still finalizing directors and plays. Nothing new to report.

4.5 Webmaster Report (A. Donegan)

Activities this reporting period:

- Posted approved October minutes.
- Posted December SLS meeting date.
- Removed Drama Camp Link
- Removed VC Veteran's Video
- Added Open Mic Link

Open Mic Night

- Posted Open Mic link
- Posted Google Form/Permission and sign-up time slots in the tab

Plans for next reporting period:

- Post approved November minutes.
- Post next SLS meeting date on home page, Jan 12th
- Post WMR Info
- Post any VC performance available (add Veteran's Video back to VC tab)

4.7 Social Media Report (K. Tufo)

- Trying to boost posts

5.0 Special Committee Reports

5.1 Contracts Committee Report (Miller)

Nothing to report this activity period

6.0 New Business / New Action Items

6.1 Drama Camp Report (J.Roberts)

- Circus camp was the most fun and interactive

6.2 Open Mic Night Report (K. Tufo)

- 24 students signed up

6.3 Winter Musical Review Report (L.Miller)

- Treasurer will need to approve payment for director, but does appear to be within budget for the event

7.0 Documentation of Main Motions

The minutes from the prior meeting held on November 10, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Lauri Miller and Sarah Thompson seconded the motion. All were in favor and the motion carried.

8.0 Announcements

8.1 Near Term Calendar Items – all virtual

12/3 Drama Camp

12/11 Open Mic Night

2021

WMR auditions due in January (exact dates TBA)

2/11 & 2/12 One Acts Auditions

4/15 One Acts Dress Rehearsal

4/16 One Acts Performances

Mr. Kelly has been apprised of dates for the purposes of sharing with students during morning announcements.

8.2 Next Meeting

January 12, 2021 @ 7pm Virtual format

9.0 Adjourn

Lauri Miller moved to adjourn the meeting at 7:51pm and Sarah Thompson seconded the motion. All were in favor and the motion carried.