

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

**Meeting Date:** November 16, 2021

**Location:** Virtual Meeting

**Time of Day:** 7:00pm

**1.0 Call to Order / Attendees / Introductions**

The virtual meeting was called to order at 7:08pm, the President being in the chair and the Secretary taking notes.

	<b>Voting Board Members</b>		<b>SLS Members and Guests</b>
P	Angela Stohler (President)	P	Sara Metcalfe (Choral Director / Faculty Sponsor)
P	Kim Wellschlager (Vice President)		
P	Kim Cosler (Secretary)		
A	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 October 12, 2021 were distributed electronically with the meeting notice. The minutes were motioned for approval by Angela Stohler and Sarah Thompson seconded the motion. All were in favor and the motion carried.

**3.0 Old Business / Action Item Reports**

3.1 Varsity Chorus parent meeting held at SPMS 10/6 - CLOSED

3.2. Discussed open chairs (VC Choir, Social Media, open mic, musical review) - OPEN

3.3 Obtain/renew online crowd control training KW and MS - OPEN

Marti Engstrom has completed the crowd control training.

3.4 Proposed date for dismantle of POP set on stage - CLOSED

Scheduled for 11/19 5-9PM.

3.5 Discussed Spmsings website to update board members and forms. - OPEN

3.6 Discussed possible Parent Orientation/ Musical Reveal dates – CLOSED

SLS Parent Night was on 11/15 at 7pm.

3.7 Discussed possible dates for open mic night/ musical revue – OPEN

Looking at 2022.

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

4.1 President Report (A Stohler)

- Spoke briefly at VC parent meeting
- Updated both SLS and VC member spreadsheets
- Contacted parents of VC members who had not registered/paid
- Updated email list for 2021-2022
- Updated website with Musical review, added October minutes, updated November calendar
- Updated announcements for musical reveal and set dismantling on FB
- Reviewed October minutes

- Prepared November Agenda
- Coordinated with Metcalfe and Thompson on musical reveal/set dismantle
- Prepared President slide presentation
- Met with Sarah Thompson to review parent orientation/musical reveal
- Attended and spoke at parent orientation/musical reveal
- Updated website with Matilda Announcement and Slide show presentation
- Answered several emails

#### 4.2 Treasurer Report (A Webster)

- Beginning bank balance was \$12,742.73 as of September 30, 2021. Ending bank balance was \$16,803.78 as of October 29, 2021.
- Analisa – Credit Card Statement – has \$0.00 balance.
- Sarah T – Credit Card Statement – has \$1,125.50 balance for Music Theatre International – Matilda
- Analisa – Debit Card transactions reflect on bank statement.
  - \$12.72 Google GSuite paid on 11/3.
  - \$50.00 Allied Trailer Storage paid on 10/20.

#### Completed items:

- A reconciliation of the checking account was forwarded to Secretary (Cosler) with a copy to President (Stohler).
- 11/03 - Downloaded PayPal transactions and transferred \$341.56 (SLS Family Memberships \$50 plus Varsity Choir \$300, minus credit card processing \$8.44) to the checking account.
- 11/16 - Downloaded PayPal transactions and transferred \$192.08 (SLS Family Memberships \$200 minus credit card processing \$7.92) to the checking account.
- 11/16 - Current balance \$17,324.70

#### Upcoming/action items:

- Pay John Purnell for lighting trees – spoke to John on August 25<sup>th</sup> and he said he will work on getting an invoice to me. Update October 8<sup>th</sup> – left a message for John on his cell number 410-703-2242. Update November 16<sup>th</sup> – sent a text to his cell number. We owe him \$609.50. He said he went over budget by \$109.50 but I think we should vote to pay him for the full amount.
- Sarah T. to update contracts.

#### 4.3 Membership Chair Report (S. Thompson)

As of:	8/23/2021	9/14/2021	10/12/2021	11/16/2021
Total Paid Members	5	9	44	58
Total Siblings	1	1	3	5
Total Members	6	10	47	63

#### 4.4 Varsity Choir Report ( ) TBD

No report.

#### 4.5 Producer Report (S Thompson)

Old Business -

- Analisa Webster ordered a 2nd credit card (first one never arrived) for Sarah T. as Producer to pay for musical copyrights
- November 29th is the set date take down the "Pirates of Penzance"

New Business -

- A sign-up genius was created to recruit volunteer parents to help dismantle the set.
- Emails and FB posts have gone out announcing the Take Down date and the sign-up link

- November 4th - Sara Metcalfe & Sarah Thompson met to complete the MTI paperwork for the rights & licensing for the spring musical
- The new credit card arrived and was used to remit payment to MTI for the spring musical
- November 9th - Sara Metcalfe received confirmation that we were approved to buy the rights and licenses for Matilda, Jr. and the digital logo pack arrived via email
- The Musical Reveal meeting date was set for November 15
- November 10th - Sarah Thompson, Sara Metcalfe & David Merrill met to discuss the details of the musical reveal meeting
- November 11th - Sarah Thompson met with Kelly O'Brien (SLS Musical Producer in 2020) to get some additional details regarding the role of the producer
- November 11th - Sarah Thompson, Sara Metcalfe, David Merrill and Elysia Merrill met to discuss the choreographer job position and address Elysia's questions. Elysia asked for a few days to consider before giving a final answer about the choreographer job.
- Sarah Thompson created a slideshow for the musical reveal parent meeting and emailed it to Sara Metcalfe, David Merrill and Angela Stohler for feedback
- November 15th - Sarah Thompson and Angela Stohler met to coordinate the parts of the meeting
- November 15th - The musical "Matilda" was announced in the parent meeting - about 25 parents attended in person and 75 parents/students were in attendance via Google meet. In the meeting, the parents were informed about the size of the cast, the audition jitters workshop, and the specific dates of auditions, callbacks, tech week and performances. Sara Metcalfe gave specific details about tech crew selection and time commitments.
- November 16th - Sarah Thompson and Analisa Webster had a phone conversation regarding contracts for the directors. Sarah will revise all the general information specific to the show and MTI details and then email them to Analisa to finalize the financial details of the contracts.

#### 4.6 Webmaster Report (M. Engstrom)

- Keeping website updated
- Updating slide show
- Social media updated

#### 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 Update/Information for Musical Reveal held 11/15/21 both in person and virtually.

Great turn out of 90 people (virtually and in-person).

6.2 Set Dismantle scheduled for 11/29 5-9pm volunteers needed

Maybe change if the director decides to keep some of set on stage.

6.3 VC Rehearsals Update

Moving back to Mondays after school from 3-5PM.

6.4 Calendar Change for Winter Concert: Dress Rehearsal 6th Grade on 1/10 3:15-5 7th/8th Grade on 1/11 3:15-5:00. Concert Thursday January 13th 6th Grade 5pm Call 5:30 concert 7th/8th grade 6:30 call 7pm concert

6.5 Discuss tentative dates for Spring Musical/ Auditions

Vocal/Acting Auditions 1/5/22-1/6/22. Choreography Auditions 1/7/22. Callbacks 1/12/22. Parent meeting for cast 1/18/22.

6.6 Committee leads to still be appointed (VC , Spring Musical committee chairs, Musical Review, Open Mic, Tech crew)

6.7 KW to still obtain crowd control certification

6.8 Propose and vote to approve \$150 stipend to Alex Moundalexis (tech crew director) for his involvement and expertise to help deconstruct the POP set on 11/29. Not currently in the budget  
Motion was made by Angela Stohler and seconded by Kim Cosler. All were in favor and the motion carried.

6.9 SPHS Stage crew to help dismantle set in addition to parent volunteers needed

### **7.0 Documentation of Main Motions**

7.1 Voted to accept the minutes from the prior meeting held on October 12, 2021. The minutes were motioned for approval by Angela Stohler and Sarah Thompson seconded the motion. All were in favor and the motion carried.

7.2 Voted to approve a \$150 stipend to Alex Moundalexis (tech crew director) for his involvement and expertise to help deconstruct the POP set on 11/29. Not currently in the budget.

Motion was made by Angela Stohler and seconded by Kim Cosler. All were in favor and the motion carried.

### **8.0 Announcements**

#### **8.1 Near Term Calendar Items**

Set Dismantle 11/29

Audition Jitters Workshop 12/20

#### **8.2 Next Meeting**

12/14/21 7PM (to be held virtually unless otherwise noted)

### **9.0 Adjourn**

Voted to adjourn at 7:46PM by Angela Stohler and Analisa Webster seconded the motion.