

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

Meeting Date: March 8th, 2022

Location: Virtual Meeting

Time of Day: 7:00pm

1.0 Call to Order / Attendees / Introductions

The virtual meeting was called to order at 7:04pm, the President being in the chair and the Secretary taking notes.

	Voting Board Members		SLS Members and Guests
P	Angela Stohler (President)	P	Sara Metcalfe (Choral Director / Faculty Sponsor)
P	Kim Wellschlagel (Vice President)		
P	Kim Cosler (Secretary)		
P	Analisa Webster (Treasurer)		
A	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 February 8, 2022 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 Committee Leads/Volunteers to be discussed as events are planned - CLOSED
- 3.2. Winter/Chorus Concerts postponed – New Dates TBD – CLOSED
- 3.3 All Committee leads for Matilda filled - CLOSED
- 4.3 Matilda Committee Leads Background Checks completed - CLOSED

4.0 Officer's / Standing Committee Reports

4.1 President Report (A Stohler)

- Prepared March meeting agenda
- Reviewed February minutes
- Prepared and sent the month email newsletter
- Constant communication with Sarah and directors regarding Matilda
- Prepared tech crew registration and Google forms. Add app to our Google form account that can limit responses on Google form
- Tracked payment and permissions slips of tech crew members
- Updated payment and permission slips of cast members

4.2 Treasurer Report (A Webster)

- Bank balance as of 1/31/22 = \$18,079.75.
- Ending bank balance as of 2/28/22 = \$17,757.05
- Analisa –Credit Card Statement reconciled on 2/16 = \$0.00 balance.
- Sarah T.–Credit Card Statement reconciled on 2/16 = \$0.00 balance.

- A reconciliation of the checking and credit cards accounts was forwarded to all board members on 3/8.

Completed items:

- DEPOSITS (Details are shown on the reconciliation report):
 - 2/17 - downloaded PayPal transactions and transferred \$120.05 (SLS Family Membership fees \$125 minus credit card processing \$4.95) to the checking account.
 - 3/1 - downloaded PayPal transactions and transferred \$672.28 (SLS Family Membership fees \$700 minus credit card processing \$27.72) to the checking account.
 - 3/4 - downloaded PayPal transactions and transferred \$24.01 (SLS Family Membership fees \$25 minus credit card processing \$0.99) to the checking account.
- DEBITS:
 - 2/17 - Allied Trailer Storage \$50.00 and 3/3 - Google GSuite \$25.44
- Received sound engineer contract for Scott Metcalfe on 2/22/22.
- 3/8 - Current checking account register balance \$18,066.91

Upcoming/action items:

- Set Construction budget is \$550. Reimbursement request received to date is \$473.45 which is materials for the TV cabinet/vanity combo set, 9 desks, and 3-way sign. Kevin said his budget is \$300. What is left for set construction? I recommend we pay the full \$473.45 because lumber prices have increased since budget was approved.
- T-SHIRTS: \$964.25 and payable to Corporate Sports when we receive t-shirts. We sold 24 parent/sibling t-shirts for a total of \$240 (Sarah T. will hand over money to me and I will deposit upon receipt).
- TICKETS: Our limit to 300 seats at each show means we can only sell 1,200 seats at \$10 each = \$12,000 which is \$3,200 less than budgeted. \$1,200 is group ticket sales which Mr. Kelly said we couldn't do. Were we able to get more seats? How will we market our elementary schools? I think we need to reconsider the 6-ticket limit. Families want to sit together not go on separate nights. Some families won't be able to go on Friday night anyway. And some families will only use 4 of their 6 tickets on Friday night. They have never limited seats before.

4.3 Membership Chair Report (K Wellschlager)

As of:	2/8/2022	3/10/2022
Total Paid Members	58	110
Total Siblings	6	6
SIS Fee Waiver	1	1
	63	117

4.4 Varsity Choir Report (A Stohler)

- All uniforms distributed.
- Performance on 3/24 was beautiful and a success.

4.5 Producer Report (S Thompson)

- Cast Valentine's Exchange - led by Nancy Kules
- Cast & Director Headshots (all but 4) takes 2/15
- Verified all Fingerprinted adults associated with cast/costumes & emailed to President
- Collected and transported costume bins from Woods church to SPMS
- Help paint and transport desks from Woods church to SPMS
- Provided tax exempt information and reimbursement form to committee leads and volunteers requesting original receipts

- Contacted House Managers, Security Committee, 50/50 Raffle committee, Tech Week Meal Committee & Cast Party Committee
- Edie Lavallee taking the lead on Tech Week meals from Stephanie Wright
- Received finalized contract for sound engineer Scott Metcalfe
- Compiled and delivered binders with Matilda, Jr script for Stage Manager, Sound Engineer & Lighting design volunteer
- Contacted ElectroSound for mic rentals and received quote for 12 mics & equipment
- Facilitated Tech Lead production meeting for Tech Crew Club
- Appointed David Thompson as Tech Crew Club Lead
- Communicated via email tech crew club meeting dates and information
- Reviewed and approved article for the SP Voice
- Finalized/approved poster design
- Picked up posters from school office and distributed to the publicity committee to hang in the community
- Distributed information from t-shirt committee for Family Sale cast t-shirt orders
- Finalized t-shirt order for cast and crew shirts
- Collected money from family members for family sale cast shirts
- Compiling information for the program including: Character list, Scene list, director/cast bios, director's note, etc.
- Filled out Request for Deposit Form and gave to the Treasurer

Ongoing Tasks:

- Weekly email communication with cast families regarding committee updates and rehearsal schedule
- Weekly communication with committee chairpeople with status updates
- Forwarding choreography videos to webmaster for the website
- Continued communication with creative team regarding rehearsal schedules, logistics, etc.
- Facilitating communication between directors and cast families & vice versa

4.6 Webmaster Report (M. Engstrom/A. Stohler)

- Updated SLS website with information about next SLS mtg (March mtg).
- Updated SLS website to include Tech Crew information & signup forms.
- Updated SLS website with updates and announcements from SLS monthly email, including Varsity Choir information and Matilda information.
- Updated SLS website on an ongoing basis with new content to support the musical rehearsals, including rehearsal videos, hair & makeup information, weekly rehearsal call list & schedule, weekly Matilda Memo, etc.
- Made updates to website by adding new information and deleting old information.
- Test ran tech crew meal purchase on store front.
- Made modifications to website due to a glitch all pages turned pink and gray.
- Manually had to reset every color text, buttons, links etc.

4.7 Social Media Report (A Stohler)

- Added 3 new page followers
- Updated FB with tech crew sign up info
- Sent reminders to bring in bin
- Added pictures from Vday party
- Added chorus performance videos.

5.0 Special Committee Reports

5.1 Contracts Committee Report

- One new contract for Matilda Sound Engineer signed.
- One new contract for ElectroSound for microphones for the Matilda performance coming soon.

6.0 New Business / New Action Items

6.1 Propose to move April Board Meeting to Third Tuesday in April. 4/19 due to spring musical and spring break

- Angela Stohler proposed a motion to move the meeting to 4/19, Analisa Webster seconded the motion. All were in favor and the motion carried.

6.2 Propose to increase mic rental budget \$425 due to cost increase

- Mic rental fees have increased significantly since our last mic rental in 2019.
- Same number of mics now \$1315.00.
- \$0 budget for lighting needed for this show, which was \$1200 for the previous show.
- Motion to increase the mic budget from \$0 to \$1315.00 was moved for approval by Angela Stohler. Sarah Thompson seconded the motion. All were in favor and the motion carried.

6.3 Pre Sale-Cast Matilda Jr. Tickets to go on sale 3/10 General Sales 3/14

- Increased seating to 350 seats per show per Mr. Kelly.
- Still limiting cast families to 6 tickets per show until general sales.

6.4 Update on increasing ticket/capacity for Matilda Jr. Shows

6.5 Any plans /possible approval for Music In The Park

7.0 Documentation of Main Motions

7.1 The minutes from the prior meeting held on February 8, 2022 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.

7.2 A motion was made that we the move April Board Meeting to April 19th due to spring musical and spring break. The date change was motioned for by Angela Stohler and Analisa Webster seconded the motion. All were in favor and the motion carried.

7.3 A motion was made to increase the mic budget for Matilda from \$0 to \$1315.00 was moved for approval by Angela Stohler. Sarah Thompson seconded the motion. All were in favor and the motion carried.

8.0 Announcements

Thank you to all Matilda Volunteers Chaperones/Committee

8.1 Near Term Calendar Items

Ticket Pre Sale 3/10

General Sales 3/14

Tech Week 3/24-3/21

8.2 Next Meeting

4/19/22 (to be held virtually unless otherwise noted)

9.0 Adjourn

Voted to adjourn at 8:00PM by Angela Stohler and Kim Wellschlager seconded the motion.