

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

Meeting Date: August 11, 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 7:06pm, 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	Sarah Thompson (Vice President)		
P	Jen Kessler (Treasurer)		
P	Shannon Davis (Treasurer)		
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 July 14, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Jen Kessler and Amy Donegan seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Finalize Board Elections- all positions are full – CLOSED

Vote was taken and all were in favor of the changes to the board.

3.2 Status of Refunds for buses for MITP. (Kessler/Davis, Metcalfe) – OPEN

Refund is processing slowly. Possibility that refund will not be available if the bus company goes out of business.

3.3 Incoming board members to pay 2020-21 membership dues, obtain/renew standard background check, obtain/renew online crowd control training. (Crowd control Donegan Tufo; Dues – Cosler, Donegan, Tufo) – OPEN

Board members Donegan and Tufo will complete crowd control and Donegan will pay dues now that she has been voted onto the board.

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

Shannon Davis needs to visit the bank in person.

3.5 Meet to discuss options to hold SLS fall activities in a virtual format as 2020-2021 calendar cannot be finalized due to COVID19. (Miller, Metcalfe, Tufo) - OPEN

3.6 Budget committee volunteers to meet to draft budget for board approval. (Miller, Kessler, Davis, Owen) - CLOSED

- Budget for SLS Membership was cut in half given the current pandemic situation;
- Gift budget for departing SLS Board members and Sara was increased by \$100;
- Accounting fee budget for Form 990 preparation was decreased by \$855 as only a shorter form will be required in the current year;
- Contribution/Donation budget was removed for the current year for now;
- Budget for Spring Musical director expense was reduced by \$250 assuming a separate lighting designer is hired for \$250;
- Budget for Spring Musical lighting expense was reduced by \$700 as we will not need to pay for chain motor rental and rigging in the current year;
- Spring Musical showboard budget was increased by \$50 as the original amount has not be sufficient in prior years;

- Budget for custodial costs associated with the Spring Musical remain the same but could increase significantly if administrative staff is not present during Saturday rehearsals

3.7 Discuss changes to Budget approval process for 2020-2021 school year due to COVID19. (Kessler/Davis, Miller) - CLOSED

3.0 Officer's / Standing Committee Reports

4.1 President Report (L. Miller)

Activities this reporting period:

- Participated on budget committee
- Checked SLS mailbox at SPMS
- Checked email and gsuite
- Received the email addresses/passwords from Kelly O'Brien
- Gathered files/folders and updated president's playbook and 'important information' file.
- Organized binders / SLS materials.
- Notified SPMS front office of new board members.

Planned activities next reporting period:

- Finalize "SLS Boot Camp" information for the 2020-2021 year to present to board at next meeting.
- Corresponded with Shannon Davis and Jen Kessler on bank signing
- Correspond with Elena Owen and Sarah Thompson about Membership
- Send out membership communications; News You Can Use, as applicable
- Coordinate that board members have crowd control training, background checks and are paid members.
- Follow-up with Sara on virtual options for SLS activities
- Coordinate with board members and Sara to create a survey for parents to determine interest and gauge participation in virtual SLS activities for fall and winter through google forms or survey monkey.
- Send finalized budget to committee leads as applicable.
- As needed coordinate any updates to website for SLS events.
- Schedule meeting with Mr. Kelly to discuss planned SLS activities
- Work with Sara to create a calendar of events for 2020-2021 as applicable

4.2 Treasurer's Report (Davis):

- Beginning bank balance was \$12,977.33. Ending bank balance was \$15,015.83. A reconciliation of both the bank and credit card accounts will be forwarded to Secretary (Cosler) with a copy to President (Miller).
- Coordinated with Roy to provide information required for him to file short form Form 990-EZ. This is allowed as the average of SLS' last 3 years' revenues was less than \$50,000. Good news here is that Roy's fee for the short form (fees are form-based) was only \$195 compared to the \$1,050 required for last year's longer form preparation.
- Met with Budget Committee to discuss plans for 2020-2021 budget. Overarching assumption is that given the pandemic and virtual schooling through at least the fall, as events are planned or do not occur, each individual event budget will be updated. Submitted draft budget to President (Miller) with a copy to Treasurer (Kessler) and Elena Owen with a detail of major changes from prior year.
- Continue to transition responsibilities to Jen going forward. Plan to go to bank to get forms and credit cards transitioned.

4.3 Membership Chair Report (Thompson)

Membership to Date

As of:	*08/04/2020				
Total Paid Members	6				
Total Sibling Members					

Total Fee Waiver	0				
Total Unpaid Members	0				
Total Members	6				

- 6 current board members have paid dues for 2020-2021 membership
- Waiting until school opens to determine next steps.

4.4 Varsity Choir Report (J. Kessler)

- No activity to report in this period.
- Planned activities for the upcoming period:
 - Jen will deliver t-shirt to Sara Metcalfe.
 - Sara Metcalfe will collect one remaining VC uniform from one student and give out the T-shirt.
 - Jen will pick up the uniform from Sara once she obtains it.
 - Jen and Sara will meet re: VC adaptations for 2020-2021.

4.4 Producer Report (K. Tufo)

- Kristin and Sara M. meeting tomorrow
- No one has touched set or costumes since COVID
- Sara M. may check in with costumes

4.5 Webmaster Report (A. Donegan)

- Asked about if Drama Camp or VC Auditions will be happening – may need to create a calendar
- Will update SLS Board Members on website
- Lauri will send Amy any June SLS Board Meeting minutes to add to the website

4.6 Social Media Report (K. Tufo)

- Talked to Jen about admin access
- Need approval prior to posting

5.0 Special Committee Reports

5.1 Contracts Committee Report (Open)

6.0 New Business / New Action Items

6.1 Approve Budget

6.2 Drama Camp

- Brainstormed ideas for a virtual fall Drama Camp
- Could hire a voice specialist, choreographer, dramatic makeup professional, dialect coach as to run virtual workshops
- Could remain 5 weeks
- Put a Survey Monkey or Google Form survey out asking about interest and potential workshops themes
- Usually \$50 for 5 weeks of lessons
- Important to keep SLS name out there versus worrying about this being a fundraiser for SLS

7.0 Documentation of Main Motions

8.0 Announcements

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

September 8, 2020

9.0 Adjourn

Lauri Miller moved to adjourn the meeting at 8:17pm and Kristin Tufo seconded the motion. All were in favor and the motion carried.