

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

Meeting Date: February 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 7:02pm, 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 Wellschlagler (Vice President)		
P	Kim Cosler (Secretary)		
P	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 January 11, 2022 were distributed electronically with the meeting notice. The minutes were motioned for approval by Analisa Webster and Marti Engstrom 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 -open

3.2. Winter/Chorus Concerts postponed – New Dates TBD - open

4.0 Officer's / Standing Committee Reports

4.1 President Report (A Stohler)

- Reviewed January minutes
- Prepared February Agenda
- Prepared and Sent monthly SLS email
- Monitored/answered SLS emails
- Acted as social media chair- see social media report
- Made few updates to website added chaperone/committee buttons. Added feb calendar.
- Communicated with S. Metcalfe/ S Thompson in regards to Musical
- Volunteered @ parent cast meeting along with A Webster and S Thompson
- Went through storage trailer w/ Sarah T to look for useable props/costumes
- Created and updated Matilda musical spreadsheet to track cast fees, sls fee and sls permission slips.
- Updated tech crew registration Google form

4.2 Treasurer Report (A Webster)

- Bank balance as of 12/31/21 = \$16,459.08.
- Ending bank balance as of 1/31/22 = \$18,079.75
- Analisa –Credit Card Statement reconciled on 1/27 = \$323.68 balance for Varsity Choir uniform purchase. Payment scheduled for 2/11.

- Sarah T.–Credit Card Statement reconciled on 1/27 = \$155.06 balance for Musical audition jitters gift cards for helpers and a sample of clear masks. Payment scheduled for 2/11.
- A reconciliation of the checking account and credit cards was forwarded to all board members on 2/3

Completed items:

- DEPOSITS (Details are shown on the reconciliation report):
 - Jan. - downloaded PayPal transactions and transferred \$5,517.39 (SLS Family Memberships \$375, Spring Musical Cast fees \$5,280.00, minus credit card processing \$137.61) to the checking account.
 - 2/4-downloaded PayPal transactions and transferred \$107.32 (Spring Musical Cast fee \$110 minus credit card processing \$3.18) to the checking account. All cast members have paid.
- DEBITS:
 - 1/20 -Allied Trailer Storage \$50.00 and 2/2 -Google GSuite \$21.33
 - 1/28-\$24.50 refunded for a duplicate SLS Family Membership fee from one parent.
 - Parent received a \$24.50 refund and SLS was refunded \$0.50 for credit card processing fee.
 - John Purnell’s check #592 for \$609.50 cleared.
- Received musical contracts for director (D. Merrill), music director (S. Metcalfe), and Choreographer (E. Merrill).
- All deposits were disbursed on 1/18. All checks have cleared. 2/8-Current checking account register balance \$18,165.74
- Received donation inventory letter signed by Mr. Kelly, SPMS Principal.
- 2021 -1099-MISCand1099-NECforms are not required because we did not pay any contractors more than \$600. John Purnell’s check was for equipment and does not require a 1099.

Upcoming/action items:

- Need signed sound engineer agreement however payment of \$1,300 is due on or before 4/8.

4.3 Membership Chair Report (K Wellschlager)

- SLS membership 80 as of 2/8/2022. 3 unmatched SLS payments and only 2 permission slip members missing payment confirmation.

As of:	1/11/2022	2/8/2022
Total Paid Members	68	81
Total Siblings	6	6
Total Members	68	80

4.4 Varsity Choir Report (A Stohler)

- 2 students still remain unpaid and with out permission slips
- Performance 2/24 NJHS

4.5 Producer Report (S Thompson)

- Assisted with call back auditions
- Cleaned water stain on stage floor
- Shared cast list & materials for posting on website
- Created spring musical email account
- Conducted mandatory parent meeting
- Collected conflict calendars and cast member contracts
- Created and shared committee sign up sheets
- Shared rehearsal chaperone sign up & guidance doc

- Assigned scripts to cast and assisted at the first read through rehearsal
- Arranged first installment of payment for contracts (director, music director, choreographer)
- Scheduled and held meetings with committee members for:
 - Set building
 - Set painting
 - Costumes
 - Props
 - Hair & makeup
 - Publicity
 - T-shirts
 - Concessions
 - Box Office Sales
- Provide SLS Fall & Protection plan to set builders
- Sending weekly email communication with cast families (ongoing)
- Distributing weekly rehearsal schedules to cast families and to the webmaster
- Distribute choreography videos to webmaster
- Create cast t-shirt & costume fitting form & distribute to cast families and webmaster
- Create bio submission form & distribute to cast families and webmaster
- Edited and emailed sound engineer contract for the spring musical to Scott Metcalfe
- Set tech crew club dates
- Received fully executed contract for stage manager and gave to Treasurer
- Set date for tech crew sign up to open - Friday February 18th at 4:00 p.m.
- Identify 2 house managers for performances
- Assessed contents of the SLS storage container and brought usable items into the school
- Threw away empty or dried up paint cans on stage
- Verified fingerprinting status of volunteers in front office
- Explored option to have private FB group for Matilda cast through SLS page
- Set ticket sales dates
- Group Sales (TBD)
- Advance Sales open 3/6
- General public sales open 3/13

New Business:

- New lock for trailer
- Guidance from administration regarding audience capacity at shows (max 300; each family member see show 1 time)
- Ticket sales
 - Ticket price limited to \$10 by MTI. Voted to pass ticket sales fees on to the purchaser.
 - Voted to allow each cast family to purchase up to 6 tickets pre-sale before opening ticket sales to the public.

4.6 Webmaster Report (M. Engstrom)

- Updated SLS website with minutes from previous recent SLS meetings & information about next SLS mtg (Feb mtg).
- Updated SLS website to include Spring Musical (Matilda Jr.) Audition Results/Cast List & signup information to participate in the musical.
- Created Matilda CAST/CREW password-protected page & links based on what was used for Pirates (previous musical)

- 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 tracks, rehearsal videos, weekly rehearsal call list & schedule, weekly Matilda Memo, etc.
- and MOST IMPORTANT (as always!) -- Thank you VERY much to Angela, Sarah, and Sara for their help and support and great work!

4.7 Social Media Report (A Stohler)

- Updated Facebook with all information pertaining to Matilda with forms and deadlines
- 2 new page likes

5.0 Special Committee Reports

5.1 Contracts Committee Report

Sarah Thompson has an outstanding sound contract for the creative team for Matilda. Still in search of a lighting designer.

6.0 New Business / New Action Items

6.1 Committee chair/leads for Matilda

All committees have volunteers at this time. Angela Stohler will serve as props committee chair.

6.2 Tech Crew Information to be released week of 2/14. Sign up to begin 2/18

6.3 Varsity Choir to perform NJHS on 2/24

Varsity Choir asked to be there at 6pm and can leave after national anthem.

6.4 Matilda Committee Leads Background checks

Most committee leads have a background check on file with SPMS. Still need some to bring into school for the office staff to file. Sarah Thompson will follow up.

7.0 Documentation of Main Motions

7.1 The minutes from the prior meeting held on January 11, 2022 were distributed electronically with the meeting notice. The minutes were motioned for approval by Analisa Webster and Marti Engstrom seconded the motion. All were in favor and the motion carried.

7.2 A motion was made that we pass along the fees for Matilda show tickets to the consumer. Moved for approval by Marti Engstrom and seconded by Analisa Webster. All were in favor and the motion carried.

7.3 A motion was made that the initial pre-sale of tickets to Matilda for cast family be limited to 6 tickets per family. Moved for approval by Sarah Thompson and seconded by Marti Engstrom. 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

VC Performance 2/24

8.2 Next Meeting

3/8/22 (to be held virtually unless otherwise noted)

9.0 Adjourn

Voted to adjourn at 8:42PM by Angela Stohler and Marti Engstrom seconded the motion.