

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

Meeting Date: February 9, 2021

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 7:04pm, 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/Co-Musical Producer)		
P	Jen Kessler (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 January 12, 2021 were distributed electronically with the meeting notice. The minutes were motioned for approval by Jen Kessler 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) - Jen K. emailed the bus company this week. - 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 completed for Sarah Thompson - OPEN

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 Musical Review and Spring Production)
- Coordinate with Mrs. Metcalfe and Amy for Winter Musical Review information 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 website updates and social media posts as applicable.

4.2 Treasurer's Report (Kessler)

- Beginning bank balance was \$14,496.79. Ending bank balance was \$13,866.23. A reconciliation the bank account will be forwarded to Secretary (Cosler) with a copy to President (Miller).
- Credit Card Statement shows \$0.00 balance as the account was not used this month.
- Transferred money from PayPal to BBT account.
- Uploaded supporting documentation to date as attachments in QuickBooks. Filed as needed.
- We did not receive bus refund in January as we were told we would. Will continue to pursue it.
- Corresponded with Laurie Miller regarding some Musical Revue expenses.
- Will continue to update budget as needed. Will continue to be work in progress.

Action Items:

- Pay Director for Winter Musical Revue.

- Watch for Bus refund in February. Follow up again if not received.
- Continue to update budget

4.3 Membership Chair Report (Thompson)

- There was no change in membership numbers or activity since the last SLS board meeting on January 12, 2021.
- Membership:

As of:	2/9/2021	1/12/2021	12/8/2020	11/20/2020	10/20/2020	9/27/2020
Total Paid Members	39	39	38	38	13	13
Total Siblings	3	3	3	3	2	2
Total Members	42	42	41	41	15	15

4.4 Varsity Choir Report (J. Kessler)

No report

4.5 Producer Report (K. Tufo)

None

4.6 Webmaster Report (A. Donegan)

Activities this reporting period:

- Posted approved Dec minutes.
- Posted February SLS meeting date.
- Updated Winter Musical Review Link
- Posted video link for Winter Musical Revue

Plans for next reporting period:

- Post approved January minutes.
- Post next SLS meeting date on home page, Mar 9th
- Post any VC performance available
- Update Home Page Photo carousel
- Update Spring Show cancellation when approved verbiage provided

4.7 Social Media Report (K. Tufo)

- Flyer for Musical Revue on social media
- Would like to announce no spring production once wording is chosen
- Posted link for Fall Musical Revue

5.0 Special Committee Reports

6.0 New Business / New Action Items

6.1 Winter Musical Review Report (L. Miller)

Activities this reporting period:

- Sent email to SLS families about Winter Musical Review detailing audition results and deadlines
- Sent reminder emails to SLS families about Winter Musical Review detailing audition results and deadlines.
- Coordinated with Mrs. Metcalfe and David Merrill about any communications they need sent to participating students/families
- 8 students send audition tapes for WMR acts and 5 students sent audition tapes for Emcee.
- Send contract to David Merrill for Winter Musical Review production

6.2 End of the Year Recognition of 8th Graders

- Decided to discuss options at the next SLS Board Meeting

7.0 Documentation of Main Motions

8.0 Announcements

8.2 Next Meeting

March 9, 2021 @ 7pm Virtual format

9.0 Adjourn

Lauri Miller moved to adjourn the meeting at 7:33pm and Kristin Tufo seconded the motion. All were in favor and the motion carried.