

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

Meeting Date: November 10, 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 7:05pm, 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)	A	Jodi Roberts
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 October 13, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Lauri Miller and Kristin Tufo 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) - 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 needed for Sarah Thompson - OPEN

3.3 Meet/Email to discuss options to hold SLS fall activities in a virtual format for 2020-2021 and how to finalize calendar due to COVID19. (Miller, Metcalfe) - OPEN

Musical Revue planned for end of Jan/early Feb 2021. Open Mic Night planned for December 11, 2020.

3.4 Review and discuss potential changes to Drama camp budget - CLOSED

Drama Camp has 34 students signed up. \$1650 in fees collected. Expenses \$1550. Event is expected to break even.

3.5 Discuss and vote on prizes for Open Mic Night - 8 prizes, \$5 each for a total of \$40

Jen Kessler motioned to approve the \$40 expenditure for 8 prizes for Open Mic Night and Amy Donegan seconded the motion. The vote was unanimous and the motion passed. -CLOSED

3.6 Schedule Parent Orientation Night (Miller, Metcalfe) – OPEN

Lauri Miller to pick 2-3 dates and send on to Sara M. and David to choose one date from those options.

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 Drama Camp, Open Mic Night and Musical Revue).
- Sent October News You Can Use to SLS families.
- Worked with Jodi R. to create a flyer for Drama Camp.
- Created registration form for Drama Camp and sent to Amy for SLS website.
- Sent Drama Camp flier to Kristin T. for SLS Facebook page and Amy D for SLS website.
- Created spreadsheet for Drama Camp participants.
- Sent emails to SLS families announcing registration for Drama Camp.
- Sent Google Meet link to families registered for Drama Camp.

- Updated Google workspace account with Jen K.
- Worked with Jen K. on the budget for prizes for Open Mic Night.
- Checked SLS email and Gsuite.

Planned activities next reporting period:

- Continue to send out membership communications; News You Can Use, as applicable.
- Send reminders to registered families about Drama Camp participation.
- Help with Drama Camp as needed.
- Seek Musical Revue Chair.
- Coordinate a date with David M and Sara M for SLS Parent Orientation Night
- Coordinate website updates or social media posts as applicable.
- Updated SLS Membership documents with new drama camp registrations.
- Sent follow up emails to parents for SLS Membership and Universal Permission Slip form completion when necessary.

4.2 Treasurer’s Report (Kessler)

- Beginning bank balance was \$14,305.95. Ending bank balance was \$14,243.95. A reconciliation of both the bank and credit card accounts will be forwarded to Secretary (Cosler) with a copy to President (Miller).
- Called bus company re: status of refund of deposit for last year’s trip. Received return call - went to voicemail. Exchanged emails. Was told SLS is on list to receive refund “next month” which would be November.
- Went to BB&T twice to take care of signatures and information they needed from me.
- Addressed billing issue/ updated billing for Google workspace
- Worked with others re: financial pieces of Drama Camp.
- Lauri and I discussed the budget – work in progress.
- Discussed funding for OMN door prizes with Lauri Miller.
- Action Items:
 - Watch for bus refund in November. Follow up again if not received.
 - Continue to update budget

4.3 Membership Chair Report (Thompson)

Membership to Date

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As of:	*11/10/2020	10/20/20	9/27/20				
Total Paid Members	38	13	13				
Total Sibling Members	3	2	2				
Total Fee Waiver	0	0	0				
Total Unpaid Members	0	0	0				
Total Members	42	15	15				

- According to PayPal records, 38 families have joined SLS since 7/1/2020
- Sent follow up emails to parents for SLS Membership and Universal Permission Slip form completion when necessary

4.4 Varsity Choir Report (J. Kessler)

- Took uniforms to Zips Cleaners in Pasadena
- Picked up uniforms and took to SPMS and transferred to Sara Metcalfe
- Discussed the VC choir Christmas video idea raised in last board meeting. Decided not to pursue since it would cost money to hire someone to do it and we are trying to conserve spending this year.

- Planned activities for upcoming period:
 - Help with OMN as needed
 - Help Mrs. Metcalfe as needed

4.5 Producer Report (K. Tufo)

- Open Mic Night
 - The sign ups and flyer will be posted 11/13/2020
 - We will have students sign up for time slots
 - We will have 4 MCs
 - We were approved \$40 for virtual gift cards for raffles
 - Sign ups will ask if you will be attending or participating and the google classroom link will be sent to the parents email a few days before the event
- For the spring production:
 - We have heard back from 2 directors that are interested to join, Sara is going to meet with them to get a solid commitment.
 - Auditions will be 2/11/2021 and 2/12/2021
 - Show will be 4/16/2021 with dress rehearsal 4/15/2021

4.6 Webmaster Report (A. Donegan)

- Posted September minutes to SLS webpage
- Posted today's meeting date
- Updated announcements
- Posted form and information for Drama Camp
- Opened store link for Drama Camp and link to the form
- Posted special link to the VC video
- Asked if Sara M. can pick one song that can be posted to SLS webpage
- Updated Musical Revue
- Action items:
 - Can add details on Spring 2020 production and audition dates
 - Can add details for Musical Revue submissions (virtual show Jan 2021) if dates are emailed to Amy
 - Put in any additional dates and add Oct board meeting minutes to the webpage

4.7 Social Media Report (K. Tufo)

- Posting the national anthem VC video tomorrow
- Planning to share the holiday video when it re-airs
- Will be posting request for parents to send drama camp pics to the email for us to use for the SLS website

5.0 Special Committee Reports

5.1 Contracts Committee Report (Miller)

- Lauri emailed Kelly O'Brien about contracts
- No contracts needed for Drama Camp this year

6.0 New Business / New Action Items

6.1 Drama Camp Report (L. Miller)

- Everything is going well
- Reminders go out tomorrow
- Last two camps are different times – reminders will go out every week to registered participants
- Sara M. will get screenshots of drama camp in action for the SLS webpage
- An ask will go out to parents on the Facebook page for photos to be emailed

6.2 Open Mic Night Report (K. Tufo)

- Sign up and flyer done by the end of the week
- Raffle prizes approved
- Will be run the same way as in the past, with students signing up for timeslots

- Sara M. will create a Google Classroom for the event
- Sign ups can be for attending or participating
- Will have 4 emcees, no parent chaperones needed

6.3 Winter Musical Review Report (Open)

- Beginning of December 2020
- Audio tracks due early January 2021

7.0 Documentation of Main Motions

1. The minutes from the prior meeting held on October 13, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Lauri Miller and Kristin Tufo seconded the motion. All were in favor and the motion carried.

2. Jen Kessler motioned to approve \$40 expenditure for 8 raffle prizes at \$5 each for Open Mic Night and Amy Donegan seconded the motion. All were in favor and the motion carried.

8.0 Announcements

8.1 Near Term Calendar Items – all virtual

- 11/12 Drama Camp
- 11/19 Drama Camp
- 12/3 Drama Camp
- 12/11 Open Mic Night

8.2 Next Meeting

December 8, 2020 @ 7pm Virtual format

9.0 Adjourn

Lauri Miller moved to adjourn the meeting at 8:00pm and Jen Kessler seconded the motion. All were in favor and the motion carried.