

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

Meeting Date: September 8, 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 7:03pm, 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	Jodi Roberts
P	Jen Kessler (Treasurer)		
A	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 August 11, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Sarah Thompson and Jenn Kessler 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/Davis, Metcalfe) - OPEN

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

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

3.3 Add/remove check signing signatures at bank, issue new credit cards. (Kessler, Davis, Miller) – OPEN

Shannon and Jen met at BB&T to complete this action item and there is one document remaining to be signed by three board members. Jen will visit the three board members at home on Thursday, September 10, 2020 to complete this document.

3.4 Meet 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, Tufo) – OPEN

Flyer distributed to all students at materials pick up at school. Lauri working on a Google Form for Fall Drama Camp. Jodi Roberts and Sara Metcalfe will meet to discuss next steps with Fall Drama Camp.

4.0 Officer's / Standing Committee Reports

4.1 President Report (L. Miller)

Activities this reporting period:

- Spoke with Mrs. Metcalfe about virtual possibilities for 2020-2021 and Google Form seeking parent input and participation about potential virtual activities.
- Signed bank account papers
- Confirmed that all SLS Board members have paid dues. Still have a few for members needing background check and crowd control training.
- Corresponded with Jen Kessler to create new flyer for SLS, printed flyer and gave to Mrs. Metcalfe to deliver to SPMS for inclusion in materials pickup dates for all grades.
- Sent June minutes to Amy Donegan for the SLS website.
- Created a modified Power Point about SLS for possible inclusion in BTSN since we are unable to hold a parent orientation meeting. Waiting on word from Mr. Kelly.

- Sent new modified SLS power point to Amy to include on SLS website
- Completed “News You Can Use” to members/prior members.
- Finalized Boot Camp slides to share with SLS Board members

Planned activities next reporting period:

- Continue to send out membership communications; News You Can Use, as applicable.
- Understand how to use G Suite via Google account
- Touch base with Colleen Edelen about fee waiver process.
- Seek Drama Camp Chair.
- Find out what teacher handles yearbook photos and work on making sure SLS activities are in yearbook.
- Coordinate website updates or social media posts as applicable.

4.2 Treasurer’s Report (Kessler/Davis):

- Beginning bank balance was \$15,015.83. Ending bank balance was \$14,305.95. A reconciliation of both the bank and credit card accounts will be forwarded to Secretary (Cosler) with a copy to President (Miller).
- Met with Jen at BB&T to gather paperwork that will need to be signed for check signing authority and general Board resolutions, cancel old Board credit cards and debit card and issue new cards. Will continue to transition responsibilities to Jen going forward.

4.3 Membership Chair Report (Thompson)

Membership to Date

As of:	*10/07/2020				
Total Paid Members	13				
Total Sibling Members	2				
Total Fee Waiver	0				
Total Unpaid Members	0				
Total Members	15				

- All current board members as well as 2 returning families have paid dues for 2020-2021 membership
- No activities or changes since last reporting period
- Flyer sent in virtual learning pickup packet should create buzz and encourage more families to join
- Jenn K is going to share PayPal info with Sarah T so membership payments can be easily tracked

4.4 Varsity Choir Report (J. Kessler)

- VC T-shirts – Delivered remaining T-shirt to Sara Metcalfe
- VC uniform – picked up one remaining uniform from Sara Metcalfe
- Other –
 - Spoke with Lauri re: SLS beginning of year preparations
 - Made SLS flyer to be put in all student bags at pickup
 - At Lauri’s request, reviewed SLS slides she put together
- Planned Activities for the upcoming period/ at some point when able:
- Meet with Sara re: adapted VC for 2020-2021 year
- Send uniforms to cleaners once now performance schedule (future)

4.5 Producer Report (K. Tufo)

- Mrs. Metcalfe and I have talked:
 - Planning to do 6 one act plays with 10 cast members each, instead of a musical this year due to covid. Allowing us to have to perform virtually if needed.
 - Dave Merrill has agreed to be our director and we are looking at getting a few co-directors.
 - More details to follow on auditions.

- Open Mic Night is being planned to do on a virtual platform

4.6 Webmaster Report (A. Donegan)

- Added June minutes and archived 2019-2020 minutes on the SLS website
- Posted Parent Information Power Point provided by President
- Updated Fall Musical Review and Drama Camp tabs
- Updated the “Who Are We” page

4.7 Social Media Report (K. Tufo)

- We have been working on getting more activity on the SLS Facebook page.

5.0 Special Committee Reports

5.1 Contracts Committee Report (Open)

6.0 New Business / New Action Items

6.1 Fall Musical Revue

- Sara M. has agreed with David Merrill to edit student submitted videos together for this production
- Plan to have emcee hosts to create transitions between student videos
- Student videos will need to sent in “show-ready”
- No theme has been chosen at this time

6.2 Open Mic Night

- Planning for early November on Google Meet
- Mr. Kelly has approved moving forward with this event virtually

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

October 13, 2020 @ 7pm Virtual format

9.0 Adjourn

Lauri Miller moved to adjourn the meeting at 7:45pm and Jenn Kessler seconded the motion. All were in favor and the motion carried.