

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

Meeting Date: January 11, 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 Wellschlager (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 December 14, 2021 were distributed electronically with the meeting notice. The minutes were motioned for approval by Angela Stohler 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 Additional VC Uniforms ordered and delivered – CLOSED

\$323.68 spent on additional VC uniforms pieces for the 2021-2022 Varsity Choir. This was over the original \$250 budget, but within the pre-approved \$500 additional budget for this expenditure.

3.3 Obtain/renew online crowd control training still needed from KW – CLOSED

Kim Wellschlager completed the crowd control training.

4.0 Officer's / Standing Committee Reports

4.1 President Report (A Stohler)

- Reviewed December SLS minutes
- Prepared January SLS Meeting agenda
- Monitored/answered SLS emails
- Acted as Social Media Chair - see social media report
- Communicated with S. Metcalfe/ S Thompson regarding Spring Musical
- Signed and delivered school donation letter for tree lights to SPMS
- Volunteered as hall monitor at Matilda Dance Auditions

4.2 Treasurer Report (A Webster)

- Beginning bank balance was \$17,453.25 as of November 30, 2021. Ending bank balance was \$16,459.08 as of December 31, 2021.
- Analisa – Credit Card Statement – has \$323.68 balance for Varsity Choir uniform purchase.

- Sarah T. – \$155.06 balance for Musical audition jitters gift cards for helpers and a sample of clear masks.
- Analisa – Debit Card transactions reflect on bank statement.
 \$50.00 Allied Trailer Storage paid on 12/20.
 \$12.72 Google GSuite paid on 1/2. Completed items:

Completed items:

- A reconciliation of the checking account and credit cards was forwarded to Secretary (Cosler) with a copy to President (Stohler).
- 12/16 - Downloaded PayPal transactions and transferred \$48.02 (SLS Family Memberships \$50 minus credit card processing \$1.98) to the checking account.
- 1/11 - Downloaded PayPal transactions and transferred \$48.02 (SLS Family Memberships \$50 minus credit card processing \$1.98) to the checking account.
- 1/11 - Current checking account register balance \$15,884.88

Upcoming/action items:

- Need signed musical contracts to pay deposits on 1/17 (first rehearsal).
- Need donation Inventory Letter signed by Mrs. Metcalfe.

4.3 Membership Report (K Wellschlager)

- SLS membership 68 as of 1/11/2022 reported.

As of:	12/16/2021	1/11/2022
Total Paid Members	65	68
Total Siblings	6	6
Total Members	65	68

4.4 Varsity Choir Report (A Stohler)

- 2 students remain unpaid for their participation in Varsity Choir. Mrs. Metcalfe to follow up.

4.5 Producer Report (S Thompson)

- Audition packet for the website
- Jitters Workshop and an additional info session for parents
- Four high school students were mentors for the Jitters Workshop and given gift cards as a thank you.
- Ordered samples of clear masks for production
- Working on audition paperwork
- Attended 2 days of vocal auditions
- Communicated with parents the weather event on Friday and rescheduled dance auditions
- Created vocal callback list to post on the website
- Attended dance auditions
- Communicated with 3 families added to the callback list
- Will be attending callbacks tomorrow
- Still searching for a lighting designer for the production – reached out to AA Community College
- Preparing for rehearsals to begin
- Need board members to help at parent meeting next week helping parents sign up for committees, turn in paperwork, etc.

4.6 Webmaster Report (M Engstrom)

- Updated SLS website to include Spring Musical Audition information, including sign-up forms.
- Updated SLS website to include Audition Callback list, information, and materials, including Dance and Acrobat Call-back list and information
- 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
- Posted reminders for Chorus rehearsal/concerts cancellations
- 2 new page likes
- Most reached post was Mrs. Metcalfe's Birthday!

5.0 Special Committee Reports

5.1 Contracts Committee Report

Sarah Thompson has signed contracts for the creative team for Matilda. In communication with stage manager to get dates for Tech Crew. Still in search of a lighting designer.

6.0 New Business / New Action Items

6.1 Committee chair/leads for Matilda to be sought after the cast announcement

6.2 Tech Crew Information to be released end of January/Beginning of February

Marti will try and post a description of the tech crew duties of Tech Crew on the SLS page to help with parent questions.

6.3 Kim W took over SLS Membership as of 1/1/22

6.4 Winters Concerts postponed due to spikes in COVID – New date & volunteers TBD

6.5 Upcoming Parent Meeting for Matilda Cast

- Suggested that a virtual option be made available considering the current spike in COVID
- Will plan to use PayPal to collect fees as was done in 2020

6.6 SLS Webpage

- For future reference, Membership Toolkit would make callback notifications require a log-in for additional privacy
- Suggested that for future reference, post only the first name, last initial for callback lists, as they do at the high school

7.0 Documentation of Main Motions

7.1 Voted to accept the minutes from the prior meeting held on December 14, 2021. The minutes were motioned for approval by Angela Stohler and Marti Engstrom seconded the motion. All were in favor and the motion carried.

8.0 Announcements

Thank you to Kim W for taking the SLS Membership Lead!

8.1 Near Term Calendar Items

1/12 Matilda Callbacks

1/14 Matilda Cast Announced at 4pm

1/18 Matilda Cast Parent Meeting 7pm

1/19 Matilda Cast First Rehearsal 3-6pm

8.2 Next Meeting

2/8/22 7pm (to be held virtually unless otherwise noted)

9.0 Adjourn

Voted to adjourn at 7:52PM by Angela Stohler and Analisa Webster seconded the motion.