

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

Meeting Date: December 14th, 2021

Location: Virtual Meeting

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	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 November 16, 2021 were distributed electronically with the meeting notice. The minutes were motioned for approval by Sarah Thompson and Analisa Webster seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Parent orientation/ Musical reveal over 100 in attendance between in person and virtual - CLOSED

3.2. Discussed open chairs (VC Choir, social media, open mic, musical revue) – OPEN

3.3 Obtain/renew online crowd control training still needed from KW - OPEN

3.4 Proposed date for dismantle of POP set on stage – CLOSED

Set dismantle was canceled.

3.5 VC Rehearsals Update – Resume to in person - CLOSED

3.6 Calendar change for Chorus Winter Concerts – CLOSED

Dates are set now for 6-8th grades.

3.7 Discussed dates for Matilda Auditions - CLOSED

3.8 Voted to pay stipend to Alex M for set dismantle help – CLOSED

Set dismantle canceled, so stipend will not be furnished.

3.9 Discussed committee leads to still be appointed - OPEN

3.10 Spoke about obtaining volunteers for set dismantle – CLOSED

Set dismantle canceled.

4.0 Officer's / Standing Committee Reports

4.1 President Report (A Stohler)

- Prepared agenda for Dec meeting
- Reviewed Minutes From November
- Acted as VC Chair- actions to be in VC report
- Acted as SLS membership chair-actions to be in Membership report

- Acted as Webmaster chair- actions to be in webmaster report
- Acted as Social Media Chair - actions to be in Social Media Report
- Communicated with Sara M and Sarah H for updates and help needed with Spring Musical
- Communicated with Metcalfe on outstanding VC members
- Replied to several emails on SPMS gmail

4.2 Treasurer Report (A Webster)

Beginning bank balance was \$16,803.78 as of October 29, 2021. Ending bank balance was \$17,453.25 as of November 30, 2021.

Analisa – Credit Card Statement – has \$0.00 balance.

Sarah T. – 0.00 balance.

Analisa – Debit Card transactions reflect on bank statement.

\$50.00 Allied Trailer Storage paid on 11/19.

\$12.72 Google GSuite paid on 12/2.

Completed items:

- A reconciliation of the checking account was forwarded to Secretary (Cosler) with a copy to President (Stohler).
- 11/22 - Received \$10.48 AmazonSmile donation.
- 11/29 - Downloaded PayPal transactions and transferred \$168.07 (SLS Family Memberships \$175 minus credit card processing \$6.93) to the checking account.
- 11/29 - Paid John Purnell \$609.50 for lighting trees.
- 12/6 - Downloaded PayPal transactions and transferred \$146.03 (SLS Family Memberships \$50 and Varsity Choir participation fee \$100 minus credit card processing \$3.97) to the checking account.
- 12/10 - Sarah T.'s credit card statement balance of \$1,125.50 was paid.
- 12/13 - Current checking account register balance \$15,851.56

Upcoming/action items:

- Pay musical contract deposits the first week of January.

4.3 Membership Chair Report (A. Stohler)

- SLS membership 65 as of 12/14 reported. There were a few of duplicate registrations that had to be deleted and one parent who had registered but not paid from November report. Everything is corrected and all members have paid

As of:	11/14/2021	12/16/2021
Total Paid Members	58	65
Total Siblings	5	5
Total Members	63	65

4.4 Varsity Choir Report (A Stohler)

- 44 members paid and registered. 2 members not paid or registered. Metcalfe to contact those families.
- Uniforms distributed on 12/6 & 12/13
- Additional Uniform Pieces To Be Ordered
- A motion was proposed to add \$500 to the budget for additional VC uniform pieces, in addition to the current budget of \$250. The additional funds were motioned for approval by Angela Stohler and Sarah Thompson seconded the motion. All were in favor and the motion carried.

4.5 Producer Report (S Thompson)

- Set is being repurposed on the stage
- Alicia Merrill accepted the role as choreographer for Matilda

- Updated contracts and emailed out
- Updated audition packet for review
- Planning meeting scheduled for tomorrow for Audition Jitters and subsequent parent meeting
- Permission slip for Audition Jitters and Audition sign up done
- Still searching for a lighting designer for the spring show
- Stage floor may need cleaning
- ConnectEd message went out today
- 61 students signed up for the Audition Jitters workshop so far

4.6 Webmaster Report (A. Stohler)

- Updated website with November minutes
- Updated with December calendar
- Updated website with jitter workshop sign up/permission slip

4.7 Social Media Report (A Stohler)

- Added post for cancellation of set dismantle, Thanksgiving, VC rehearsal reminder, congrats to state chorus members, jitters permission slip post
- The SLS Facebook page has had the most traffic in the history of the page this past month. From 11/12-12/12, 15 new people follow/like the page, 499 post reaches - up 332%, 281 post engagements - up 1.6k%

5.0 Special Committee Reports

5.1 Contracts Committee Report

Sarah Thompson updated and sent out contracts for director, music director, choreographer, stage manager, and lighting designer (still open).

6.0 New Business / New Action Items

6.1 Jitter Workshop 12/20 – Are Volunteers Needed?

A motion was proposed to add \$25 to the budget for mentors for the Audition Jitters workshop to cover the 4th mentor who volunteered to participate. The additional stipend was motioned for approval by Angela Stohler and Analisa Webster seconded the motion. All were in favor and the motion carried.

6.2 Additional Musical Parent Meeting 12/20 5-6pm added for those who were not able to attend the first one - CLOSED

6.3 Set Dismantle scheduled for 11/29 canceled - CLOSED

6.4 Tentative date for Tech Crew Sign Up?

Nothing planned until show is cast. Maybe late Jan/early Feb 2022.

6.5 Committee leads to still be appointed (VC , Spring Musical committee chairs, Musical Review(, Open Mic, Tech crew)

Mrs. Metcalfe is fine with asking for volunteers on an as needed basis.

6.6 KW to still obtain crowd control certification - OPEN

6.7 Proposed vote to approve \$150 stipend to Alex Moundalexis was not needed due to set dismantle being canceled. - CLOSED

6.8 Matilda Auditions – Volunteers needed?

Need 5-6 parents for auditions.

6.9 Winter Concert – Volunteers needed?

Chorus parents will be recruited as chaperone volunteers.

6.10 VC Uniforms distribution update

Most students in VC received uniforms. Mrs. Metcalfe will order remaining needed pieces.

7.0 Documentation of Main Motions

7.1 Voted to accept the minutes from the prior meeting held on November 16, 2021. The minutes were motioned for approval by Angela Stohler and Sarah Thompson seconded the motion. All were in favor and the motion carried.

7.2 Voted to add \$500 to the budget for additional VC uniform pieces, in addition to the current budget of \$250. The additional funds were motioned for approval by Angela Stohler and Sarah Thompson seconded the motion. All were in favor and the motion carried.

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8.0 Announcements

Thank you to parent volunteers for helping with VC Uniform Distribution
Congratulation to Cassidy, Kayelin, Annie and Samantha for making all state choir

8.1 Near Term Calendar Items

Jitters workshop 12/20, Parent Orientation 12/20 5-6pm

Matilda Auditions

1/5 & 1/6 vocal and acting

1/7 Choreography

1/12 Callbacks

1/14 Cast Announced

Matilda parent meeting 1/18

Matilda First Rehearsal 1/19 3-6pm

Winter Concert: Dress Rehearsal 6th Grade on 1/10 3:15-5 7th/8th Grade on 1/11 3:15-5:00. Concert Thursday January 13th 6th Grade 5pm Call 5:30 concert 7th/8th grade 6:30 call 7pm concert

8.2 Next Meeting

1/11/22 7pm (to be held virtually unless otherwise noted)

9.0 Adjourn

Voted to adjourn at 7:50PM by Angela Stohler and Marti Engstrom seconded the motion.