

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

Meeting Date: January 12, 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 7:07pm, 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	Paul Heath
P	Jen Kessler (Treasurer)	P	Amy Heath
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 December 8, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Sarah Thompson and Lauri Miller 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 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

3.4 Schedule Parent Orientation Night (Miller, Metcalfe) - Closed
Parent Meeting not being scheduled at this time.

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
- Sent December News You Can Use to SLS families
- Sent reminder emails to SLS families for Winter Musical Review auditions
- Sent email for Falcon Drama Boosters for SPHS One Act show
- Sent info to social media chair for SPHS One Act show
- 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 \$14,867.31. Ending bank balance was \$14,496.79. A reconciliation the bank account will be forwarded to Secretary (Cosler) with a copy to President (Miller). Note there is no Credit Card Statement this month as old one closed and new statement hasn't been generated yet.
- Got mail from Sara and went through it, addressed as needed.

- Transferred money from PayPal to BBT account.
- Updated payment information with Allied (storage unit) so we can go back on autopay.
- Uploaded supporting documentation to date as attachments in QuickBooks. Filed as needed.
- Completed and signed information requested by Roy Carson for tax preparation. Forms 1099-NEC and Form 1096 will be mailed out/ submitted by him.
- Paid Roy Carson invoice for tax prep fee.
- Deposited MITP refund check.
- We did not receive bus refund in December as we were told we would. Emailed bus company this week and received and haven't received a response yet.
- Reimbursed expenses.
- Will continue to update budget as needed. Will continue to be work in progress

Action Item:

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

4.3 Membership Chair Report (Thompson)

- One new family membership since last reporting (12/8)
- Varsity Choir & Winter Music Revue participants are not being required to join SLS this year to participate in these events.

Membership:

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

4.4 Varsity Choir Report (J. Kessler)

- Picked up uniform from cleaners.
- Took uniform to Sara to be put with the other VC uniforms.
- Checked VC email.
- Tried to get bus refund (also see Treasurer report)

Planned activities for upcoming period:

- Help Mrs. Metcalfe as needed

4.5 Producer Report (K. Tufo)

Save Producer report for new business

4.6 Webmaster Report (A. Donegan)

Activities this reporting period:

- Posted approved Nov minutes.
- Home Page
- Posted January SLS meeting date.
- Removed Open Mic Link
- Added Winter Musical Review Link
- Posted Google Form/Permission and sign-up time slots in the tab

Varsity Choir

- Added National Anthem video to tab
- Archived 2019 awards

Plans for next reporting period:

- Post approved December minutes.
- Post next SLS meeting date on home page, Feb 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)

- Posted about Fall Musical Revue
- Posted Merry Xmas, Happy New Year

5.0 Special Committee Reports

5.1 Contracts Committee Report (Miller)

- Contract has been sent to David Merrill for Winter Musical Revue.

6.0 New Business / New Action Items

6.1 Open Mic Night Report (K. Tufo)

- Event went well, participating students enjoyed it
- No issues
- 51 responded to the Google form, approximately 20-30 students attended.

6.2 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

6.3 Spring Production

- Looked at the level of student involvement
- Production may not be worth the cost of paying directors
- For these reasons, the Spring Production is being canceled

6.4 End of the Year Recognition of 8th Graders

- Sara M. thought about something with Broadway (similar to drama camp)
- Amy H. asked if there could be a survey of students
- Regroup in April 2021 with ideas
- Anticipate award ceremony would be in May/June

7.0 Documentation of Main Motions

The minutes from the prior meeting held on November 10, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Lauri Miller and Sarah Thompson seconded the motion. All were in favor and the motion carried.

8.0 Announcements

8.1 Near Term Calendar Items – all virtual

- 1/8 WMR auditions
- 2/12 WMR revue

Mr. Kelly has been apprised of dates for the purposes of sharing with students during morning announcements.

8.2 Next Meeting

February 9, 2021 @ 7pm Virtual format

9.0 Adjourn

Lauri Miller moved to adjourn the meeting at 7:44pm and Amy Donegan seconded the motion. All were in favor and the motion carried.