

Spartan Lyrical Society, Inc.
Board Meeting Minutes

Meeting Date: April 8, 2025

Location: Virtual

Time of Day: 8:00pm

1.0 Call to Order / Attendees / Introductions

	Voting Board Members		SLS Members and Guests
P	Tonya Hogue (President)	T	Arden Titus (Choral Director / Faculty Sponsor)
	Sara Marcinak (Vice President)		
P	Stephanie Hibbard (Secretary)		
P	Heather Chisholm (Treasurer)	P	Danielle Lendino (Varsity Choir cochair)
	Jeanine Woods (Member at Large)	P	Lisa Grant (Varsity Choir cochair)
P	Jamie Miller (Spring Musical Producer)		

P = Present, A= Absent, T= Telephone

2.0 Approval of Minutes

2.1 Approve January Minutes

The minutes from the prior meeting held on February 11, 2025 were distributed electronically. The minutes were motioned for approval by Tonya Hogue and Lisa Grant seconded. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Mary Poppins-open

46 paid, 1 unpaid

3.2 Varsity Choir Registration – closed (all paid)

3.3 VC Music in the Parks final payment-closed (all paid)

4.0 Officer's / Standing Committee Reports

4.1 President Report (T Hogue)

- Monitored Gmail account and replied to emails
- Communicated reports needed from Treasurer/Membership/Webmaster
- Prepared: April agenda, President report, Membership report, Webmaster report, Social media report
- Paid for MP posters, S. Hibbard picked up and distributed them around town (after setting aside some for cast/crew and giving some to Ms. Titus and I to help distribute)
- Paid sound equipment invoice, musical backdrop invoice, program invoice, and t-shirt invoice
- Purchased candygram materials (umbrellas, parrot print, skittles, FunDip, mini spoons, paper bags, sticker labels) and created candygrams
- Communicated with J. Miller regarding MP various needs and show-related tasks to ensure

everything was covered (t-shirts, programs, tech week meals, cast party)

- Printed off MP T-shirt size list and gave to coordinator
- Withdrew \$150 starter cash for concessions and 50/50 raffle
- Purchased raffle ticket rolls
- Delivered concession items and musical backdrop to chorus room
- Assisted with set up during tech week and shows
- Contacted D. McLaren when sound equipment delivered and arranged pick up
- 1 show tech crew member dropped out after paying, attending 1st meeting, and collecting t-shirt, so I did not offer reimbursement. The open spot was offered to a waitlisted member who accepted. Asked a parent volunteer to create a Crew shirt for this student, and she gladly agreed.
- Printed copies of MP script for Show Tech Crew and placed in binders
- Arranged drop off of borrowed lights from David Merrill and pick up of lights at the end of final Show; Gave David our lights in exchange to use for Hunchback
- Arranged production team gifts with A. Jaska to be delivered closing night of MP
- Mailed all reimbursement checks from MP given to me by H. Chisholm
- Emailed 1 unpaid Spring Musical cast members: Taylor G
- Collected programs from past 2 years and assembled them into the 8th Grade keepsake frames
- Created, printed, and cut 500 candygram notes for concessions
- Picked up SLS mail. Received DoubleGood check.
- Communicated with D. Lendino and L. Grant to determine final BG payment cost. Updated the payment form on toolkit and made the form active. All students and chaperones have paid.
- Collected all VC final payment checks and input the payment into toolkit. Gave collected checks to H. Chisholm to deposit. Only one outstanding check from A. Baptista bc I still have it.
- Paid Music in the Parks final invoice
- Discussed payment of MITP accompanist with A. Titus and VC chairs. To be discussed and voted upon during April meeting
- Printed off list of preferred roommates from online form and gave to Ms. Titus who put together a suggested roommate list. Uneven number of boys, so I received permission from Mr. Kelly to allow 3 boys in the same room as long as a roll away bed could be provided. D. Lendino was going to call the hotel to confirm.

4.2 Treasurer Report (H Chisholm)

February report

- Beginning bank balance as of 2/1/2025 = \$22,197.82
- Ending bank balance as of 2/28/25 = \$22,787.82
- Reconciliations of the Feb Shore United checking accounts and Feb LumaPay Account (completed by Heather Chisholm)

Completed items:

- DEPOSITS 19 (Totaling \$4,813.90)
- DEBITS 11 (Totaling \$4,222.90)
- \$57.99 paid to Willscot Mobile Mini for rental of the storage unit

- \$200 to Friendship creative SM Posters
- \$9.53 amazon Tech crew stickers
- \$200 Lisa Feinman CPA
- \$100 Festival of music deposit
- \$32.64 Amazon backdrop support stand kit
- \$50.44 Amazon Candygram supplies
- \$851.88 Theatreworld backdrop
- \$1,895.00 Broadway Media
- \$800 Kylie for SM Choreo
- \$25.42- Amazon Unknown

 March Report - we have not received all receipts yet

- Beginning bank balance of 3/1/2025 \$22,787.82
 - Ending Bank Balance as of 3/31/2025 \$32,899.12
- Reconciliations of the March Shore United checking accounts and March LumaPay Account
 (completed by Heather Chisholm)
- Completed items:
- DEPOSITS 15 (Totaling \$22,156.31)
 - DEBITS 26 (Totaling \$12,045.01)
- \$57.99 paid to Willscot Mobile Mini for rental of the storage unit
 - \$27.99 Chipotle- Tech week Meal
 - \$45.36 Squisito- Tech Week Directors meal
 - \$87.30 Costco
 - \$105.96 BJs Tech Batteries
 - \$127.53 Costco
 - \$1,084.38 Chipotle Tech Week Meal
 - \$24.16 Amazon Tech Crew scripts
 - \$5.22 Walmart
 - \$134.92 Instacart
 - \$822.95 Chick Fila Tech week meal
 - \$60 Corporate Sports Spirit wear Jacket
 - \$148.34 BJS Concessions
 - \$15.39 Hobby Lobby Candygram/concessions/Directors Frames
 - \$33.80 Amazon
 - \$68.87 BJS SM concessions
 - \$212.82 BJS
 - \$1200- Dan McLaren SM Sound
 - \$1,500 Arden Titius SM Director
 - \$43.77 Amazon
 - \$1200 Peter Kaiser SM Lights
 - \$2,550 Kylie SM Director/Choreo
 - \$55.43 Instacart

- \$1065 Corporate Sports
- \$1,348.63 Full Sail Media
- \$19.20 Arden Titius Gift bags

4.3 Membership Chair Report (T Hogue)

- As of 2/7/25, 121 paid, 197 current members SAME for 4/8/2025

4.4 Varsity Choir Report (L Grant/D Lendino)

- Busch Gardens – All payments made except last hotel bill.
- Accompanist will be discussed later.
- Issue with bus stating no snacks on bus. Plan for snack distribution will be made. And clean up. Danielle or Lisa will contact bus company to confirm rules & talk through issues. Someone will bring paper towels, hand sanitizer, etc... to ensure it is the cleanest and healthiest method possible.

4.5 Producer Report (J Miller)

- All receipts were submitted.
- Check still needs to be made for Malcolm Frasier for \$600. Jamie will email Heather info.
- Most people Venmo'd Jaime for MP recording. She will send Tonya and Heather a summary and money.
- Jamie stated that she received 13 responses from cast 'exit survey.' Most suggestions included needing more costume time and sooner in production. Cast also wished for ensemble dances to be taught earlier for practice. 'Production surveys' were overall positive. Feedback included; parents liked getting weekly emails, they would like more detail with volunteer duties and more directions and they wished committee volunteer meetings were earlier. Jaime noted that there was an overall theme of folks feeling that big things were rushed.
- Jamie and Tonya will be meeting with Kylie to get feedback on the production on Thursday. They will meet with Ms. Titus after this meeting.
- Jaime feels that she/producer should be firmer with boundaries.
- Jamie will ask key volunteers to spell out their jobs to put in binder.

4.6 Webmaster Report (T Hogue)

- Updated Tech Meal form and made active
- Updated MP T-shirt parent sales form and made it active
- Updated homepage and tech crew activity page to remove Mary Poppins and crew club info

4.7 Social Media Report (J Woods/S Marcinack)

- Posted MP ticket sale info on class Facebook pages

5.0 Special Committee Reports

5.1 Contracts Committee Report (T. Hogue)

- All MP production team members paid

6.0 New Business / New Action Items

6.1 MITP Accompanist

7.0 Documentation of Main Motions

7.1 Vote on MITP Accompanist payment of \$200. Note: Part of payment will come from 1 less hotel room, so actually voting on using \$ from SLS reserves. Motion made by Tonya Hogue; seconded by Stephanie Hibbard. Approved.

8.0 Announcements

8.1 Near Term Calendar Items

- MITP field trip: May 9-10
- Spring Concert : May 16

8.2 Next Meeting

May 13th @ 8pm virtual

8.3 Open positions

- Only open position will be President and Treasure (Tonya will do VP and her other chairs). SM Producer will be April Gianvittorio.

9.0 Adjourn Tonya motioned and Jamie seconded.