

Spartan Lyrical Society, Inc.
Board Meeting Minutes

Meeting Date: August 13, 2024

Location: Virtual

Time of Day: 8:00pm

Meeting called to order at 8:05, the President in chair and Secretary taking minutes.

1.0 Call to Order / Attendees / Introductions

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

P = Present, A= Absent, T= Telephone

2.0 Approval of Minutes

2.1 Approve June Minutes

The minutes from the prior meeting held on June 11, 2024 were distributed electronically. The minutes were motioned for approval by Tonya Hogue and Sara Marcinak seconded. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Crowd Control Training – All members have taken the training even Jeanine who didn't need to. Thank you everyone.

3.2 Appropriate materials sent over from previous board members to new members if applicable

3.3 Audit report – Analisa Webster should have audit complete by 8/18

3.4 2024-2025 Playbook/schedule – Reviewed. Arden Titus stated dates have changed over the summer. She will be reviewing the dates with Administration upon her return to school. Board reviewed most current dates and amended as needed. Schedule below:

September Varsity Choir Auditions (Former) 09/03-9/05 4:10pm -6pm Chorus Room Varsity Choir Auditions (New) 09/10-9/12 4:10pm -7pm Chorus Room

VC rehearsals most Mondays 4:15-6pm Chorus Room

SLS open Board Meeting/Parent's meeting 09/10 7pm (In person with virtual option)

October SLS Meeting 10/08 8pm (Virtual)

Chorus Halloween Concert 10/24 7pm

SPHS Jitters Workshop 11/05 4:15-5:15pm

Auditions for Rock N' Rollvember 10/31-11/01 4:30pm -7pm

Chorus Room November Musical Voice Audition 11/11 6:30-8:00pm

Chorus Room Musical Voice Audition 11/12 4:15-7:30pm

Chorus Room SLS Meeting 11/12 8pm (Virtual)

Musical Dance Audition 11/13 6th 4:15-5:15pm 7th 5:15-6:15pm 8th 6:15-7:15pm
Musical Callbacks 11/15 4:15-8:15pm
Rock N' Rollvember Tech 11/19 5:30-8pm Gym/stage
RNRollvember Reh w/ tech 11/20 5:30-8pm Gym/stage
RNRollvember Dress Reh 11/21 5:30-7pm Gym/stage
Rock N' Rollvember 11/22 7pm-8:30pm Gym/atrium (chairs needed for audience/atrium for concessions)

December Musical First Rehearsal 12/03 4:15-6:15pm
Chorus Room Musical Parent(s) of Cast Meeting 12/3 6:30-7:30pm Cafeteria
**Musical rehearsals to run through March 6 (chorus room/dance room/stage)*
SLS Meeting 12/10 8pm (Virtual)
Chorus Winter Concert 12/12 7pm Gym/stage

January Feeder Concert 01/13 7pm
SLS Meeting 01/14 8pm (Virtual)

February SLS Meeting 02/11 8pm (Virtual)

March Tech Week 02/28-03/05 4:15-9pm weeknights 9-5pm Gym/cafeteria/stage

Musical Performance 03/07-03/09 7pm 2pm, 7pm 2pm Lobby/atrium/ gym/stage/chorus
Cast Party 03/09 4-6pm Cafeteria
Set Tear Down 03/09 4pm Gym/stage
SLS Meeting 03/11 8pm (Virtual)

April SLS Meeting 04/08 8pm (Virtual)

May SLS Meeting 05/13 8pm (Virtual)
VC Music In the Parks 05/09-05/10
TBD Busch Gardens/GWL
Spring Concert 05/15 7pm Stage/gym

June SLS Meeting 06/10 8pm (Virtual)

Notes:

Auditions for Rock N' Rollvember will likely change. Tonya and Arden will discuss and change. Arden shared the reason the Musical shifted to earlier in the school year. The Musical is back to pre-Covid timing and the change allows performances to be at a different time then the SPHS show. Discussed being flexible due to student conflicts because they are in Holiday shows.

Districts for VC will be either 3/31 and 5/1

Arden shared that she and the SPHS may be doing a project together.

4.0 Officer's / Standing Committee Reports

4.1 President Report (T Hogue)

- Updated Membership toolkit forms and calendar
- Updated and monitored Gmail account
- Picked up producer binders/boxes from K. Cole and dropped them off to J. Miller
- Picked up treasurer binders/records from M. Dougherty and dropped them off to H. Chisholm
- Met w/ A Webster to clean up some details from last year as well as discuss 2024-25 proposed budget
- Stopped at Shore United Bank to add/remove check signing privileges for Heather Chisholm and get a new debit card in my name
- Drafted a letter to Shore United Bank asking M. Dougherty be removed as account admin and be replaced by H. Chisholm and provided documentation of the change in board position
- Talked w/ A Webster, H. Chisholm for budget committee meeting (changes to budget at this time are mostly with the Spring Musical. However, one change is we will be passing on the credit card fees to the customers who pay via Membership Toolkit.
- Communicated w/ A. Webster regarding information needed to complete the audit
- Communicated w/ A. Titus and K. Sjolie regarding musical rights and performance dates. Received updated tentative musical schedule on 08/09/2024
- Reviewed outstanding dues and background checks/crowd control certifications of the board. (Sent email to remind current board members)
- Emailed A Titus to determine any capital improvements needed to include in the proposed budget.
- Communicated reports needed from Treasurer/Membership/Producer/Webmaster
- Sent email to Jen Weiss and Karoline Bowman confirming they sent over their data to our new Varsity Choir Chairs
- Emailed J Miller a copy of the proposed Spring Musical budget on 08/08 for her to review
- Reviewed June minutes
- Prepared agenda for August meeting
- Prepared Activity Schedule
- Completed Google Slideshow for September Parent Meeting
- Created flyer for Back to School Night
- Created image for RNRollvember flyer and website

4.2 Treasurer Report (H Chisholm)

Summary Information for 2024-2025 SLS Budget

1) Overarching Goal for the Budget: Pay the annual expenses of SLS with the annual income of SLS, using any remaining funds to offset transportation costs for the next year and/or acquire capital improvements to be donated to SPMS. There is also a goal to keep \$5,000 in reserve funds for the next academic fiscal year.

2) Beginning Balance, Funds to offset future costs, Reserve & Special Purchases: Beginning balance as of 7/1/2024: \$20,319.68 2024 funds to offset 2025 VC bus costs: \$2,700 Reserve for next academic fiscal year: \$5,000 Special Purchases funds: \$12,004.68

3) Estimated Income and Expenses Overall: This year's budget has a carry forward balance of \$20,319.68, estimates \$38,335 in income and \$38,680 in expenses with \$12,004.68 in Special Purchases funds, \$5,000 in reserves, \$2,700 to offset bus expense for Varsity Choir field trip, and \$270 for one MITP participation fee waiver.

4) SLS Membership Fee: The SLS membership fee remains \$25 per family and pays general administrative and operating expenses. We assume 140 paid SLS members for \$3,500 income plus \$0 in donations and \$900 in Merchant Services fees minus \$4,400 in general administrative and operating expenses for a total of \$0.00 in planned net income.

5) Fundraisers / Performance Revenue: Rock N' Rollvember and the Spring Musical are considered our fundraisers. Funds raised will subsidize travel for Varsity Choir trips and/or other Board-approved causes such as capital improvements. Additional Varsity Choir fundraisers are at the Varsity Choir chairperson's discretion. This year, ticket prices will be \$10 for Rock N' Rollvember and Spring Musical. SLS Budget 2024-2025 2

- For Rock N' Rollvember, we assume 200 tickets sold, plus participation of 15 students at \$20 each, with an income total of \$2,850 minus expenses of \$2,450 for a total of \$400 in net income.
- For the Spring Musical, we assume 45 cast members, 20 crew members, 1,400 advance tickets with an income total of \$26,675 minus expenses of \$26,620 for a total of \$55 in net income.
- Due to lack of parent volunteers, Open Mic Nights will not be held.

6) Participation Fees:

- Rock N' Rollvember: Participation fees remain at \$20 for students, includes cast fee and poster.
- Varsity Choir: Participation fees increase to \$105 each and include uniform rental/dry clean (\$10), t-shirt (\$18) and \$70 deposit for the MITP trip. We assume 42 paid varsity choir members.
- Spring Musical Cast: Participation fees increase to \$135 and include cast fee (partially pays for rights, costumes, creative team, etc.), script, t-shirt, poster, and cast party.
- Spring Musical Tech Crew: Participation fees increase to \$60 and include tech script, t-shirt, poster, and cast party.

7) Field Trip: Varsity Choir Music in the Parks (MITP) Field Trip: SLS has pledged \$2,700 from 2024 proceeds to offset travel expenses for this trip. Proceeds from Rock N' Rollvember Candy Gram sales, and any other fundraisers at the Varsity Choir Chairperson's discretion will be applied to offset trip expenses. We assume 42 VC paid members plus ~10 chaperones will travel. For budget purposes, no further information has been included at this point. This trip will require a separate Board vote (and associated separate accounting) to be voted on later in the year when detailed information is available.

8) Fee Waivers: The Fee Waiver (FW) estimate in the budget is \$270. This assumes:

- 1 FW for VC overnight MITP trip (with no offsets included). Other fee waivers do not have impact on the budget as there are little to no impacts outside of the SLS organization.
- 1 FW for SLS Membership fee, \$25
- 1 FW for Spring Musical participation fee, \$135
- 1 FW for Spring Musical Tech Crew fee, \$60 Heather reviewed the budget.

Notes:

- Arden inquired about increasing cost of tickets. This year it will remain the same due to budget and ensuring we do not cause issues with taxes as a nonprofit.
- Arden inquired about adding money for a Stage Manager, Drew.

4.3 Membership Chair Report (T Hogue)

- 6 current members

4.4 Varsity Choir Report (D Lendino, L Grant)

- Arden has a proposed rehearsal schedule. She will send to Lisa and Tonya.

4.5 Producer Report (J Miller)

- Jaime inquired who to give the cash from the binder to. Tonya believes it is Venmo money from concessions. Tonya will confirm who to give money to.
- Tonya stated there is an inquiry from Kylie about renting or buying lights for backstage.

4.6 Webmaster Report (TBD – T Hogue)

- Began updating the website- all forms
- Activated membership and donation forms

4.7 Social Media Report (J. Woods)

- No report

5.0 Special Committee Reports

5.1 Contracts Committee Report

- Nothing to Report

6.0 New Business / New Action Items

6.1 Discuss Proposed Budget

6.2 Dues / Crowd Control / Background checks if applicable

6.3 Back To School Night Volunteers 9/5/24

- Tonya will be there to pass out flyers. Heather will also attend.
- Arden will change Varsity Choir Audition (Former) to 9/3 and 9/4 so it does not conflict with back to school night.

6.4 Discuss proposed SLS activities/dates (DoubleGood-fall vs winter, No more Open Mic Nights, RnRollvember audition dates)

7.0 Documentation of Main Motions

7.1 Vote on no Open Mic Nights for 24-25 budget

Seconded by Arden Titus

7.2. Vote on adding DoubleGood fundraiser to budget

Vote unnecessary.

8.0 Announcements

Official Welcome to Stephanie H., Heather C., Jamie M., and Jeanine W.

8.1 Near Term Calendar Items

Back To School Night: Sept 5th, 2024 6-8pm

VC Auditions: 9/03-9/04 (Former Students), 9/10-9/12 (New Students)

Rock N' Rollvember Auditions: 10/31-11/01

8.2 Next Meeting

SLS General Public Meeting: 09/10 (SPMS Chorus Room)

9.0 Adjourn motion to adjourn Tonya by Seconded by Sara