

SFA – Skyline Friends of the Arts Monthly Meeting Minutes – January 2011

Monday January 10th, 2011, 6-7 PM Executive Board Meeting, 7-8:15 PM General Meeting

Board Member Attendance:	Tyra Lemmen (present)	President
	Jeanne Wright (present)	Vice-President
	Ashok Mollin (absent)	Treasurer
	Theresa Angelini (present)	Secretary
	Rosemary Walker (present)	Band Rep.
	Tamara Babbitt (present)	Choir Rep.
	Junko Powell (arrived at 7:00)	Orchestra Rep.
	Deb Masten (left at 7:30)	Theatre Rep.
	Jason Smith (present)	Band Director
	Lyn CieChanski (arrived at 7:00)	Choir Director
	Andrea Cowper (arrived at end)	Orchestra Director
	Anne-Marie Roberts (absent)	Theatre Director

Executive Board Meeting, 6-7 PM

- I. Tyra proposed the following updated language regarding our charitable status:
 - A. “Skyline Friends of the Arts (SFA) is a 501 (c) (3) non-profit corporation (EIN#26-3882637). Donations to SFA after January 22, 2010 are tax deductible. For goods or services purchased, the deductible portion is only that amount that exceeds the fair market value of the goods or services received. Individuals should consult with their tax advisers to determine the tax deductible status of their donations. Receipts are available on request.”
 - B. The language was approved. Theresa asked that Tyra verify the amount that triggers the IRS requirement for us to issue a letter. (www.irs.gov states, “A charitable organization must provide a written disclosure statement to donors of a quid pro quo contribution in excess of \$75.” (for goods or services) and “A donor is responsible for obtaining a written acknowledgment from a charity for any single contribution of \$250 or more before the donor can claim a charitable contribution on his/her federal income tax return”)

- II. Treasury Issues
 - A. Since Ashok was out of town, Tyra reviewed the files that Ashok had emailed.
 1. Division balances as of 12/31/11:

a. Band	\$16,835.57
b. Choir	\$8,138.86
c. Orchestra	\$9,100.17
d. Theatre	\$2,782.20
e. General Fund	\$6,824.57
f. Total	\$43,681.37
 2. The monthly Quick Book Report with details of transactions by Division was also provided.
 - B. Tax Filing
 1. No Skyline parent has responded to the request for a tax preparation volunteer. Tyra will contact the NEW Center to find a tax preparer experienced in non-profits.
 - C. Software needs/Laptop needs – Discussion postponed until Ashok returns.
 - D. Division Reconciliation –
 1. The accounts have been reconciled for the uniform costs and flower sale dispersal.
 2. Choir needs to reconcile their account.

III. Record keeping

- A. Last month the issue of record keeping was raised – specifically, whose job is it to be historian? We are all looking to the future when we will need background information and history for continuity with future officers.
- B. After some thought over the past month, Tyra proposed that each board member keep their own “football”, or a notebook, to pass on to the next officer who takes a position in the future. Tyra showed the example of her own notebook with the By-laws, Conflict of Interest policy, relevant notes, minutes, etc. Each officer should develop some organizational notebook or files that can be passed on in the future. (i.e. each Division Rep, as well as the President, V.P, Treasurer, and Secretary).
 - i. Tyra gave Theresa copies of the 501(c) (3) application and notice for the secretary’s records.

IV. Maintaining 501 (c) (3) compliance

- A. Tyra noted the good news and the bad news....Now that we have earned 501 (c) (3) status, we have to obey certain rules to maintain compliance.
- B. It is possible to hire a consultant to review specific issues, such as the issue of individual accounts. We could hire a consultant, such as one from Dykema, but this will be costly (estimated at \$3000). The NEW Center is another resource for non-profits, though Theresa was not able to obtain much information regarding the clarifications on individual accounts.
- C. A helpful reference is the “Compliance Guide for 501(c) (3) Public Charities” found at www.irs.gov/pub/irs-pdf/p4221pc.pdf (48 pages)
- D. Tyra reviewed the following Compliance Guidelines:
 - 1. We must make sure we serve the public’s interest and to this end, we cannot allow substantial benefit to any one individual or organization. In particular, we need to be wary of issues of compensating insiders (ie Board members) or engaging in activities that provide benefit to someone in a position of influence with SFA. (i.e. no board members can receive payment for services, without competitive bidding.)
 - 2. We may not be involved in political campaigns. This specifically is focused on partisan campaigning and lobbying activities. (i.e. no Skyline musical group can perform at a political rally or benefit).
 - 3. We must file income taxes annually. We need to maintain our bookkeeping to identify the source of our receipts. We need to keep records of all donors (ie. Fall fund drive, Music and a Meal Sponsors).
 - 4. Grants to individuals (financial aid) must have records that reflect the need for assistance. Records must include: names, address, purpose of grant, manner of selection and any relationship the applicant may have with any board member, donor, or scholarship committee member. Our conflict of interest policy does cover recusal of board members from being involved in decisions related to grant issuance.
 - 5. We cannot compel students to participate in fundraising. We cannot discriminate against those who elect not to assist with fundraising.
 - 6. We cannot award financial assistance to students in proportion to funds that student may or may not have raised for SFA or donated to SFA. Similarly we cannot discriminate against those who do not elect to participate in fundraising when they seek financial assistance from SFA.
 - 7. Tyra, Theresa, and Patty have extensively researched the issue of individual accounts. The keeping of individual accounts is in violation of the IRS rules, though it may be possible to craft some carefully worded rules and terms with an attorney. Several groups have received hefty fines (\$60,000) and lost their non-profit status, as a result of keeping individual accounts. (reference – internet research on IRS and high school booster clubs in Lexington, KY, 2008). As board members, none of us can take this financial risk.

Members Present: As listed above on page 1 and including the following:

Robin Gruber	Orchestra financial representative
Lyn Ciechanski	Choir
Junko Powell	Orchestra representative

V. The meeting minutes from the November meeting were approved into record (Deb moved to approve, Rosemary seconded, all were in favor). Theresa will forward the November Minutes to Alan Jackson to post to the SFA web site. (The December meeting was cancelled due to snow, so there are no December minutes.)

VI. Division Reports

A. Band – Jason Smith reported the following:

1. All State Band and Orchestra: 15 auditioned, 3 were accepted, 1 received honorable mentioned. They will be performing in Grand Rapids.
2. A University of Michigan colleague of Jason's is working with a small group of chamber musicians once a week with the goal of performing at St. Joe's and elsewhere.
3. Solo/Ensemble has band students in 55 events.
4. Full Orchestra is now meeting twice a week with 70-80 members. There are approximately 20 wind musicians.
5. Pep band played for the first home basketball game and will be playing at one game per month during the winter.
6. Pit Orchestra for the Hairspray musical is meeting for practices. Jason will send Deb their contact information for coordination with the theatre production.
7. Winter Drumline will participate in their first competition on February 19th.
8. The Show Your Support poster at the Ann Arbor PTO Thrift Shop raised \$500 for band.
9. Drum major and section leader tryouts are coming up soon.
10. Stephanie Ritter organized the Great Lakes Scrip purchases, which raised \$235.
11. The results of the poinsettia sale are being tabulated.
12. Jason made the following proposal: There is a composer, James Stephenson of Chicago, who can compose a band piece for the first graduating class. He will work with the students and this will be played at graduation. The cost for this is \$1000/minute with a 3 minute minimum. Tyra proposed allowing for a budget of \$4000 (including travel expenses), with \$1500 of this coming from the SFA General Fund. The board approved the following: approval of an expenditure from the SFA General Fund up to 50% of a total budget of \$4000 for commissioning a piece for band.
13. There is a band trip planned to Disney World for Spring Break next year.
14. Jason requested authorization to pay the Winter Drumline competition fees of \$650 that are due now and also authorization to pay \$4900 for two marimbas. The competition fees will be reimbursed by the dues that the winter drumline students are paying (\$415 each). The board voted to approve these expenditures from the band account.

B. Choir – Lyn CieChanski reported the following:

1. There was a choir concert on December 16th. They held a bakesale at that concert that raised \$280 that covered paying the accompanist.
2. Choir council obtained a permit from the city of Ann Arbor and went caroling downtown, which raised \$100.
 - a. There were other fundraising ideas raised by this: gifts of carols, rent an elf, etc. but the concern was raised that students need to do these things in groups and not individually (for safety).
3. There is a concert on March 2nd.

4. On March 5th, Skyline Blues and Acapella will be singing in the Great Lakes Semi Finals. Lyn anticipates they will need chaperones and busses.
 5. Lyn also is planning to have a piece composed for the first graduating class. The cost of this should be less than that for band since there are fewer parts.
- C. Orchestra – Junko Powell reported the following:
1. Orchestra had Michael Hopkins at Skyline for a clinic for solo/ensemble on Monday January 13th, which is why Andrea could not be at the SFA meeting.
 2. Orchestra is participating in twenty events at the MSBOA festival on January 18th.
 3. District Night at Hill Auditorium will be February 15th and symphony orchestra will have Daniel Long as guest conductor. (Mr. Long retired from Slauson several years ago.)
 4. The Ann Arbor symphony rehearses at Skyline and students are invited to observe.
 5. Orchestra needs a representative in order to have a vote and Junko will be the main rep though she may not be able to stay for two hours. Robin cannot attend meetings at 6 PM, so Robin may be able to cover for Junko at 7 PM if Junko needs to leave. All voted in favor of Junko Powell as orchestra representative.
- D. Theatre: Deb Mastin had to leave but left the following report:
1. The play, “A Piece of my Heart” on November 19th, 20th, and 21st was well received and well attended.
 2. META (Michigan Education Theatre Association) held their annual State of Michigan Conference on Dec.3rd-4th for students and faculty who are active members in the International Thespian Society. Eighteen students, Anne-Marie, and one parent chaperone attended this event, saw several plays, and also attended several workshops.
 3. Skyline Theatre will participate in the one-act MIFA comedy entitled “Dearly Beloved” with the first performance on January 28th at districts, public performances on February 4th-5th, regional competition on February 12th and possibly state competition on February 18th-19th.
 4. The spring musical is “Hairspray” and 55 students were cast. Rehearsals are underway and the pit orchestra is underway. The play opens on Friday May 6th.

VII. Committee Reports

A. Fundraising

1. Music and a Meal
 - a. Tyra has sent thank you notes to the various divisions for distribution.
2. Entertainment Book Sales
 - a. No Entertainment books were sold at the concerts. The fundraiser had been a success and it was worth a try to see if there was interest in buying more at the concerts. Approximately \$1600 was raised overall in profit.
3. Poinsettia Sales
 - a. Suzanne Zick generously spent much time at both the band/orchestra concert and the choir concert to distribute the poinsettias. In the future, each division needs to supply a point person for each fundraiser in order to participate. Also, the deadlines need to be met when placing orders.
4. PTSO Thrift Shop Activities
 - a. Band did the SYS (Show Your Support) poster competition and earned funds.
 - b. Orchestra did the SYS (Show Your Support) poster competition and earned funds.
 - c. Orchestra did the “Stuff a Truck” fundraiser which ended up with some problems but they did receive some funds.
 - d. The recent concert programs included a PTSO ad, which raised funds.
 - e. Skyline PTSO will receive a check for distribution to the divisions in January.
5. Tyra proposed creation of Division Director’s “Wish List” to publish along with the fall fund drive and to post online. This could be used next year to get a final year-end donation push. Some wish list items include:

- a. A grand piano
- b. A marimba
- 6. Fundraising needs to be timed to avoid donor fatigue. The various fundraisers this fall have all come at once, which has been a little too much.
- 7. SCRIPT orders from band included 13 orders for a total of \$2850, which required payment of \$2609.65 to Great Lakes, so that gave band a profit of \$240.35. Band will run this every 4-6 weeks.
- 8. Other fundraising possibilities include brass nameplates for the auditorium seats.
- 9. Other fundraising possibilities include Kroger, Busch's, Meijers, etc. with frequent customer cards earning SFA a percentage.

VIII. Treasury Committee Report

- A. The treasure report had been discussed in the previous meeting at 6 PM. As per our previous discussions, each department should review their account and subaccount to check the reconciliation.

IX. New Business

- A. May elections are not that far off and we need to recruit more board members to ease into these board positions.
- B. The incoming 9th grade presentation night was coming up later the week of January 13th. A SFA information packet for incoming families will be developed outlining program expectations, fundraising participation expectations, summarizing major fundraisers, and financial needs application process. Tyra did a similar packet for band last year.
- C. Tyra will update the contact information on the SFA website.

X. Old Business

- A. Fundraising Coordinator
 - 1. We still need a fundraising coordinator for SFA.
- B. Scholarship Applications
 - 1. Tyra has a draft for review.
 - 2. Qualifications for need could be based on qualifying for the reduced lunch program or showing a Medicaid blue card.
- C. Andrea reported that the applications for the Tri-M Music Honor Society will be due before mid-winter break. This is available for juniors and sophomores. Members will be inducted before the year ends. \$25 covers membership pin and graduation item. Tri-M is similar to NHS but a little different. Standards include a minimum of an A- in music and a 3.5 grade average for all classes.

The General SFA meeting ended around 8:30 PM.

The next meeting will be Monday February 14th with the Executive Board meeting at 6 PM and the General Board meeting at 7 PM.

Meeting Minutes respectfully submitted by Theresa Angelini on February 13, 2011. Please send any corrections or clarifications to tangelini@angeliniarchitects.com