

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

Monday February 14th, 2011, 6-7 PM Executive Board Meeting, 7-8:30 PM General Meeting

Board Member Attendance:	Tyra Lemmen (present)	President
	Jeanne Wright (present)	Vice-President
	Ashok Mollin (present)	Treasurer
	Theresa Angelini (present)	Secretary
	Rosemary Walker (present)	Band Rep.
	Tamara Babbitt (absent)	Choir Rep.
	Junko Powell (present)	Orchestra Rep.
	Deb Masten (absent)	Theatre Rep.
	Jason Smith (present)	Band Director
	Lyn CieChanski (arrived 7:00)	Choir Director
	Andrea Cowper (present)	Orchestra Director
	Anne-Marie Roberts (arrived 6:30)	Theatre Director
	Robin Gruber (arrived 6:30)	Orchestra accounts
	Karen Yamada (present)	Band parent, former HMA treasurer

Executive Board Meeting, 6-7 PM

- I. Tyra opened the meeting with a discussion regarding the draft of the Application for Financial Assistance and distributed copies of the application.
 - A. Tyra had received feedback from the Skyline administration who discouraged asking if the student is on the free lunch program. Athletics also asks if the student has a Medicare card, but the Skyline administration discourages this. Tyra will note instead, "Is there any other information you would like to provide?"
 - B. Who decides on financial aid scholarships? Just the directors? Is there a financial aid committee with or without parents? The directors probably know the student situations best, but it may be harder to be objective. Parent involvement can also be awkward in terms of privacy issues.
 - C. SFA has to keep records of who receives financial aid. We have to have a process for selection. We need to supply information on last year's scholarship budget and recipients.
 - D. Karen Yamada provided information on the financial aid scholarships provided through the Huron Music Association. Huron budgeted for scholarships and generally provided 6-8 half-scholarships for camp that were equally split between band, choir, and orchestra. To put this in perspective, at Skyline, band provided 11 scholarships last year.
 1. Huron also budgeted for paying for ½ the cost of private lessons, when needed. The student had to write an essay to be considered for this and the check was sent directly to the teacher who provided the lessons. \$2000 was mentioned as a budget for camp.
 - E. The need for financial aid seems to be for camp or trips, not for uniforms or festival fees. Our goal is to provide partial financial need scholarships, when needed, from the SFA General Fund. Each director could supplement this if needed from their Division General Fund at their discretion (with approval of amounts if required per the SFA By-Laws).
 - F. Robin noted later in the meeting that Scholarship applications need to be submitted earlier than 6 weeks in advance of an event, ie this type of application for the orchestra trip would need to have been submitted more than a year in advance of the actual trip.
- II. Treasury Issues
 - A. Ashok presented an organized power point presentation on Online Account Management
 1. How to handle data?
 - a. Single vs. duplicate data entry system – the deposit form is redundant.

- b. Centralized access vs. isolated access – With isolated access, if Ashok is not available, the data is one month late. With centralized access, more people have access to the current information.
 - c. Easy & Controlled data access for many vs. for individual only.
 - d. Systemic vs. ad-hoc backup process. Our backup process is currently ad-hoc, and although it is working, it is not the best system.
 - 2. After researching this issue, Ashok has concluded that it would be best to go online, rather than continue on with an individualized approach with the information stored on a laptop.
 - a. This will allow an easy transition for new board members.
 - b. There is vendor-provided training for this, which provides a more systematic approach.
 - c. Online will overcome recurring hardware/software limitations and the expense of buying and maintaining a laptop and software every three years.
 - d. Online costs less over three years (in comparison to the life of a laptop) and has more benefits.
 - 3. We could start now or start at the beginning of the school year. The cost is \$28/month for the first year with future years at \$36/month. (prices quoted are with a 20% discount and 10% off for paying up front.)
 - 4. Ashok received our approval to share our data with Intuit on a trial basis. Robin, Karen, Tyra, Rosemary, and Theresa are all willing to be volunteers to try this out. Data will be secured and deleted if we do not proceed. All are in favor of proceeding with a system that is easier to use, has openness of information, and convenience. Ashok noted we will still have check request forms – that will not be replaced with this system. The deposit form will no longer be needed. After the trial, we can make a final decision. Ashok will proceed with this after March 1st.
- B. There was a discussion on the issue of petty cash. Three students had received reimbursement checks that were not cashed within 90 days, so the bank stopped payment on them (for bank-issued checks). There were small payments and could have been reimbursed to the students with petty cash. After discussing the possibility of keeping petty cash on hand to reimburse students, we all concluded that the school is not a secure place for petty cash. If students need to be reimbursed for small amounts for the purchase of supplies, etc., they should either be reimbursed by paper checks or electronic checks and the student can be notified to look for the check and/or cash it as soon as possible.
- C. Tax Consultation
 - 1. We have an extension to file taxes.
 - 2. Neither Tyra nor Ashok are comfortable with doing these taxes. Tyra recommended we hire Robin Aronson, who is experienced in non-profit taxes and was a former treasurer of Huron Music Association. We need advice on what are the tax implications prior to receiving 501 (c)(3) status. The motion was made by Theresa, seconded by Rosemary, and approved by all for the expense of approximately \$600 to receive professional tax preparation advice from the SFA General Fund.
- D. Treasury Committee Meeting
 - 1. Ashok will set up a meeting via Skype or in person with the parent reps to review accounts and discuss Treasury issues. These need to be separate from the monthly meetings but held on a monthly basis, at least at first.
- E. Tax Receipts for forfeited orchestra trip down payments
 - 1. There were several students who have had to cancel out on the trip to New York. They have forfeited money paid to SFA for the trip in amounts ranging from \$50-\$650. The families who forfeited their down payments were given the facts regarding this at the beginning of the trip planning and travel insurance was an option. If they purchased

travel insurance, they will be reimbursed by the travel company for 75% of their payments.

2. There was a discussion regarding whether it is appropriate to treat these amounts as “donations”. The SFA could give the factual statement of what was received and that no goods or services were received for their “donation”. At the meeting, we agreed that Theresa would draft up a generic template for use for donations.
3. After the meeting, there were a series of emails from Robin, Andrea, Theresa, and others that discussed the issues complicated by the cancellation of these students, especially at this late date. As a result of fewer students, there were higher costs spread over the group for the travel expenses, tickets had been purchased that could not be refunded, etc. It was not “profit” for the orchestra group. In light of the fact that these families should be reimbursed by the travel insurance and that costs were incurred to the orchestra group because of this, it is not fair or accurate for SFA to treat these forfeited travel deposits as a “donation”. There were goods and services incurred as a result of these reservations. We concluded and agreed via email that it was not appropriate to treat these cancelled reservations as “donations”.

General Board Meeting 7-8:15 PM

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

Dan Freidus

Theatre/choir parent

- III. The meeting minutes from the January meeting were approved into record. (Rosemary moved to approve the minutes, Tyra seconded, all were in favor.) Theresa will forward the minutes to Alan Jackson so they can be posted on the SFA website.
- IV. Division Reports
 - A. Band – Jason Smith reported the following:
 1. Pre-festival clinics are being held in March for Concert Band and Symphony Band. Band Festival will be held March 12th at Pioneer.
 2. Last month Jason introduced the proposal to contract with a composer to compose a band piece for the first graduating class (next year), which was approved. Jason has the contract for commissioning the piece and half needs to be paid with the signing of the contract. The goal is \$3000 for 3 minutes, so \$1500 is needed now. Last month we approved \$1500 to be paid from the SFA General Fund, with the remainder to be paid by Band. Jason can submit the check request since the amount has been approved.
 - B. Choir – Lyn CieChanski reported the following:
 1. There is a choir concert scheduled for March 2nd. Dr. Stuart Scott is visiting as a clinician on March 1st.
 - a. There was discussion on where the money comes from for clinicians – money for clinicians comes from each division’s funds.
 - b. Robin noted that the PTSO Thrift Shop has given each school, including Skyline, \$5 per student for the expense of field trips. Those interested in following up on this could contact Ms. Jackson.
 2. Skyline Blues has an ICHSA competition on March 5th.
 3. March 17th is choir festival.
 - C. Orchestra – Andrea Cowper reported the following:
 1. Dan Long, formerly the Slauson Orchestra Director, has been paid through the District as an orchestra clinician to work with full orchestra. Andrea noted the experience has been phenomenal!
 2. Orchestra Night at Hill is coming up.

3. Festival is scheduled for Orchestra and Full Orchestra on Friday March 11th at 6:15 PM at Saline Middle School. In preparation, Ari Lipsky, of the Ann Arbor Symphony Orchestra will work with the group twice as a clinician.
4. Orchestra won a PTSO Thrift Shop poster contest, which balanced out for the Stuff-a-Truck problem. The poster noted the need for scholarships, which was effective.

D. Theatre: Anne-Marie Roberts reported the following:

1. Skyline Theatre participated in the one-act MIFA competition through regionals. They did not qualify for states, but they will go to the event and critique the performances to learn and understand the adjudicating process.
2. March 5th is the Michigan Theatre showcase.
3. Anne-Marie will now be joining the group working on tech for the spring musical, "Hairspray". Rehearsals are underway and the pit orchestra is underway. The play opens on Friday May 6th.
4. In June, the Theatre group will travel to Nebraska for the International Festival.

V. Committee Reports

A. Fundraising

1. The PTSO Thrift shop payment has been received by the SFA General Fund, but not yet distributed to the various divisions.

VI. Treasury Committee Report

A. Ashok gave the Treasury Report:

1. Division balances as of 01/31/11:

a. Band	\$13,853.31
b. Choir	\$9,381.80
c. Orchestra	\$10,624.96
d. Theatre	\$2,782.20
e. General Fund	\$10,638.32
f. Total	\$47,280.59
2. The monthly Quick Book Report with details of transactions by Division was also provided.
3. Poinsettia sales raised approximately \$423.75, with \$160 to band, \$140 to orchestra, and \$123.75 to choir.

B. As per our previous discussions, each department should review their account and subaccount to check the reconciliation.

C. Ashok noted that the SFA checking account regularly has a balance over \$40,000 and we could be receiving interest on this money. A discussion followed. Robin was concerned that a savings account or CD would tie up the funds and the accounts fluctuate with money collected for travel, camps, etc. Theresa noted that per Ashok's reports, we have had monthly balances of over \$40,000 since May 2010 and this appears to be a trend. Ashok will look into options for how the SFA funds could earn interest, without tying up access to funds.

D. Karen Yamada gave some background on the Huron Music Association and their treasury. In general, money for trips was all paid into a District account, rather than the HMA account. That option is not easily available at Skyline.

VII. 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. Andrea asked for a description of what the roles are in the SFA. This information is in the By-Laws, but should be made available for those considering involvement in the SFA board.

1. This information can be distributed at the March concerts and choral cavalcade.

- C. Tyra is working on an SFA information packet for band. We discussed making one big document, which seems unwieldy in the end. It seems best to make packets for all the divisions comparable. Tyra will make the band packet available for review sometime soon.
- D. The VPAA reception will be a desert reception at the end of the year.
- E. Uniforms –
 - 1. Garment bags are needed for storing and transporting the concert uniforms. (400 total)
 - 2. Hat boxes are also needed for the marching band hats for the Disney Trip next spring.
 - 3. Andrea will check into prices and options.

VIII. Old Business

- A. Fundraising Coordinator
 - 1. We still need a fundraising coordinator for SFA.
- B. Tri-M Applications
 - 1. Andrea received many applications and is in the process of reviewing them.
- C. Anne Subotic had sent an update on Jazzistry, since she could not attend the meeting.
 - 1. Jazzistry will be coming to Skyline on May 17-19. May 17 and 18 will be for Artist Visits for the 10th grade, in connection with the US History Classes. May 19th will be the main band presentation.
 - 2. SFA will need to pay \$500 for Jazzistry at the completion of the event.

The General SFA meeting ended around 8:30 PM.

The next meeting will be Monday March 13th with the Executive Board meeting at 6 PM and the General Board meeting at 7 PM.

Meeting Minutes respectfully submitted by Theresa Angelini on March 12, 2011. Please send any corrections or clarifications to tangelini@angeliniarchitects.com