

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

Monday May 9th, 2011, 6-7 PM Executive Board Meeting, 7-8:30 PM General Meeting

Board Member Attendance:	Tyra Lemmen (present)	President
	Jeanne Wright (absent)	Vice-President
	Ashok Mollin (present)	Treasurer
	Theresa Angelini (present)	Secretary
	Rosemary Walker (absent)	Band Rep.
	Tamara Babbitt (absent)	Choir Rep.
	Junko Powell (present)	Orchestra Rep.
	Deb Masten (present)	Theatre Rep.
	Jason Smith (absent)	Band Director
	Lyn CieChanski (absent)	Choir Director
	Andrea Cowper (present)	Orchestra Director
	Anne-Marie Roberts (present)	Theatre Director
	Karen Yamada (present)	Future Treasurer
	Robin Gruber (present)	Orchestra Account Rep

Executive Board Meeting, 6-7 PM

- I. Tyra opened the meeting with a discussion about the Fall Fund Drive, which is a request for donations that is sent out with registration materials.
 - A. Tyra will revise last year's letter soliciting donations and send that to Skyline for Katrina to copy. Karen will make labels that can be put on envelopes (To: Skyline Friends of the Arts, etc.). Last year there were copies made, Tyra stamped the envelopes with a rubber stamp addressing them to SFA, and stapled the letters and the envelopes. This year, Tyra will send the letter to Katrina for making 2000 copies, Karen will make the stamps for the envelopes, and Andrea will have the Orchestra Council students stamp and staple them. The completed papers need to be returned to the office by June 30th so they can be mailed out with the registration packets.
 1. Last year Deb collected both PTSO and SFA donations at registration. This year, Tri-M students could staff the SFA table during registration if they are given a list of talking points. (Deb noted that this was an opportunity for a SFA parent to answer questions from new parents.) The students are back from camp on August 22nd, which is senior registration day.
- II. Elections for 2011-12 school year
 - A. There are no candidates yet for President, Vice-President, Secretary, and orchestra rep, though there are a few potential candidates.
 - B. The Monday meeting time could be changed if the new board decides that is more convenient. Currently PTSO and Athletic boosters meet on the first and third Mondays, and SFA has chosen the second Monday.
 1. Sharing positions is an option.
 2. The Vice-President position could be expanded to include acting as the fundraiser coordinator, which would mainly involve keeping the dates of fundraisers organized. It is not intended that the Vice-President actually run any of the fundraisers.
- III. Fundraising for 2011-12

- A. The SFA annual fundraisers are now following this pattern: Fall Fund Drive in registration packets, Music and a Meal in October, Entertainment Books in late fall, Flower sale in the spring, and car wash in June.
 - B. Fall Fund Drive letter requesting donations will to be sent out with registration packets. This brought in \$6000 last year.
 - C. Music & a Meal will be held in the fall. Tyra and Brigitte Romero need a person to shadow them this fall to take over the following year. We could also add a silent auction.
 - D. The Entertainment Book sale late last fall raised \$1600 and was easy. The only disadvantages are that we are off cycle with them, as sales start in August and the majority of the discounts are to stores in the metropolitan Detroit area.
 - E. The Poinsettia Sale overlapped the Entertainment Book sale last fall and was not very profitable. It seems like this could be dropped.
 - F. The Flower Sale has become a spring tradition.
 - G. The June Car Wash has become a spring tradition and will be held June 12th.
 - 1. Andrea, Jason and Lyn decided that all money raised by pledges will go to the various divisions and all money from the actual car wash will go to the General Fund.
 - 2. Andrea has the towels and supplies.
 - 3. Tyra will forward the supply info to Rita Hench, who is heading up the car wash.
 - H. The fundraisers should be spaced out to avoid burn-out.
- IV. Upcoming VPAA Awards Reception
- A. The annual Visual and Performing Arts Awards event will be a desert reception held Wednesday June 8th at 7 PM.
 - B. Each division will have ten minutes to present highlights from the year in the auditorium. Individual awards will be handed out by each director to small groups in the Commons afterwards.
 - C. Rosemary is ordering the cakes. Theresa will bring cloth tablecloths and silverware.
- V. Misc.
- A. Deb tried the Intuit Quickbooks online, using Tyra's password info, but had a problem saving and printing. This will be discussed at a Treasury meeting this month.

General Board Meeting 7:15-8:30 PM

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

Amy Colton	Band parent
Anne Subotic	Band parent, Jazzistry Coordinator

- VI. The meeting minutes from the March meeting were approved into record, with the confirmation from Rosemary's email. (Tyra moved to approve the minutes, Deb seconded, all were in favor.) Theresa will forward the minutes to Alan Jackson so they can be posted on the SFA website.
- VII. Division Reports
 - A. Band – Tyra reported on current band activities:
 - 1. Band camp registration is underway with just 23 out of 120 students confirmed. Registration is due by May 13th or there is a late fee.
 - 2. Band camp interferes with athletics this fall, due to the timing. Andrea, Jason, and Lyn are trying to meet with John Young to arrive at a compromise between athletics and music conflicts.
 - 3. Picnic Pops will be held at Pioneer on May 21st.
 - B. Choir –

1. Choir is having parent meetings regarding fundraising for the Italy trip.
 2. The choir groups all did well at Festival. A Capella received a 28, Excellent rating, Cantare Cantando received a 24, and Bel Canto received 22.
- C. Orchestra – Andrea Cowper reported the following:
1. Orchestra went to States on April 30th and received a “1” rating.
 2. The spring concert is May 25th at 7 PM.
 3. Small orchestra groups are playing the national anthem for athletic events this spring.
 4. Orchestra Council is having a bottle/can drive after Memorial Day.
 5. Camp registration is underway.
 6. Andrea also reported that 29 students will be inducted into Tri-M on September 8th. Induction materials that are ordered take 8 weeks. The Tri-M students should be acknowledged at the VPAA awards. We do not need to register next fall.
- D. Theatre: Anne-Marie Roberts reported the following:
1. Hairspray drew the largest crowds ever at a Skyline Theater production: 400 on Friday night and 270 on Saturday.
 2. Auditions for the fall show will take place in June.
 3. Anne-Marie has a bid out for a State theater performance.

VIII. Committee Reports

A. Fundraising

1. We need chairpersons for the 2011-12 Fundraisers.
2. Flower Sale: There were 15 orders with some still in the lock box. Karen Yamada is running this year’s flower sale, which involves the coupons sold to redeem flats or hanging baskets at Turners.
3. Car Wash: Rita Hench has arranged for the annual SFA-wide car wash at the BP at Plymouth and Green Roads on Sunday June 12th. Andrea has supplies. Someone needs to find the sprayers.

IX. Old Business

A. Jazzistry

1. Jazzistry is coming to Skyline on May 19th and our \$500 payment will be due at that time.
2. Anne Subotic presented a report on the Jazzistry presentations:
 - a. On May 17-19, Vincent York’s Jazzistry will be presented to Skyline 10th grade social studies students, band students, teachers, and parents.
 - b. The Artist-In Residence Visit is a one-hour, hands-on session in which a Jazzistry musician uses his or her instruments and visual aids to teach about history and culture. These visits will occur on May 17th during 1, 4, & 5 hours and on May 18th during Skytime, 1, 2, & 5.
 - c. In the one-hour Band Presentation, the professional six-piece Jazzistry Band performs along with Vincent York’s visual narrative. The audience is taken on a 400 year American history lesson. The band presentation will occur May 19th at 1:30 PM during 5th hour, in the auditorium.
3. The SFA is grateful to Anne Subotic for bringing Jazzistry to Skyline and appreciates her efforts in writing grants and making this event possible.

B. Brian Hynos from the Entertainment Book Sales Company joined us to present the details of a future sale of Entertainment Books as a fundraiser in 2011-12.

1. Typically, the sales start in the first or second week of August. The sale takes place over 2 weeks. Each student typically sells 2-5 books. These retail for \$35 in November and sell for \$25 during the sale. There is no risk. If we reserve this by Friday, SFA earns \$10 for each book sold. If the group “umbrella’s” other groups (in our case, choir, band,

orchestra, and theater), we would earn \$12. The group is not financially responsible for books that are lost or not returned.

2. We discussed this after Brian left and decided that it is best for our group if these are sold in November. If we could possibly overlap Thanksgiving, our students might be able to sell more books.
3. Tyra had noted these retailed at Costco for \$19 after our sale.
4. Since this is no-risk and we have no financial responsibility for the books, this seems like a worthwhile fundraiser. There are currently no other fundraising groups in Ann Arbor that sell the Entertainment Books, which is a plus. We discussed selling these at the pancake dinner, but that seems to add costs to families at that time. A sale in November for using these for holiday gifts seems desirable. The timing is then spaced out from the fall fund drive and the Music and a Meal.
5. Brian will be sending Tyra an email outlining his offer to us.

X. Treasury Report – presented by Ashok

A. Treasurer’s Report for April 2011

1. Band:	\$6,262.87
2. Choir:	\$9,541.82
3. Orchestra:	\$7,088.15
4. Theatre:	\$1,234.30
5. General Fund:	\$4,475.66

- B. The trial period for the online Intuit Quickbooks has gone well. Ashok explained that an account for 5 users (4 divisions + 1 general fund = 5 users) will be set up. The cost of this annually, including the ten percent off for paying all at once, will be approximately \$29/month. Tyra moved to approve this expenditure and all 5 votes were in favor.
- C. There was a discussion regarding generating reports and Ashok demonstrated examples of doing reports. Robin summarized that accounting reps are responsible for entering data and reconciling accounts. This leaves Ashok to reconcile the bank account.
- D. Donations should be tagged as going to the general fund within the division account.
- E. We need to have a financial meeting before Ashok transitions the treasury role to Karen.

The General SFA meeting ended around 8:30 PM.

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

May Meeting Minutes respectfully submitted by Theresa Angelini on June 12th, 2011 and revised June 14th. Please send any corrections or clarifications to tangelini@angeliniarchitects.com