

## SFA – Skyline Friends of the Arts Monthly Meeting Minutes - September

Monday September 27th, 6-7 PM Executive Board Meeting, 7-8:30 PM General Meeting

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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 (present)	Choir Rep.
	(vacant)	Orchestra Rep.
	Deb Masten (present)	Theatre Rep.
	Jason Smith (present)	Band Director
	Lyn CieChanski (present later)	Choir Director
	Andrea Cowper (present)	Orchestra Director
	Anne-Marie Roberts (present)	Theatre Director

### Executive Board Meeting, 6-7 PM

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- I. Tyra welcomed everyone to the first SFA meeting of the 2010-11 school year.
  - A. Tamara Babbett was introduced and welcomed as the new at-large board member representing choir.
  
- II. Tyra updated everyone on the 501(c) (3) application. The application has been mailed in, along with a certified check. (The certified check was used so that it would not expire, if there were delays in the review of the application).
  - A. Tyra noted that the SFA executive board is extremely grateful to Patty Kenny for her legal assistance with the application and that we have been extremely fortunate to have had an attorney of Patty's caliber step forward to complete this difficult application.
  - B. The 501(c) (3) application suggested we have a Conflict of Interest Policy in place, which supplements state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. Patty Kenny wrote the proposed Conflict of Interest Policy, based on the recommendations of the 501 (c) (3) application.
    - i. Tyra had circulated the Conflict of Interest Policy to the board members via email prior to the meeting. There was some discussion of these types of conflicts and Deb explained what she had learned in PTSO training and gave examples.
    - ii. Tamara moved to adopt the Conflict of Interest Policy, Deb seconded the motion, and the motion was passed unanimously by all members present. Each member signed the Conflict of Interest Policy and Theresa collected all signatures for posting with the Policy on the SFA website.
  
- III. General Fund
  - A. Uniform cleaning for all divisions was paid in July with money from the SFA General Fund, leaving \$300 in that portion of the account.
    - a. Discussion included:
      - i. How much should be kept in reserve in the General Fund? Our goal has been 10% of the SFA funds.
      - ii. This is the last year that the district will pay for uniforms. In the future we will need to pay for uniforms from a subaccount of each division or from the general fund. The concert uniforms are the same for band and choir, but orchestra dresses have flutter sleeves because the cap sleeves limit movement for playing string instruments. It would be ideal to have the same concert uniforms for all and move toward using the orchestra type of dress for all, or at least use the flutter sleeves for band and orchestra. The tuxedos are all the same between the three divisions. Marching band and

Skyline Blues have additional uniforms. We need to build up a reserve in order to buy uniforms in the future.

- iii. Dry cleaning: The goal is to negotiate a standard cleaning rate in bulk for all three departments together, but send them out separately and receive them in separate deliveries for each department. Lees has been the cleaner in the past. Alterations and repairs need to be included within the cleaning fee.
  - iv. The typical cleaning fee collected has been \$25 for concert uniforms and an additional \$15 for Marching Band uniforms and Skyline Blue uniforms, so \$40 has been collected from each band and choir member, and \$25 from orchestra members. These charges may need to be raised to build up a surplus to buy uniforms.
- b. Tyra summarized the following, which everyone agreed upon.
- i. We will create a subaccount within the SFA General Fund which will be labeled "Concert Uniform Fund" and a concert uniform fee will be collected from each student to cover cleaning, repairs, and alterations in the amount of \$25. All concert band uniform fees will be identical between the three departments.
  - ii. Band and choir will keep separate subaccounts for a uniform fund for both marching band and choir uniforms.
  - iii. Concert uniforms will be sent out separately from each department but the cleaning price will be negotiated in bulk.
  - iv. We will create a concert uniform committee to handle concert uniforms.
- c. Deb summarized the action needed to refund the general fund: The first transaction needed is to take \$25 for each student from each department's funds to populate the Concert Uniform Fund within the SFA General Fund. The second transaction needed is to then reimburse the SFA General Fund \$1700 for cleaning from this new SFA Concert Uniform Fund. The goal is then to keep 10% in the General Fund. Since the average bank balance has been \$40,000, that amount should be \$4,000.

#### IV. Financial Aid Scholarships

- A. Tyra, Brad, and Jason have been developing a financial aid application that can be downloaded from the website.
1. Tyra thanked the directors for soliciting input from the parents regarding how much they could pay for camp. SFA was able to provide financial aid for camp as per the following: Orchestra provided one full and two partial financial aid scholarships, Band provided two full scholarships and twelve partial scholarships, and Choir provided three full and four partial scholarships. There were a few students who needed 100% but most who asked needed 50%.
  2. The criteria for future financial aid applications includes asking "how much can you afford?" and requiring that those requesting financial aid must participate in fundraisers.

#### V. Proceeds from the upcoming Music & a Meal

- A. Tyra noted that the SFA should decide in advance how the money raised from fundraisers such as the upcoming Music and a Meal should be divided between the divisions. Last year's event raised \$3000.
- B. Tyra moved to adopt the following, Jeanne seconded the motion and all approved: Since our goal is to keep 10% of the monies in the SFA General Fund in reserve, we will fund the General Fund with the profits from Music and a Meal up to \$4000. Money raised above that amount will be divided equally between the three departments: Band, Choir, and Orchestra.
- C. Ashok noted that we should start to project an annual budget at this point.

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

Robin Gruber	Orchestra financial representative
Suzan Zick	Band parent volunteer (fundraising)
Anne Subotic	Band parent volunteer (Jazzistry)
Anne Brown	Band parent
MaryAnn Wattles (Corky)	Art parent
Lyn CieChanski	Choir Director
Junko Powell	Orchestra parent
Shoichiro Tsuji	Orchestra parent

- VI. Tyra welcomed everyone to the first SFA General Meeting of the 2010-2011 school year. She noted that the 501 (c) (3) application has been filed, so that is in process and this is a huge accomplishment for this organization.
- VII. The meeting minutes from the June meeting were approved into record. Theresa will add Rosemary's vote via email to the minutes which approved the spending of \$850 for the 501(c) (3) application. Theresa will forward the June Minutes to Alan Jackson to post to the SFA web site, along with the signed By-Laws and the signed Conflict of Interest Policy.
- VIII. Division Reports
- A. Band – Jason Smith reported the following:
1. The Skyline marching band played at the first-ever Skyline-Pioneer football game halftime show with Pioneer.
  2. The marching band played at the first home Skyline football game and has two additional upcoming home games.
  3. The marching band will be playing in the upcoming homecoming parade.
- B. Orchestra – Andrea Cowper reported the following:
1. Chamber club starts after school.
  2. There is a New York City trip planned for spring 2011.
  3. A student orchestra committee has been formed.
  4. Orchestra groups have been playing the national anthem for various sporting events at Skyline, such as men's soccer, and have been well received.
  5. Three students are auditioning for all-state.
  6. Andrea is starting to organize a Tri-M National Music Honor Society.
  7. There are practice club mentors going to the middle schools. Someone noted that practice club mentors would also be helpful for those in high school without private lessons.
- C. Theatre: Anne-Marie Roberts reported the following:
1. The fall show has been cast and practice is underway. The play is a drama about women's experiences in Vietnam. The Theatre department has brought in Vietnam nurses for a discussion and the cast and crew viewed a documentary on Vietnam together.
  2. Theatre will be participating in an all-state show.
  3. In December, Skyline Theatre will participate in the Michigan Thespian Festival with "Almost Maine", which is a series of vignettes set in a fictitious town regarding the theme of love.
  4. Auditions for the spring musical will take place this fall.
  5. For the first time, Theatre is charging students \$50 to participate in one show; \$75 for two. There are also MIFA dues of \$130. Each student is expected to sell ads for the season of \$100.

D. Choir

1. Choir held a "Registration night" which was very successful – 103 attended, so only 4-5 were unable to attend. Students were measured for uniforms, parents volunteered where needed for the year, and payments were made.
2. In November, Skyline Blues and Acapella are going to Festival.
3. A trip to Italy is planned for 2012.
4. Choir needs to raise \$9500 for their needs. An accompanist is the biggest expense.

IX. Committee Reports

A. SFA needs a fundraiser coordinator. Current fundraisers underway involve Music and a Meal, PTSO Thrift shop participation, and the fall fund drive.

1. Music and a Meal will be held October 19<sup>th</sup>. Tyra and Brigitte Romero are organizing this and the evening involves a pancake supper and a musical concert. Pre-sales end on October 12<sup>th</sup>. We can note that our 501 (c) (3) application is underway. We need students to make tickets, posters, and a program/flyer.
2. Rosemary reported on the PTSO Thrift shop opportunities and had all of the details on the various fundraising opportunities available through the PTSO Thrift Shop.
  - a. Music & Munchies may end up as one date for orchestra and band to share. It will be held on a Sunday from 12-4PM and raises \$500.
  - b. Choir has signed up for one-two days of this. Mary Topham is organizing this for choir – ideally this should be coordinated with Rosemary and the other groups through SFA.
  - c. There are week-long poster contests available on other dates with prizes varying from \$500 - \$300 - \$250, depending on how the poster places with votes in buckets with tokens. Starting dates: 10/24: Drumline, 11/14: Orchestra, and 12/19: Band.
  - d. PTSO also offers \$1000 for "stuff a truck". (truck size 11' x 7' x 6')
3. The possibility of having a garage sale fundraiser was discussed, since it would appear that more money could be raised with a garage sale instead of stuffing a truck, though it would require more work.
4. The Fall Fundraising drive distributed in the registration packet was very successful. The SFA is very grateful for the support! Deb noted that it is important to man the booth or box for this at registration to be able to answer questions and give further information about the needs of SFA. The amounts raised were as follows:
  - a. Band \$1651.00
  - b. Choir \$545.00
  - c. Orchestra \$510.00
  - d. Theatre \$663.00
  - e. General Fund \$1315.00
  - f. These funds were recorded after the August monthly statement was closed.
  - g. The donation slips were distributed to each department so that the donors can be thanked. Tyra will thank those who donated to the SFA General Fund.
  - h. There was some discussion about the 501 (c) (3) application and possible tax implications for donors. No one had enough information to give advice on what should be mentioned in fundraising information regarding the tax implications for donors.

X. Ashok presented the Treasurer's Report with the balances by Division.

A. Closing balances as of August 31<sup>st</sup> are:

1. Band = \$21,875.13
2. Choir = \$13864.25
3. Orchestra = \$12,110.73
4. Theatre = \$2039.47
5. General Fund = \$306.23
6. Total = \$50,195.81
7. Some of these accounts still included funds to be paid to Interlochen.

- B. All adjustments for 2009-10 are complete, including the choir reimbursement from the General Fund and the profit deposited from the Robotics Concessions.
  - C. The tax year is now July 2010 to June 2011. Reference numbers will be 2011 (9999) format. Ashok will need to fix the numbers already issued since July 2010.
  - D. Some accounts will be changed to Liability in order to keep better track of our balance, which will help with tax returns.
  - E. Ashok asked each department to review their accounts to check the reconciliation.
  - F. Ashok noted that each deposit needs a reference number, which needs to be written on the bank deposit slip – write this below “Skyline Friends of the Arts” on the deposit slip. When making a deposit, contact Ashok first to receive a reference number and his approval to make the deposit.
  - G. Ashok noted that nothing should be written on checks, since this could void the check. (specifically, don’t write student names on checks)
  - H. Ashok noted that if anyone needs access to the bank reports, let him know.
- XI. New Business
- A. Tyra noted that the SFA needs a fundraising coordinator. Tyra did the fall fundraiser and the work needs to be shared with other interested parents.
    - 1. Suzan Zick proposed an Entertainment book fundraiser. The books sell for \$25, which results in a profit of \$5 for each book. Suzan will look into this further and the various departments will consider participating.
    - 2. The poinsettia sale last year did not raise much money. This year the Athletic Boosters are considering a poinsettia and wreath sale and there is the possibility of joining with them which would broaden our sales.
- XII. Jazzistry
- A. Anne Subotic reported that Target awarded Skyline \$2000 for the Jazzistry program, which is an educational music program which brings history and music together. There is a presentation as part of the program that will be open to the entire school. Kate Wade, in the history department, originated the idea of getting the Jazzistry program into Skyline and Anne was successful in writing the proposal for funds that was granted by Target. Additional funds are needed from the school. PTSO has pledged to give \$500. Anne asked if SFA could give \$500 in support of this program. Tyra noted that it is important for the SFA to support this type of program that promotes the arts to enrich the art lives of all students. The money should come from the General Fund and we anticipate SFA will have the money available when the funds are needed in the spring. Tyra made the motion to support this, Jeanne seconded the motion and all were in favor.

The General SFA meeting ended around 8:30 PM.

**The next meeting will be Monday October 11th with the Executive Board meeting at 6 PM and the General Board meeting at 7 PM.**

Meeting Minutes respectfully submitted by Theresa Angelini. Please send any corrections or clarifications to [tangelini@angeliniarchitects.com](mailto:tangelini@angeliniarchitects.com)