

SFA – Skyline Friends of the Arts Monthly Meeting Minutes - October

Monday October 11th, 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 (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 (absent)	Band Director
	Lyn CieChanski (present)	Choir Director
	Andrea Cowper (present)	Orchestra Director
	Anne-Marie Roberts (present)	Theatre Director

Executive Board Meeting, 6-7 PM

- I. Tyra Lemmen proposed wording for a statement regarding the SFA charitable status that can be posted online, noted on fundraising flyers, and included with notes of thanks as receipts to individuals. After discussion within the executive board, the following statement was approved:
 - A. "Skyline Friends of the Arts is an incorporated non-profit organization (EIN#26-3882637) that is in the process of being recognized by the IRS as a 501 (c) (3) entity. In the meantime, individuals should consult with their tax advisers to determine the tax deductible status of their donations."
 - B. There have been several requests for receipts from individuals for donations for Music & a Meal, etc. Although we are not yet an approved 501 (c)(3) organization, it seems appropriate to thank people and include the statement above.
- II. Treasury Items
 - A. Credit Card – We discussed the need for having one credit card available for making purchases where a credit card is typically used as the method of payment.
 1. This would allow for the actual payment to be withdrawn at a later date, which could be to our advantage while funds are being collected. (it would delay payment)
 2. Use of a credit card can protect the purchase.
 3. Lyn noted that it would have been useful for a recent purchase of embroidered clothing and for reserving the busses for camp.
 4. One credit card would be adequate and either Ashok or Tyra would complete the transaction.
 5. We do have a debit card that functions as a credit card. The disadvantage of using a debit card is that the debit is immediate.
 6. Ashok thought that a credit card associated with our Chase account would incur costs unless it was used more than once per month, but he will verify actual costs. (Action item)
 7. Tyra supports the idea of financial flexibility, which a credit card would offer.
 8. There was some discussion regarding accepting credit card payments and the reality that setting up a PCI compliant secure website to receive payment is too difficult.
 - B. Ashok needs each department to thoroughly review the sub account statements to verify that the accounting has been correctly identified and credited to the proper sub-account.

1. Choir (Lyn, Rachael, and Tamara) need to meet with Ashok to reconcile the choir subaccounts.
 2. Tyra will take a look at uniform subaccounts to identify any problems.
 3. Ashok explained that items need to be identified as either Liability (meaning money that has been collected to pay for something) vs. Liquidity (essentially profit).
 - a. Leftover money from Liability (i.e. overage from uniform cleaning) could eventually transfer over to liquidity.
- C. Tyra asked if Thank-you notes had been sent out for the money that was collected at the beginning of the school year.
1. Rosemary will organize the list of individuals to be thanked by Jason for band.
 2. Tyra had distributed lists of donors to each division at the last meeting and had sent out thanks to those who donated to the General Fund.
 3. If orchestra, choir, and theatre have not yet sent out their thank you emails/notes for this, they should do so as soon as possible.

General Board Meeting 7-8:15 PM

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)
MaryAnn Wattles (Corky)	Visual Art parent

III. The meeting minutes from the September meeting were approved into record. Theresa will add the clarifications regarding the number of financial needs scholarships awarded for camp to the minutes. Theresa will forward the June Minutes to Alan Jackson to post to the SFA web site.

IV. Division Reports

A. Band – Rosemary Walker reported the following:

1. The marching band season will finish at the end of October.
2. The concert season is starting.
 - a. Concert dress for band (girls) will match orchestra’s flutter sleeves instead of the straight sleeves that choir can use.
 - b. There was some discussion about uniforms and the fact that the District had committed to 3 years of purchasing uniforms with a set dollar amount. The directors are spending that budgeted amount for uniforms.
3. There was a band parent meeting in early October to determine some internal fundraising goals, which was well-attended.

B. Choir

1. Lyn CieChanski had left and Ann-Marie Roberts reported that choir will be participating in the upcoming Music & a Meal.

C. Orchestra – Andrea Cowper reported the following:

1. An orchestra group played for Dr. Todd Roberts going-away party.
2. The orchestra students are working on a fundraiser of items creatively made with duct tape that includes wallets, purses, and belts. (SFA was pleased to see a student-initiated fundraiser).
3. Band, choir, and orchestra will sell ads for winter and spring concert programs.

- a. Rosemary noted that if you advertise the PTO Thrift Shop in your program and produce the playbill, the organization will be receive a donation in some amount from the PTO thrift shop. The donation varies by size of the ad and numbers distributed.
- b. Ashok noted that it would be appropriate for the playbill to mention SFA as an advertisement in a ¼ page or ½ page.

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

1. The theatre group is participating in “Trick or Treat so Kids can Eat”, a state and national can drive for food as a community service project through November 1st. They will also be involved with Food Gatherers for Thanksgiving.
2. The theatre group participated in the homecoming parade.
3. The upcoming theatre production is “A Piece of My Heart”.
4. Skyline Theatre has sixteen students going to Festival in December.

V. Committee Reports

A. Fundraising

1. Music and a Meal will be held October 19th. Tyra and Brigitte Romero are organizing this and the evening involves a pancake supper and a musical concert. Pre-sales end on October 12th. Volunteers have been signing up to help.
2. Suzan Zick presented information regarding the upcoming Entertainment book sales.
 - a. A parent is needed from each division to help with this. Robin Gruber will help with orchestra. Corky Wattles will see if the Visual Arts division is interested in participating in this.
 - b. Funds collected will be put in the locked band drop box.
 - c. The amount of profit varies with the numbers of books sold, approximately \$5 or more per book is expected.

VI. Ashok presented the Treasurer’s Report with the balances by Division.

A. Closing balances as of September 30th are:

1. Band = \$21,222.97
2. Choir = \$12,650.33
3. Orchestra = \$8,599.23
4. Theatre = \$2452.18
5. General Fund = \$1,328.67
6. Total = \$46,253.38
7. The September balance does include the Interlochen withdrawal.

B. The uniform fee includes both dry cleaning an alterations. As per the September meeting minutes; band, choir, and orchestra all need to collect uniform fees for the concert uniforms that will then be allocated to a uniform sub-account within the general fund. The uniform fees for marching band uniforms and Skyline Blues uniforms will be kept separate within a uniform subaccount within those two divisions.

1. The uniform fee accounting needs to be identified and attributed to the correct sub account. Tyra will look at this.

C. As per our previous discussions, Ashok asked each department to review their account and subaccount to check the reconciliation. The liability amounts and liquidity amounts need to be correctly identified for tax purposes. (Action item for each division)

VII. New Business

A. Visual Arts

1. Corky Wattles met with Ann Hendricks to discuss needs of the Visual Arts and possible activities done jointly with SFA.

- a. Ann would like to have panels for displaying art for art shows, which run approx. \$650-700 per panel. It will be up to the Visual Arts division to raise this money and use the SFA as a bank, as do the other divisions.
- b. This art show could be displayed with the spring music events.
- c. There was some discussion about Visual Arts doing posters and that they would need to know lead times.
- d. Robin asked if they can print posters and Anne-Marie responded that the cost of printing these internally is not competitive.
- e. Anne-Marie suggested that a silent auction for student artwork was very successful at Community High School.
- f. Corky is very interested in getting the Visual Arts division to be active in this organization and she needs the support of the Visual Arts department and parents. She sees the need for the visual arts to become more visible and provide more opportunities for students to show their work, travel, etc. in the future.

VIII. Old Business

A. SFA Fundraiser Coordinator

1. We still need someone to take charge of organizing the various fundraisers.

B. Scholarship Applications

1. Jason was not present to give us an update.

The General SFA meeting ended around 8:10 PM.

The next meeting will be Monday November 8th 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