

SFA – Skyline Friends of the Arts Monthly Meeting Minutes

Monday January 11th, 6-7 PM Executive Board Meeting, 7-8 PM General Meeting

Board Members Present:	Tyra Lemmen	President
	Jeanne Burnside	Vice-President
	Ashok Mollin	Treasurer
	Theresa Angelini	Secretary
	Rosemary Walker	Band Rep.
	Brad Axelrod	Choir Rep.
	Carol Gagliardi	Orchestra Rep.
	Deb Masten	Theatre Rep.
	Andrea Cowper	Orchestra Director

Executive Board Meeting, 6-7 PM

I. Treasurer and Finances

- A. Ashok Mollin was welcomed as the new SFA Treasurer. We are all very appreciative that he has agreed to take this position.
- B. How should we best structure this financial system to provide ease of use with the best safety for the organization?
 1. Current Chase account requires two signatures: Jim Rose has been the first signer with either one of two other co-signers; Rachael Beaver or Alga Abraham. None of these people have been present at recent meetings and it is very difficult to reach Jim Rose due to his change in jobs. Rachael is still involved in choir finances, but has not attended any recent SFA meetings. Alga Abraham is not known to any current board members.
 - a. The current two-signature requirement may be resulting in additional fees of approximately \$120/month, which is totally unacceptable to this group that is targeted to be non-profit. We need to reduce the bank fees. Treasurer to confirm the actual fee cost.
 - b. The current two-signature requirement is cumbersome and results in unnecessary complications and delays in getting two signers together.
 - c. The goal of the two-signature system was to protect the organization from fraud, but there are other ways to do this. We could also move to electronic checking and have three signers with separate log-in ID's. One person would be the primary signer and the other two would provide oversight and signing power as necessary. This would give us the needed protection without the unnecessary costs.
 2. Deb Masten proposed the following motion: Remove Jim Rose, Rachael Beaver, and Alga Abraham from the signature power on the current SFA Chase bank account. Change the system to require a single signature on all checks. Allow Ashok Mollin, Tyra Lemmen, and Jeanne Burnside to each have signature power on the SFA checking account. Use electronic banking with all three having the power to view the account with separate log-in ID's. Ashok Mollin would be the primary signer as Treasurer, but Tyra Lemmen and Jeanne Burnside would also have access to view the account and sign checks as necessary if Ashok was unavailable. This would also

allow Tyra to pull up the bank statements on screen during SFA meetings to view the account. Carol Gagliardi seconded the motion and all board members voted in favor of the motion.

3. Some discussion followed as to how to make the change at the bank. Originally a letter from Skyline authorized the three signers on the account and that letter was signed by Andrea and Lynn. Ashok will contact Chase to find out the details on how to make this change.
 4. Ashok will first reconcile the account at Chase bank and determine the cost of banking there. He will then explore other options with 5th/3rd or elsewhere. Electronic checking is free at 5th/3rd.
- C. Jim's advice to Tyra when she picked up the books in December was:
1. Shut down online banking – (We're not sure what his reasoning was here).
 2. Use ATM deposit system for quicker, recordable access. (This turns out to be expensive, possibly \$2.50 each deposit).
 3. Have deposit and reimbursement forms online on the SFA webpage and accessible to those needing to formalize requests for reimbursement and organize deposits. (We all agree that this is a good idea and needs to be done).
- D. Further discussion regarding finances included:
1. All deposits should go through Ashok. Although it might seem easier for individuals to deposit checks at the bank, it will result in a confused mess for Ashok. All deposits should either be given to him at monthly meetings or mailed to: Ashok Mollin, 2984 S. Foxridge Ct., Ann Arbor, MI 48105. Email: ashok.mollin@gmail.com. Phone: 913-0784.
 - a. Checks should be made payable to SFA or Skyline Friends of the Arts. Ashok noted that these checks do not require a signature endorsement and do not need to be marked "for deposit only".
 - b. Someone needs to make deposit /reimbursement forms to be posted on line. We did not formalize who would do this, but probably Ashok would be best at creating these forms.
 2. Tyra noted that expenses over \$250 need to be voted on first, except that expenses over \$250 that are direct in/direct out, such as dry cleaning uniforms or buying shoes, etc. do not need board approval. The money that is collected for these items is then paid out for these items.
 - a. Ashok noted that it is possible for electronic banking to be set up to send an email that notifies the account holders when an amount is going out over \$250. It was noted that this was post duty, not a pre-warning.
 3. It appears that there is a current balance of approximately \$17,000 in the checking account.
 4. Andrea noted that there has been a check waiting in the Skyline front office for SFA in a box for quite some time. Tyra or Ashok will pick up the check.

II. 3 Year Budget for 501 3C Application

- A. Tyra is working on the 3 year budget for this application.
1. It was agreed that each department with its department head and rep will email Tyra with a 3 year budget by January 25th so that it can be reviewed prior to the next meeting and discussed.

2. Deb noted that this budget is an approximate best guess and we just need to get some figures out there for discussion. Our non-profit status will not hinge on the accuracy of our 3 year budget. We have to finalize this budget.
 3. It was noted that all regular expenses are part of this budget in addition to requested support type of expenses. Therefore, we need numbers that include summer camp, uniform pieces, dry cleaning, clinicians, food, travel, accompanists, drumline, theatre expenses, etc. We have some history from last year and the knowledge that our budget will increase each year in proportion to the next class added at Skyline.
 4. Andrea had prepared a budget for orchestra and submitted it to Tyra at the meeting.
 5. Deb noted that the PTSO has had a general rule that approx. 20% is kept as reserves each year. Therefore, for 100% of revenue, there will be approximately 80% of that in expenses.
 6. Ashok mentioned tax returns will need to be done until the non-profit status is established. (*minutes are not clear here*)
- B. Tyra proposed that we may not need to have these pre-meeting Executive Board meetings from 6-7 PM. The discussion resulted in deciding that until we have a budget and the 501C 3 status application complete, our work is not done. Most of this detail is too tedious to be discussed in a general meeting.
1. Tyra will make sure Patty Kenny is notified of the need to discuss the 501C3 application.

General Board Meeting 7-8 PM

Board Members Present: As listed above
 Jason Smith Band Director
 No additional members were in attendance

- III. Last month's meeting minutes
 - A. Deb Masten noted two corrections. Theresa will make the corrections to the 12/07/09 meeting minutes and forward them to Alan Jackson for posting on the SFA website.

- IV. Division Reports
 - A. Andrea Cowper – Orchestra
 1. There was a Solo & Ensemble recital today after school and Gabe Villasurda generously volunteered to listen as a pre-judge and give helpful criticism. He is an experienced judge and his time was much appreciated.
 2. This Wednesday is Curriculum Night for incoming 9th graders. Three chamber quartets will be playing as well as Skyline Blues and Drumline.
 3. There are 22 orchestra groups participating in Solo & Ensemble.
 4. Orchestra will again participate in "Music in the Parks" in Sandusky. This involves competition for orchestras at locations in Sandusky with awards later given out at Cedar Point.
 5. Full orchestra practice starts next Wednesday for the future performance at Hill Auditorium on February 18th. Andrea will post the schedule on line. A door in the

choir hallway has the practice calendar but band members may not be aware of this. Andrea will also notify Jason Smith of the schedule.

6. Tuxedos and dresses will be needed for the performance at Hill. Some are in and some are not due to budgeting delays in the district.
- B. Band Report
1. Winter Drumline has begun. An enclosed trailer is needed for transporting equipment, ideally 12'-15' long. Jason will put out a request to band parents and possibly the Eagle's Eye.
 2. Rosemary and Lucy Friedlander have volunteered to hem pants for the tuxedos. There was some confusion as to whether cummerbunds were included in the formal dress order. More may be needed for band students, especially those playing with the full orchestra.
- C. Deb Masten reported on the Theatre Department
1. This Saturday, January 16th, from 10 AM-2 PM, the State Student Board of the International Thespian Society will meet at Skyline. All students who are board members will participate. Doughnuts, juice, and pizza lunch will be served.
 2. January 29th, Skyline will perform at MIFA completion at Stevenson High School. The play will be "The Midnight Caller". There will be performances at Skyline on Feb. 5th and 6th. Last year the Skyline Theater group went to district, then regionals, then state, which was unexpected for a new school.
- D. Fundraising Report
1. Tyra reported that the Poinsettia sale made \$155 in profit. There was good profit for each plant sold, but not many were sold. Carol noted that the poinsettias were really beautiful and the quality was great. Tyra noted that we will continue with the flower sale this spring since that was very successful and profitable.
- E. MSBOA Festival
1. Skyline will be hosting the MSBOA Festival here for middle school string groups (Saturday March 20th).
 2. Jeanne Burnside will head up this committee to host concessions.
 - a. Jeanne and Tyra met with a group from Pioneer who generously invited them to tea to share how to host concessions and gave them a lot of very helpful information. Jeanne has notes on all the details. Pioneer has been successful in expecting that all families will donate pre-wrapped stuff to sell – this is organized by items assigned to last names alphabetically. The only items purchased for sale include doughnuts and pizza.
 - b. Brad Axelrod noted that Dimos on Stadium has been sending doughnuts to the Skyline swim team and we should support them and they have delicious doughnuts.
 - c. Little Caesars provides Pioneer with pizza for a good price and is coordinated with delivery times, warming trays, etc.
 - d. We should have a good opportunity for concession sales here at Skyline since the Commons is near the auditorium.
 - e. We will also need to provide the judges with soup, fruit, bagels, coffee, etc.
 - f. Our concessions can be scaled down from Pioneer since we will have middle schoolers and high schoolers generally have more money to spend.

- g. We will find out the attendance expectations at the beginning of January. A letter will be sent out to directors stating what we will have available at concessions so the students and parents are prepared to make purchases.
 - h. Karen McKinny, who runs the Skyline athletic booster club concessions, should be contacted since she knows the details on concessions here and has a pizza oven.
 - i. Ashok suggested that we can make purchases through GHS with an account at a 5% discount.
 - j. This is typically a very profitable money maker.
- F. PTSO Thrift Shop
- 1. Tyra noted that the PTSO Thrift shops have recently changed and no parents can now earn money for their students. There is some option of organizations receiving a stipend if a school-wide rep attends meetings. Although there was speculation on changes, no details were known. Martha Kershaw is the PTSO rep. Rosemary will follow up on finding out the new Thrift Shop rules.
- G. Old Business
- 1. Chair Stands
 - a. Andrea has found that each stand costs approx. \$300 and holds 18 chairs. This is becoming a necessity for moving chairs between the auditorium and music rooms for rehearsal and performances. Currently students are required to move chairs, then get their instruments, then take chairs back. In the classroom there is also no way to store chairs or move them easily for cleaning.
 - b. This seems to be a health and safety issue and seems like a capital expense that was overlooked in the planning of the school.
 - c. Jason will contact Sulara again with a request for chair stands. He will also look into a grant, but this seems like an unlikely candidate for a grant.
 - d. The music department does have 2 stand carts for transporting music stands.
 - e. If all other efforts to find funding for these racks fails, SFA will need to discuss the purchase of these racks. It seems like an unfortunate expenditure, but necessary.
 - 2. Custodial Staff budgets have been reduced which has reduced access to the school for the music and theater groups.
 - 3. Varsity Numbers
 - a. Lyn is checking into the order.
- H. New Business
- 1. Alan Jackson who volunteers as webmaster for the SFA has noted to Tyra that each of the Department Directors need to link to the SFA web page from their web pages.
 - 2. Curriculum Night is Wednesday night, January 13th. Last year SFA had a parent their handing out information. Although no one was willing to volunteer at the meeting, the following day Theresa, Rosemary, and Tyra offered to “man” the table. The most active time will probably be from 8-9 PM.
 - a. There was discussion regarding selling the existing SFA T-shirts from last year, but it appeared unlikely that many would be purchased. Deb noted that students would not wear a PTSO T-shirt either. There is general regret that money was spent on these shirts, but at the time it seemed to be a unifying effort at the time for the organization.
 - 3. It was noted that no general members were in attendance and we need to send out notices to all in advance of the meetings. There was some concern that the doors

could be locked or people could be unable to use the elevator to the 3rd floor. The weather could also be a factor.

- a. Brad expressed concern that it may be inappropriate to use general email groups for SFA notices. Deb noted that Liz Margolis had assured the PTSO that they had access to parent emails for school use.
- b. It was noted that both band and orchestra use “google groups” for notices that provide anonymity for the recipients. Choir still lists all names and needs to be organized in a google group.

The General SFA meeting ended just after 8 PM.

Minutes prepared by Theresa Angelini. Please send any corrections or clarifications to tangelini@angeliniarchitects.com in advance of the next SFA meeting on 02/08/10.

The next meeting will be Monday February 8th with Executive Meeting from 6-7 PM and General Meeting from 7-8 PM.