

SFA - Skyline Friends of the Arts, Monthly Meeting Minutes

Monday December 7<sup>th</sup>, 6-7 PM Executive Board Meeting, 7-8 PM General Meeting

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Board Members Present:	Tyra Lemmen	President
	Jeanne Burnside	Vice President
	(open)	Treasurer
	Theresa Angelini	Secretary
	Rosemary Walker	Band Rep.
	Brad Axelrod	Choir Rep.
	Carol Gagliardi	Orchestra Rep.
	Deb Masten	Theater Rep.
	Jason Smith	Band Director
	Andrea Cowper	Orchestra Director
	Anne-Marie Roberts	Theatre Director
	Patty Kenny	By-Laws Rep.

Executive Board Meeting, 6-7 PM

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- I. Fundraising Report
  - A. Tyra noted that the fundraiser committee meeting last month raised the question of “How much do we need?”. An estimated budget from each of the directors would be very helpful in order to set fundraising goals and expectations. Some preliminary needs include:
    1. Chair Racks: Andrea and Jason noted that both the orchestra and band are in need of chair racks in order to stack their classroom chairs and move them around, etc. for use in both classroom and on stage. Andrea will check on pricing and discounts available. We need to know the number needed and cost per rack. There was some question as to whether the school could provide these if it is a capital expense.
    2. Scholarship money for summer camp: The directors anticipate needs will be similar to last year, with an increase because of the increased number of students and the economy.
    3. Band Clinicians for festival: \$100 each x 2 = \$200. District pays for this.
    4. Varsity letters, numbers, chevrons: We need to know what the costs were last year and the needs for this year. Lynn ordered them from Neff last year and Jim Rose should have the bill. A chevron is given for the second letter. The first letter should also include the graduation year and that wasn’t given out last year. In summary, each department needs to anticipate the needs for letters, numbers (“12”, “13”), and chevrons and then we can prepare costs and get these ordered in advance.
    5. Orchestra has needs for guest conductors (\$50? \$200?).The district does not pay for festival, unlike band.
    6. Choir has needs for an accompanist at \$850/concert x 2 = \$1700. \$400 for custom acapella. Regional solo/ensemble fees should be paid by the students, approx. \$300 in total, similar to band and orchestra.
  - B. Thus far, \$3800 has been raised this year.
- II. Visual Arts and Skyline Friends of the Arts
  - A. Tyra contacted Ann Hendricks in the Visual Department and Ann noted that the visual arts students do not have the needs of the other groups and she doesn’t feel the need for representation in this group.
  - B. A discussion followed regarding the concern of incorporating the references to the visual arts within the by-laws and formalizing their involvement, when they are not involved. Jeannie noted that the quorum will always be down by one if we are always missing a visual arts rep. Patty Kenny will review the By-laws with this issue in mind. Patty noted that the By-laws can always be amended later.

- III. By-Laws
  - A. There was a discussion of the By-Laws with Patty with regard to the inclusion/absence of the Visual Arts. There was additional discussion about the wording of voting by “all regular members” vs. “regular members present” and it was noted that it would be impossible to have all regular members vote and it would be too complex to reach every parent. There was some confusion as an earlier draft of the by-laws had been sent out by email before the meeting instead of the current draft. Patty will revise the By-Laws in response to the comments above. In the meantime, all felt that the By-laws were complete enough to vote on.
  - B. Brad Axelrod moved to approve the By-Laws, Jeannie seconded the motion. The vote was 6 out of 8 (all present voting in favor).
  
- IV. Next steps on 501C-3 application
  - A. Now we have By-laws.
  - B. We need a 3 year budget. All expenses need to be included (example: all monies in for band camp, all monies out, etc.).
  - C. Patty noted the articles of incorporation have some cost, maybe \$150, to file a statement, but incorporation will help protect all of us and the organization.
  - D. Patty will talk to Gary (attorney, Courtney Dietzen’s stepfather).
  
- V. Treasurer issue
  - A. Tyra is searching for someone to be the treasurer.
  - B. We currently have a serious problem with not having a treasurer. Jim Rose is not available though he has all the books and has continued to write checks. If he is not available for meetings and active participation, he needs to step down. Rachael Beaver also has signature power at the bank.
    - 1. We need to have an active treasurer and last year’s treasurer needs to turn over the books, ideally by Dec. 31<sup>st</sup>.
    - 2. The signature cards need to be changed at the bank so that active members can make bank deposits.
    - 3. We need to know which bank holds our account and the account number.
    - 4. We could change banks, if needed, to a more local supportive bank.
    - 5. There is no implication of any wrongdoing here. There is only frustration now that we have no easy access to a treasurer. Deb Masten has money to deposit from the theatre program and needs a check to pay someone.
  - C. Money safeguards
    - 1. There was a problem with money disappearing from a department head’s office recently. Checks are now due to Andrea for a NYC trip and the complexity of collecting money with fees and deadlines, etc. was discussed. Ultimately, the teachers should not be in the business of collecting money since it creates unnecessary pressures to have to safeguard the money (checks).
    - 2. Different options for parents paying to SFA were discussed: Paypal has associated fees and not everyone is comfortable with using Paypal. Getting a safe was discussed, along with a drop box. Setting up a bank account with parents making direct payments into that account was discussed.
    - 3. The final decision was to note that checks should be either mailed or dropped off in the front office at Skyline or future fundraising efforts will note that checks be sent directly to that individual in charge of fundraising. If students bring checks to school, they should be responsible for those checks getting to the office.
    - 4. Someone (Tyra?) needs to notify the Skyline front office of this decision and make sure a mailbox/place is designated as the location for checks to land and

the treasurer or a parent responsible for the activity is identified as the person to pick up the checks.

5. In any case, money paid should always be in the form of checks made payable to "Skyline Friends of the Arts" and "for Deposit only" should be written on the back by whoever ends up with the checks.

#### Monday December 7<sup>th</sup>, 7-8 PM General Meeting

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Board Members Present:	as listed above	
General Members Present:	Robin Gruber	orchestra parent
	Wayne Powell	parent
	Ashok Mollin	parent
	Wei Wang	parent
	Anne Subotic	band parent
	Cathie Zmachinski	band parent

- VI. Tyra welcomed everyone to the General Meeting. Each teacher gave a report on their respective department.
  - A. Anne-Marie Roberts – Theatre Department
    1. 856 tickets were sold to "Annie Get Your Gun". The newspaper review was positive and it was considered a success. There is leftover candy from concessions.
    2. There was a State Conference of the International Thespian Society at MSU that some students attended and went to workshops.
    3. Next year more will participate in adjudication.
    4. More scholarship monies will be needed next year.
  - B. Andrea Cowper – Orchestra Department
    1. Concert is Monday December 14<sup>th</sup>, along with band.
    2. Started chamber music club that meets Tuesdays 5-7 PM for quartets to play in the community.
    3. Wind and brass orchestra auditions for full orchestra are upcoming.
    4. 5 auditioned for All-State, 3 made it, 2 will attend.
  - C. Jason Smith – Band Department
    1. Concert is Monday Dec. 14<sup>th</sup>, along with orchestra. A student will make the program and Andrea and Tyra have a list of parent supporters to be listed in the program.
    2. One student was accepted to all-state band.
  - D. Fundraising
    1. Tyra has been meeting with a fundraising committee and some guidelines need to be set on deciding what fundraisers to do.
    2. The Poinsettia Sale coincided with some negative responses to the Angel Tree publicity and at least one parent notified Tyra that this holiday type of fundraiser left her feeling disenfranchised. The Poinsettia Sale arose out of the previous opportunity for a flower sale with Turners and was not intended as a holiday fundraiser.
    3. All parents are welcome to suggest and head up fundraisers within the fundraising committee and future fundraisers will consider that all student families may not celebrate the same holidays and all are not required to participate.
  - E. Visual Arts
    1. Tyra has checked with the Visual Arts Department and they will be inactive.
  - F. Awards

1. The "letters" and graduating year numbers need to be ordered for this year and last year's letters still need to be distributed. The Theatre Department needs 25-30 which Lynn may have ordered and may be stored at the school. Each department head needs to project their count for letters, numbers (12, 13), and chevrons (for second, third, fourth years). These need to be ordered in bulk from Neff and Lynn placed the order last year. We need a budget for these.
- G. Minutes from last meeting need to be re-sent and the minutes were approved.
- VII. New Business
- A. By-Laws have been approved, with thanks to Patty Kenny for writing and editing them. Patty is also heading up the 501C3 task force and will need articles of incorporation and a budget covering 3 years.
  - B. MSBOA (Michigan String Band Orchestra Association)
    1. Skyline will be hosting the middle school festival for orchestra/band on Saturday March 20<sup>th</sup>. Skyline will be a string site. This is District 12 that includes Ann Arbor, Saline, Dexter, Chelsea, etc.
    2. We will receive instructions on how to do this. David Leach has letters, examples, info, etc. Jeannie will contact David Leach
    3. Festival involves the student group arriving, going to a cloak room to drop off their things, warming up on their instruments, playing on stage, then going to a room for a sight reading test. Performance on stage and in site reading is judged and a rating is given.
    4. Concessions are needed to provide snacks and lunch (pizza). Parent volunteers are needed.
    5. Student volunteers are needed as concierges to lead the groups to the cloakroom, to the 20 min. warmup, to the 20 min. performance, etc.
    6. Custodians will be needed to unlock rooms and available for cleanup. We think the custodians will be paid through the district.
    7. Registration closes in January and we will have a count of anticipated numbers.
    8. We will need at least one person in charge of coordinating this with volunteers, concessions, etc.
    9. We can learn from those who are planning for the Robotics conference on March 30<sup>th</sup>. There are health department requirements for concessions that need to be followed.
  - C. Cathie reviewed alternatives available for Scrips fundraising for SFA.
    1. Plum Market has a reward program where the participant needs to designate Skyline SFA as the recipient. Cathie will set this up.
    2. Arbor Farms is set up like Hillers. \$20 cards are loaded up and cards are purchased in advance of going to the store. This is not desirable since SFA could end up with unused cards and it requires an investment up front.
    3. Krogers has a program and Cathie will look into setting that up.
    4. Buschs sells scrip cards like Arbor Farms and this is not desirable.
    5. Meijers requires use of a debit or check in order to give back 5%. Cathie will look into this.

VIII. Meeting concluded by 8:15 PM. Next General SFA Meeting is Monday January 11<sup>th</sup>.

Minutes prepared by Theresa Angelini. Please send any corrections or clarifications to [tangelini@angeliniarchitects.com](mailto:tangelini@angeliniarchitects.com) in advance of the SFA meeting on 01/11/10.