

SFA – Skyline Friends of the Arts Monthly Meeting Minutes

Monday February 8th, 6-7 PM Executive Board Meeting, 7-8:15 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
	Robin Gruber	Orchestra Parent
	Patty Kenny	Bylaws /501-C-3 Rep.

Executive Board Meeting, 6-7 PM

- I. Tyra opened the meeting with an agenda to update everyone on the recent business issues of the SFA.
 - A. Bank Account
 1. Tyra, Ashok, and Jeanne met with the Chase Bank representative who informed them that we had “an illegal bank account” due to some bad advice from a new uninformed bank employee who set up the account last year. Basically this was a personal account operating as a business. Until this account is changed, we cannot get electronic bank access or gain access to the account information except for requesting print outs. To rectify the situation, Tyra did the following:
 - a. Filed articles of incorporation with the state as of January 27th so that we have a “name”.
 - b. This cost a fee of \$20.
 - c. The school address was used with Tyra named as the filer.
 - d. The articles of incorporation are appropriate for further development as a nonprofit.
 - e. This is the first step in filing for the 501-C-3 status. (Jim Rose had already filed for an EIN number last year.)
 2. The banker (Vera) has been on vacation for the last week and Tyra, Ashok, and Jeanne will meet with her when she returns.
 - B. 501-C-3 Application
 1. Patty Kenny noted some of the application requirements:
 - a. There is a cost of \$850 for gross receipts over \$10,000. When the online application process is operational, the cost will be \$200 to file online. Since there appears to be no date for the availability of the online process, the decision was made to proceed with the \$850 application process. (The PTO’s application for this has gone on so long that they had to re-issue the check, per Deb Masten.) In the event that the online process becomes available, we can cancel our other paper application.
 - b. Patty needs 3 years of a projected budget. Each of the departments needs to send their budget to Tyra that includes all anticipated expenses, even those reimbursed by students for camp, uniforms, cleaning, etc. Tyra has

received some information from each department but they are all in different formats. Again, this is a best estimate – there is no penalty for guessing wrong. The budget needs to include a summary of revenue and expenses. This can be based on last year’s expenses with the projection of adding a new class of students each year. Tyra will develop the budget projection, based on the submittals from each department. Theresa volunteered to help.

- c. Patty will proceed with starting to formalize the application. She was able to receive copies of the EIN and articles of incorporation paperwork.
- d. Patty noted that taxes don’t need to be filed until we have completed a year since incorporation – that will be January 2011.

C. Ashok presented the Treasury Report

1. Banking Procedure

- a. Jeanne, Tyra, and Ashok will have access to online viewing. The checks will still have a double signature for security.
- b. The view of the bank account will be just a sum, not by divisions. (QuickBooks gives the view of the various divisions.)

2. Backup data will be kept with Tyra and Ashok will have the current data. Backup will be made every 2 weeks or month, depending on the circumstances.

3. Ashok noted the following disclaimer,

- a. “As treasurer of Skyline Friends of the Arts (SFA), I, Ashok Mollin, will be storing personal details (such as name, class, gender, address, email, phone, art class and additional relevant information) of students, staff, parents, and service providers (vendors) on my personal computer in order to maintain the SFA Accounts using Intuit QuickBooks. I don’t plan on using the above data for any purpose except for SFA Account maintenance. I’ll take utmost care to backup and keep the cash/checks/accounts data up to date. However, circumstances beyond my control (e.g. water damage, theft, equipment failure, etc.) may end up causing cash/check/data loss in some situations. I’ll put appropriate backup and restore process for data in place. This data is public and available for access to SFA Board, Staff and Parent Representatives in digital or paper form with advance request. All requests for payments and deposits will be made in 1-5 business days.”
- b. Ashok showed forms for Deposits, an Additional Deposits page, and the Reimbursement request. (These are attached to these meeting minutes)
 - i. Ashok went over the forms. There were some questions about the “date” which is intended to record when the checks were received by the person collecting the checks.
 - ii. The deposit form and checks must be personally handed to Ashok at the meeting or at an arranged time at his home. If checks are mailed and lost, it will be too costly to replace the checks at +/- \$25 each.
 - iii. The forms will be posted on the web site for downloading. An Excel version will also be available. Ashok can attach the Excel to QuickBooks. The goal is to combine everything into one QuickBooks file.

- c. Ashok presented the accounts as of January. There are a few discrepancies that he is unable to reconcile from the past accounts. He needs to start from a clear starting point. There is an \$80 difference within the accounts that will be noted as part of the general fund. The bank balance was \$14,432.86 as of today's meeting. There are 2 old outstanding checks from last year that have not been cashed. One was donated back and Deb Masten will contact the other person to find out her plans on cashing the check. There is a difference of \$161.82 + \$80 between the bank account and the QuickBooks account. Deb Masten moved to allow Ashok to reconcile the accounts as required to be able to move forward from this point.
- d. Ashok will present ideas on handling the subaccounts within QuickBooks. A QuickBooks upgrade is needed and that cost is \$80.
- e. Ashok recommended having all board members join a Google Group so we can share this information online. Tyra suggested we proceed with Google and we can move to Big Tent in the future if necessary.
- f. The SFA Board will need to budget for operating costs. In addition to the one-time charge of \$850 for the 501-C-3 application, other operating costs include postage, files, QuickBooks, envelopes, etc. Robin recommended setting an amount of approximately \$50 – any expenses above this need to be discussed. Theresa recommended setting a preliminary operating budget of \$250 for these types of expenses and then re-evaluating that when that total is exceeded. (This will eliminate the flurry of emails to purchase necessary operational items). No resolution was made.

General Board Meeting 7-8 PM

Board Members Present: As listed above

Anne-Marie Roberts	Theatre Director
Lyn CieChanski	Choir Director
Ines Caamano	Band parent
Wayne Powell	Orchestra parent
Cathie Zmachinski	band parent
Wei Wang	parent

II. Deb Masten moved to accept the meeting minutes from January 11th. Theresa will have them posted to the SFA web site.

III. Division Reports

- A. Rosemary Walker – Band Rep. (Jason Smith was at a band meeting at Pioneer)
 - 1. Pat Jenkins donated an Everett upright piano to the band department that is in a practice room. Rosemary will purchase a small screwed-in metal plaque for the piano to acknowledge this donation. It was noted that piano tuning will not be covered by the District for this piano.
 - 2. Solo/Ensemble is coming up.
 - 3. Concert attire is mostly in and Lucie Friedlander has generously hemmed the trousers, which is very much appreciated.

4. Winter Drumline received a first place in their competition category at their first competition last weekend.
- B. Choir Report – Lyn Ciechanski
1. Skyline Blues and Bel Canto a cappella groups will be attending an event on March 6th. PTSO paid for Bel Canto to attend.
 2. The choir council is arranging bake sales for additional funds (which was ok'd by SFA – no one has any conflict with this).
 3. Choir needs funds for paying an accompanist.
 4. There has been no problem with getting District busses for Festival.
 - a. March 3 – Concert
 - b. March 22 – Solo/Ensemble
 - c. March 23 – Big Concert
 5. Lyn clarified the additional funds requested for piano tuning. The District pays to tune a piano one time per year. That may work for a piano in a practice room, but it is not enough for the classroom piano and stage piano that are used frequently and need to be correct. Those pianos probably need to be tuned 5 times per year.
 - a. Robin wondered if rental money that the school receives could be used for this purpose.
- C. Orchestra Report – Andrea Cowper
1. Two clinicians were in recently to help the orchestra. One of these was Karen Hendricks, a U of M applicant. The other was a professor from EMU.
 2. Orchestra night is February 18th at Hill Auditorium.
 3. Uniforms are in for concert attire.
 4. The orchestra will be traveling to a chamber music Festival on March 8th.
 5. Jeanne noted that we need to know the number of MSFOA attendees for the upcoming Festival at Skyline. Andrea can log in to see this and will forward the info.
- D. Theatre Report – Anne Marie Roberts
1. Skyline Theatre participated in MIFA on January 29th and received a 1 rating, so is moving on to the regional festival at Olivet High School on February 13th. There is also a public performance of this one act play at Skyline.
 2. Auditions are coming up in early March for a full length comedy.
- E. Jeanne Burnside reported on MSBOA Festival
1. The committee met last Sunday to divide up the tasks for providing concessions.
 2. Donations will be requested for candy, prepackaged beverages, etc. and these will be due the week before the event.
 3. Donuts, pizza, and bagels will be purchased and sold.
 4. Profits from this event will go to the SFA general fund.
 5. We will email directors of the participating schools to let them know there will be concessions.
 6. Flyers will be sent home with the information for this event.
 7. Jason Smith was at Pioneer this evening to meet with others on hosting this event.
 8. We will also be providing complementary bread, salad, soup, and brownies for the judges and the directors. The committee is volunteering to provide the soup, etc.
- F. Rosemary Walker reported on the PTSO Thrift Shop
1. The rules have changed regarding volunteering and the volunteer coordinator position at the thrift shop is in flux. PTSO did send a quarterly payment in January for September through December activity. This \$650 payment included \$375 that should be credited to Theatre for a poster contest that a Theatre student won.

2. The change in rules affects those families who have received scholarships in the past, especially for band camp.
- G. Old Business
1. There are two mystery checks for Honors Choir that need to be discussed with Lynn.
 2. After last month's discussion on the need for chair stands, Jason Smith asked Ms. Jackson for funds for chair stands and received two this year. The chair stands were \$300 each and they're now here and in use. Ideally, a total of 8 are needed. Jason requested 2 per year for 2 years.
 3. Varsity Numbers
 - a. We need info from Lyn on the cost of the numbers and these need to be ordered.
 4. SFA Links – Several of the departments need to link to the SFA website from their web site. Andrea has completed this link for the orchestra website.
- H. New Business
1. Scholarships
 - a. How will we handle scholarships as the need increases with the increase in student population and the economy?
 - b. These are needed for camp, the orchestra trip, etc. The orchestra trip costs \$885/person and 19 are participating. The payments are divided into 3 due dates. Two scholarships have been requested.
 - c. Huron and Pioneer use the criteria of if the student qualifies for the reduced price lunch; they are eligible for a scholarship. Generally, they are asked to contribute something.
 - d. We could ask for additional donations for scholarships when collecting fees for band camp and trips.
 - e. Monies could be earmarked for a general fund for scholarships.
 2. Other ideas
 - a. Brad Axelrod noted that a letter from the SFA president would be a beneficial in re-introducing SFA to parents and explaining what we are doing: provide a link the website, note wish list of things like accompanist, scholarships. Explain the past delay in checks not being cashed. This would be timely since we will be requesting donations of candy, etc. for MSBOA.
 3. Robotic Competition – Ines Caamano reported on concessions
 - a. Skyline will be hosting the Robotics Competition on March 13th. There is a fundraising opportunity for Skyline groups since there will be many adults and students here who will need to be fed.
 - b. Karen McKinney is requesting groups to participate and provide "seed money" for purchasing the food. The investment of seed money from a group with money that was earmarked for other things presented a problem. We'd all like to fundraise, but the investment component seemed like too much uncertainty.
 - c. Ines noted that she was involved in the Robotics Committee and just wanted to share the information on this fundraising opportunity.
 - d. Deb Masten will follow up with Karen McKinney.
 4. Ashok received the following deposits at the end of the meeting:
 - a. \$239 from Andrea/Orchestra.
 - b. \$50 from Brad/choir.
 - c. \$1600 from Robin/Orchestra trip.

- d. \$434 from Rosemary/Band.
 - e. \$200 from Theresa/Winter Drumline.
 - f. \$2920 received in total
5. Ashok received the following check requests:
- a. \$2461.49 – Andrea/orchestra.
 - b. \$52.96 – Anne
 - c. \$74.81 – Deb
 - d. \$395.59 – Rosemary
 - e. 6 checks for Lyn - \$1287.24 will be issued soon.
 - f. \$4273.09 requested in total

The General SFA meeting ended around 8:15 PM.

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

Skyline Friends of the Arts (SFA)

Skyline High School, Ann Arbor, MI

Check Request Form

Account: Band/Choir/Orchestra/Theatre *(Please select one)* **Sub-Account:** _____

Purpose: _____

(Please mention the name of the Program/Event for which the payment is intended)

Attachments: _____

(Please attach Invoice, Credit Card Slip, etc. showing the amount to be paid)

Check Payable to: _____ *(30 characters only)*

Check Amount: \$ _____

Check Memo: _____ *(20 characters)*

(You may state reference to Invoice No(s), PO Reference,... for the memo field)

Check Recipient Name: _____

Check Recipient Address: _____

Check Recipient City, State, Zip code: _____

Check Recipient Email & Phone: _____

Check Requested by: _____ **Signature:** _____

Comments: _____

Expenditure Approved by: _____ **Signature:** _____

(Signature of the Parent Representative who is approving this expenditure)

Check Collected by: _____ **Signature:** _____

(Applicable, if the check was collected by someone on behalf of the payee)

Check Mailed On: _____

(Applicable, if check was mailed directly to the payee by the Treasurer)

You may mail this request with approval signature from Parent Representative (if applicable) to Ashok Mollin, 2984 S Foxridge Ct, Ann Arbor MI 48105. Appreciate a followup email to ashok.mollin+sfa@gmail.com. Thanks.

(Below fields to be filled by Treasurer. Contact ashok.mollin+sfa@gmail.com or (405) 4 MOLLIN)

Approval Reference: _____

Bank Check Ref. # _____ Check Date: _____ Written by: _____

Skyline Friends of the Arts (SFA)

Skyline High School, Ann Arbor, MI

Deposit Form

Account: Band/Choir/Orchestra/Theatre *(Please select one)* **Sub-Account:** _____

Purpose: _____

(Please mention the name of the Program/Event for which the deposit is intended)

Single Payment from: _____ **Amount:** \$ _____

Student Payments:

No.	Paid Date	Student First & Last Name	Class	Parent Last Name	Check # (Blank for Cash)	Amount
1.						
2.						
3.						
4.						
5.						
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25.						
Total						

If additional pages used,

No. of Checks (Incl. Cashier Check/MO): ___ \$ _____ (+) **Cash:** \$ _____ (=) **Total:** \$ _____

Total No. of Checks (Incl. Cashier Check/MO): ___ \$ _____ (+) **Cash:** \$ _____ (=) **Total:** \$ _____

Funds Collected by (Name): _____ Signature & Date: _____

Funds Received by (Name): _____ Signature & Date: _____

(Below fields to be filled by Treasurer. Contact ashok.mollin+sfa@gmail.com or (405) 4 MOLLIN)

Bank Deposit Ref. # _____ Deposit Date: _____ Deposited by: _____

Skyline Friends of the Arts (SFA)

Skyline High School, Ann Arbor, MI

Deposit Form – Additional Page

Account: Band/Choir/Orchestra/Theatre *(Please select one)* **Sub-Account:** _____

Purpose: _____

(Please mention the name of the Program/Event for which the deposit is intended)

No.	Paid Date	Student First & Last Name	Class	Parent Last Name	Check # (Blank for Cash)	Amount
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30.						
Total						

No. of Checks (Incl. Cashier Check/MO): ___ \$ _____ (+) **Cash:** \$ _____ (=) **Total:** \$ _____

(Below fields to be filled by Treasurer. Contact ashok.mollin+sfa@gmail.com or (405) 4 MOLLIN)

Bank Deposit Ref. # _____ Deposit Date: _____ Deposited by: _____