

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

Monday April 12th, 6-7 PM Executive Board Meeting, 7-8:30 PM General Meeting

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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
	Anne-Marie Roberts	Theatre Director

Executive Board Meeting, 6-7 PM

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- I. Informal discussion at the beginning of the meeting regarding scholarships and use of funds in the general SFA account:
  - A. Tyra - the general SFA account has approximately \$6000 that could be used for summer camp scholarships for the various divisions.
    1. Tyra - a big function of SFA is to function as a bank for the various departments.
    2. Deb - recommends a policy of holding 8-10% of the general fund in reserve, which would cover the bank-like needs that SFA supports for the various departments – for paying invoices or deposits that need to be paid before all the monies are collected for various events such as camp, busses, etc.
    3. We will also need to hold funds in reserve from the general fund for filing for the 501C3 paperwork. Once we have non-profit status, it will be easier to do fundraising since this is a charitable donation on taxes.
  - B. Discussion of uses of General Funds-
    1. Jeanne – General funds could go to wish lists for some major expenses such as a grand piano.
    2. Deb – Donations could be solicited for items like a general scholarship fund.
    3. Brad – We need a scholarship committee or a central committee to develop policies on scholarships for the various departments.
    4. Deb – Or, the SFA board could allocate money to the divisions for scholarships and the various departments could develop their own policies for granting scholarships.
    5. There was some discussion regarding need-based scholarships vs. merit scholarships. Although merit scholarships would be ideal, there are needs to be met that are critical now. The first year, there were 5 need-based scholarships granted, last year there were 13, and this year we anticipate 19 (based on projections from past years).
    6. Anne-Marie – The various departments shouldn't take full responsibility for these decisions – the responsibility should be shared.
    7. The pros and cons of placing the responsibility of determining scholarship policies in a central committee vs. the various departments were discussed. A central committee may not understand the specific needs of a department or individual student. On the other hand, a department may get overwhelmed by individual needs and may need a general policy.
      - a. Typically, qualifying for the reduced price lunch will also qualify students for a scholarship. Teachers should have access to this information. This information is private and should not be available to parents.

- b. If a student has need, they should apply and provide adequate information to the department so that a decision can be made in evaluating the qualification for need.

C. In summary,

1. Brad has suggested forming a committee that looks at developing a policy for handling scholarships – which could be for both need-based and merit scholarships.
2. Deb has noted that a general policy still needs to allow each division the power to judge what qualifies as need.
3. The directors will need assistance from the parent reps in their divisions (parent rep and account manager) to share the responsibility of making these decisions.
4. Scholarships can be held as a sub-account of the general fund. Carol has noted that we should set goals for scholarships at the beginning of the year.
5. Tyra will check with Huron and Jeanne will check with Pioneer to research what policies they have developed for handling scholarship needs. (ACTION ITEM)

D. Misc.

1. Andrea asked if any individual group can do their own fundraising and Tyra clarified that, yes, individual departments can hold their own fundraising events, though it would be best if those were discussed first with the SFA board to avoid overlaps or conflicting fundraisers.
2. We do need to encourage more parent participation in fundraisers and all parents should be participating.

II. Treasury Report presented by Ashok

A. Funds Balance – Ashok reported the opening and closing balance by Department Division:

1. Band	\$3,687.12
2. Choir	\$3,818.88
3. Orchestra	\$701.07
4. Theatre	\$1,215.69
5. General Fund	\$6,308.33
6. Total	\$15,731.09

B. Forms for deposits, reimbursements, collection

1. Forms are posted on the website
  - a. The check request form has been updated. Note that the requester and approver can't be the same person – the director, parent rep, or another SFA board member can approve these, as required.
  - b. The Deposit form has been expanded in the item description category.
  - c. There is a new collection form that Ashok has created for collecting sums such as camp payments, etc. where each student can be listed and payments can be tracked.

III. Nominations for the SFA board should be submitted to Tyra for the 2010-2011 year, in advance of the annual May meeting where we will vote on the various positions.

## General Board Meeting 7-8 PM

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Board Members Present:           As listed above, plus  
  Jason Smith                               Band Director  
  Robin Gruber                            Orchestra, account rep.  
  Suzan Zick                               Band parent, Flower fundraiser organizer

IV.     The meeting minutes from the March 8<sup>th</sup> meeting were approved into record. Theresa will forward them to Alan Jackson to post to the SFA web site.

V.     Division Reports

A.     Rosemary reported on recent and upcoming Band activities:

1.    29 out of 30 students received a "1" rating at the State Solo/Ensemble event on March 27<sup>th</sup>.
2.    The "Music and Munchies" fundraiser will be held at the PTSO Thrift shop on April 17<sup>th</sup>. This is for both orchestra and band and involves students playing for an hour each and also donations of cookies and drinks. Rosemary is organizing this.
3.    Picnic Pops will be held on Saturday May 22 at Pioneer on the front lawn.
4.    The band and orchestra concert is on Monday May 24<sup>th</sup> at Skyline.
5.    Some band members will perform with the full orchestra at the State competition.
6.    Winter Drumline finished 8<sup>th</sup> out of 13 in the State Championships in Saginaw on March 28<sup>th</sup>.

B.     Brad Axelrod reported on recent and upcoming Choir activities:

1.    Choral Cavalcade was held March 23<sup>rd</sup>. They raised \$1000 with admissions and sold 6 t-shirts.
2.    Auditions start March 9<sup>th</sup> for next year's choral groups.

C.     Andrea reported on recent and upcoming Orchestra activities:

1.    Auditions start March 9<sup>th</sup> for next year's orchestras.
2.    Skyline will participate in the State Orchestra Festival on Thursday March 22<sup>nd</sup> from 9-11 AM.
  - a.    This date was just announced, which was too late to obtain a bus from AAPS.
  - b.    Andrea is looking into arranging for a motor coach for 56 kids, which may cost \$35/seat for 3 hours.
  - c.    It appears that there are no district funds to pay for a bus and it will be difficult to arrange for parent carpools on a weekday with the district requirement that parents who are driving receive prior approval from the district.
  - d.    The SFA board approved the expenditure of spending up to \$600 from the orchestra general account while also asking for student contributions for the bus, along with the permission slips.
3.    Various orchestra groups will play the national anthem at spring sporting events.
4.    The orchestra council will hold 3 bake sales in the near future.
5.    On Thursday April 29<sup>th</sup>, a U of M cello ensemble will be play at Skyline for orchestra.
6.    Interlochen summer camp deposit payments are due by April 30<sup>th</sup> to reserve spots for each division. \$1000 is required.
7.    A plaque for full orchestra may be purchased through the general fund. Individual blue ribbons must come from the individual department account.

- D. Anne-Marie reported on recent and upcoming Theatre activities:
  - 1. "You Can't Take it with You" opens on April 23<sup>rd</sup>.
  - 2. In May, there will be a musical on May 20-21-22.
  - 3. The Theatre website link doesn't work.
  - 4. Theatre inducted 7-8 students into the Honorary International Thespian Society.

VI. Committee Reports

A. Fundraising

- 1. MSBOA Festival
  - a. SFA made \$996.57, which included cash donations of \$214.50.
  - b. The breakdown for volunteers within the various departments was:
    - i. Band – 18
    - ii. Orchestra – 13
    - iii. Choir – 2
    - iv. Theatre – 2
  - c. The donations of cash and food/drink were made in similar proportions from the various departments.
  - d. The committee was made up of equal volunteer efforts from both band and choir.
  - e. The money raised will be divided in the following way:
    - i. 10% of the \$996.57 will go to the general SFA account.
    - ii. The remaining amount will be divided as follows: 40% Band, 40% Orchestra, 10% Theatre, 10% Choir.
    - iii. This motion was approved.
- 2. PTSO Music & Munchies (Rosemary Walker is organizing this.)
  - a. This is a fundraiser shared between Orchestra and Band.
  - b. There is a sign-up sheet in the hall for donations of cookies and drinks that need to be donated by Thursday before the event.
  - c. The students will be taking leadership for playing and some of the organizing.
  - d. This should result in \$750 to be divided between band and orchestra.
- 3. Spring Flower Sale (Suzan Zick is organizing this fundraiser)
  - a. Band raised \$600 last year. This year, all divisions are invited to participate.
  - b. A flyer will be sent out via email, backpack mail, and in the Eagle's Eye. Someone will also send this to Forsythe for distribution.
  - c. These forms should be returned to Susan via mail.
- 4. The Car Wash will be held June 5<sup>th</sup> at the same gas station as last year on Plymouth Road. Rita Hench, a choir parent, is organizing this.
- 5. Robotics Concessions Fundraising – Rosemary reported that Karen McKinney has forwarded all of the volunteer paperwork to the PTSO treasurer for dividing up the proceeds to the various groups.

VII. Treasury Committee Report

- A. Ashok summarized the account information and forms that were reviewed during the earlier SFA Executive Board Meeting.

VIII. New Business

- A. VPAA Awards Reception – will be held on June 3<sup>rd</sup>.
  - 1. The decision was made to hold the format to one hour, which means each department has 15 minutes to make announcements of awards. Typically these awards are handled more as a group (all standing up), rather than reading off individual names.
    - a. Highlights of last year included Jason's Spanish speaking microphone and Anne-Marie's announcements of upcoming plays for next year.

2. The decision was made to skip performances and allow this to be a celebration of the student accomplishments for the year.
3. Each department needs to identify their needs for letters, numbers, chevrons, pins, etc and order them promptly so that they are available for distribution at the VPAA Awards. (ACTION ITEM). THESE NEED TO BE ORDERED.
  - a. Deb used Betsy's letter jacket to illustrate how purchasing a letter jacket requires initial charges for sewing on the letter, graduating year numbers, and activity on the back. Pins can be used for multiple activities and/or multiple years of participation. Chevrons, stripes, and stars are also available as choices for each department.

B. Call for Nominations

1. Tyra noted that nominations for the various SFA board member positions must be submitted to Tyra by May 1<sup>st</sup>. (It is acceptable and appropriate to submit your own interest in applying for a board position.)
2. If you're not able to continue as a board member, you should search out a replacement.
3. Tyra is interested and willing to continue as SFA president in order to continue to develop the policies and issues that are in progress.

C. Concessions for the May 24<sup>th</sup> Concert at intermission.

1. We have leftover candy and water from the MSBOAA festival that could be sold at intermission.
2. There will be 4 groups playing during this event at approximately 20 minutes each. The decision was tabled as to whether the students either play through or take a 10 minute break in the middle and sell concessions at intermission.

D. The 501-C-3 application needs to be filed.

1. Tyra and Ashok are working on finalizing a budget in order to file the application.
2. There is still some question about taxes for this past year since we have not yet filed for the 501-C-3 status.

IX. Misc.

- A. The deposits for summer camp need to be made to Interlochen by May 1<sup>st</sup>.
  1. The move was made and approved to loan the payments of \$1000 to band, orchestra, and choir from the SFA General Fund to pay the deposit with the understanding that this will be repaid once the students pay the camp fees to the various departments.
- B. Jason Smith requested a clarification regarding the opportunity for Director's to provide merit-based scholarships when they see the need for this. Tyra clarified that these types of decisions are appropriate and may be made by the department directors.
- C. Deposits and Requests for reimbursements were submitted to Ashok, both during and after the meeting.

The General SFA meeting ended around 8:30 PM.

**The next meeting will be Monday May 10th with Executive Meeting from 6-7 PM and General Meeting from 7-8 PM. This is the Annual Meeting with Elections of Board Members.**

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