

SFA – Skyline Friends of the Arts Monthly Meeting Minutes

Monday May 10th, 6-7 PM Executive Board Meeting, 7-8:30 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.
	Jason Smith	Band Director
	Lyn CieChanski	Choir Director
	Andrea Cowper	Orchestra Director
	Anne-Marie Roberts	Theatre Director

Executive Board Meeting, 6-7 PM

- I. Last month we discussed financial needs scholarships and how those scholarships could be fairly distributed. We had decided to research how Pioneer and Huron handle the need for financial aid scholarships.
 - A. Jeanne researched how the Pioneer band boosters handle scholarships and financial information and distributed copies of information available at www.aapioneerbands.org
 1. Pioneer has an application for a need-based scholarship on their website and requests a written application from the parent or guardian for a full scholarship or half scholarship. The scholarship request does not require income statements or proof of need – it is honor based.
 2. The Pioneer band website also includes Financial Information that requests an annual fee of \$30/student, outlines volunteer and fundraising responsibilities, and the costs of everything for the year.
 - B. Tyra researched financial information available from the Huron HCMA booster club that supports music including band, choir, and orchestra (similar to the Skyline SFA).
 1. For scholarships, those in need have to write a letter describing why they need help. In the past, 10 hours of PTSO thrift shop volunteer time was required of applicants, but that option is no longer available. The HCMA covers up to half of camp expenses for those in need, which comes out of the HCMA general fund. Typically the requests number 3 per division or approximately 10 in total. The Directors can decide to cover additional scholarship needs at their discretion. One third of fundraising goes into the general fund. HCMA does not have a set annual fee and instead requests donations at the beginning of the year, similar to the Skyline PTSO.
 - C. Skyline has had 3 requests so far out of 16 band camp registrations. We can expect probably 19 requests for financial aid for camp.
 1. Discussion/ideas
 - a. Tyra suggested a financial needs application form would be less intimidating than writing a letter.
 - b. Theresa noted that paying something for camp is important as a commitment on the part of the participant.
 - c. The principal has access to the free/reduced lunch information if needed for checks and balances regarding the issue of need.
 - d. We need to develop a document now to send out for camp applications.
 - e. Brad noted that this application should be called “Financial Aid” application.
 - f. Carol noted that the wording is important – the word “Scholarship” connotes an honor-based scholarship as opposed to a need-based scholarship.

II. Treasury Report

A. Ashok presented the Funds Balance by Division as of the end of April:

1. Band	\$4,031.10
2. Choir	\$2,476.41
3. Orchestra	\$2,916.84
4. Theatre	\$1,305.38
5. General Fund	\$5,320.01
6. Total	\$16,049.74

- B. We discussed posting the finances on the website as a monthly report, but there were some concerns that this could be misinterpreted by either the District or parents in terms of the balances. Often the money shown in the accounts reflects money being collected for camp, etc. and then that money will be outgoing to camp, etc. It does not represent funds available for discretionary uses. The decision was made to continue posting the Treasury report within the meeting minutes.
- C. The deposit was sent to Interlochen for orchestra, and band has requested the deposit to be sent, so that is in process. Choir has not filed a request for a deposit to be sent to Interlochen as of this date.
- D. There was a discussion regarding the collection of fees. Band has been most organized at camp registration to collect fees for uniforms, shoes, gloves, etc. and 85% of the band parents attended this registration. This coming year may be different with the juniors able to drive and possibly fewer parents attending registration. The conclusion is that it is much better to collect fees early in the year at one time, rather than try to collect fees sporadically throughout the year.

III. VPAA Awards Ceremony/reception

- A. June 3rd is the date for the awards ceremony but that is also Pioneer's graduation.
- B. Anne-Marie noted that we need to push the date of this back further into May since when we have seniors, they won't come back for awards after graduation.
- C. Anne-Marie will check on rescheduling the desert reception/awards to Thursday June 10th.
- D. The varsity letter order has been shipped, so there will be awards available.

General Board Meeting 7-8 PM

Members Present: As listed above, except Lyn CieChanski had to leave
Robin Gruber Orchestra, account rep.
Anne Subotic Band
Junko Powell Orchestra
Nancy Herlocher Band

- IV. The meeting minutes from the April 12th meeting were approved into record. Theresa will forward them to Alan Jackson to post to the SFA web site.

V. Division Reports

- A. Jason reported on recent and upcoming Band activities:
1. Picnic Pops is Saturday May 22nd on the lawn at Pioneer.
 2. The Spring Band and Orchestra concert is May 24th.
 3. The end-of-year band picnic is set for Friday June 11th.
- B. Brad Axelrod reported on recent and upcoming Choir activities:
1. The end of year choir concert will be May 27th.
- C. Anne-Marie reported on upcoming Theatre activities:

1. The last show of the year will be "The Apple Tree" on May 21-22. It features three stories with the theme of "be careful what you wish for...since you might get it."
- D. Andrea reported on recent and upcoming Orchestra activities:
1. On May 22nd, Orchestra will take a trip to Sandusky, Ohio to compete in Music in the Parks and go to Cedar Point.
 2. On May 24th, Orchestra and Band will have their spring concert at Skyline.
 3. Next year, full orchestra will meet during the day, since band and orchestra will meet at the same hour.
 4. Orchestra is in better shape financially than last month.
 5. Almost everyone paid \$5 for the bus to the State Orchestra Festival in Dexter on March 22nd, which was appreciated.
 6. Robin noted that next year, Orchestra will collect money earlier in the year to avoid the burnout of constantly collecting money for individual things throughout the year.
 7. For those students having difficulty in scheduling orchestra with other classes, especially magnet classes, there are CR classes available in the summer and online to fulfill requirements such as personal fitness.
- VI. Committee Reports
- A. Fundraising
1. Flower Sale
 - a. The flower sale made \$800, which was disappointing in comparison to last year's sales. (last year, band alone raised \$600)
 2. June 5th Car Wash
 - a. A choir parent is organizing the car wash on Plymouth Road and needs a letter on letterhead.
 - b. On parent sent a letter to Tyra with concerns about the effects on the watershed from the car wash. The possibility of using a green type of soap was discussed.
- VII. Treasury Committee Report
- A. Ashok presented the report with the balances noted above from the Executive Board Meeting.
1. The discussions noted that monies held for payment would be coming due soon, so the balances would go down. Dry cleaning uniforms costs approximately \$2000, camp payments will be due, etc. More detail on the monthly financial reports would be helpful to gain perspective on where the money is coming from and where it is going. However, too much detail could reveal too much private information on family finances. We need to strike a balance on this. Possibly each department could receive a monthly report with more detail.
- VIII. VPAA Awards Reception
- A. The VPAA awards ceremony will be an hour long event, with 10-15 minutes allotted to each division. The students can stand up to be recognized in the auditorium (as a group). The actual awards will be handed out afterwards in the Commons.
- IX. Concessions for the May 24th Concert at intermission.
- A. There will be no concessions sold at the Band/Orchestra concert, so we won't have an intermission and things can move quickly.
- X. Jason Smith requested approval to pay \$500 to the drumline instructor. The motion was approved by all.

- XI. Jazzistry at Skyline
- A. Anne Subotic recently submitted an application for a Jazzistry grant to Target, requesting \$2000 to pay toward the \$3000 cost of Jazzistry. (Jazzistry is a program for 10th / 11th grade history that combines history and jazz.) The other \$1000 could be shared between SFA and the PTSO. The PTSO is willing to support this (exact amount to be decided if the grant is awarded).
 1. The program involves 5 professional artist visits with a performance at the end of the program. Kate Wade, 10th grade history teacher, is involved in promoting this program.
 2. We will find out in August if the Target grant was approved.
- XII. Musical - Pit Concern
- A. Jason Smith noted that when we do a musical and need additional adult/college student musicians to fill out the pit orchestra, we will need some money to pay the adults.
 - B. Anne-Marie clarified that the spring and fall musicals are scheduled as they are because scripts are rented for 8 weeks. If that time overlaps winter vacation or a holiday weekend, the rental time is not used efficiently.
 - C. Anne-Marie also clarified that money from ticket sales is "Trust & Agency" money that can't be spent for paying salaries.
 - D. The board agreed in principal to support paying an honorarium. The details of where this money comes from will have to be developed. The expectation is typically \$38/day for the last tech week and performances. The money should come from the general fund since the musicals are a joint effort between band, choir, orchestra, and theatre. These funds will need to be budgeted for the spring musical in 2011.
- XIII. Scholarship committee
- A. We need members to form a scholarship committee to determine the standards for needs-based scholarships.
- XIV. Elections
- A. Brad Axelrod moved to vote on the board members together as a slate, rather than individually. That movement was passed.
 - B. The board members for the 2010-2011 school year were voted on and approved as a slate:
 1. President: Tyra Lemmen
 2. Vice President: Jeanne Burnside
 3. Treasurer: Ashok Mollin
 4. Secretary: Theresa Angelini
 5. Band Rep: Rosemary Walker
 6. Theatre Rep: Deb Masten
 7. The positions of Choir Rep and Orchestra Rep are vacant and need to be filled.
 - C. Tyra thanked the outgoing board members for their service this past year. Brad Axelrod is stepping down as choir rep and Carol Gagliardi is stepping down as orchestra rep.
- XV. Misc.
- A. Ashok raised some financial concerns:
 1. What amount can an individual hold before handing those checks/monies to Ashok for deposit? \$2000 was discussed as a threshold limit.
 2. Once money is collected, how long can an individual hold it before handing it off to the treasurer for deposit?
 3. Should there be a requirement that when an individual reaches a certain amount, that should be turned in to the treasurer?
 4. How often should a person be required to turn over checks to the treasurer?
 5. Lost checks will be costly.

6. There is a bank limit of depositing no more than 200 checks per month. (this could become a problem in the future, especially considering the number of checks to be collected for summer camp from the three departments.)
7. A parent should receive approval from the department in order to be allowed to collect checks/money.
8. There were no finite answers given to Ashok's questions. This is a concern for Ashok and for all of us, especially since he received \$9000 for deposit by the end of the meeting.
9. Checks should never be mailed to Ashok. In the future, deposits to the bank could be worked out with Ashok if the person receives approval prior to making a deposit.

B. The June meeting will include:

1. Plans by the directors for Fall 2010 events.
2. Summertime activities associated with each department.
3. Fundraising activities for next year.
4. Freshman orientation, which will be held on August 19th.
5. Follow-up on the fundraising from Robotics and the PTSO Music & Munchies \$750.

The General SFA meeting ended around 8:30 PM.

The next meeting will be Monday June 14th with Executive Meeting from 6-7 PM and General Meeting from 7-8 PM.

Meeting Minutes respectfully submitted by Theresa Angelini. Please send any corrections or clarifications to tangelini@angeliniarchitects.com