

SFA – Skyline Friends of the Arts Monthly Meeting Minutes - November

Monday November 8th, 6-7 PM Executive Board Meeting, 7-8:15 PM General Meeting

Board Member Attendance:	Tyra Lemmen (present)	President
	Jeanne Wright (absent)	Vice-President
	Ashok Mollin (arrived 6:30 PM)	Treasurer
	Theresa Angelini (present)	Secretary
	Rosemary Walker (present)	Band Rep.
	Tamara Babbitt (absent)	Choir Rep.
	(vacant)	Orchestra Rep.
	Deb Masten (present)	Theatre Rep.
	Jason Smith (present)	Band Director
	Lyn CieChanski (present)	Choir Director
	Andrea Cowper (present)	Orchestra Director
	Anne-Marie Roberts (present)	Theatre Director
	Junko Powell	Orchestra Parent

Executive Board Meeting, 6-7 PM

- I. Tyra reviewed the approved language of our charitable status and questioned if the “process of being recognized” was too vague since our application has been submitted. As Tyra has looked at fundraising applications, the current statement feels passive and does not reflect the active status of being under review:
 - A. “Skyline Friends of the Arts is an incorporated non-profit organization (EIN#26-3882637) that is in the process of being recognized by the IRS as a 501 (c) (3) entity. In the meantime, individuals should consult with their tax advisers to determine the tax deductible status of their donations.”
 - B. After some discussion, we decided to leave the wording as it was originally stated.

- II. Record keeping
 - A. Tyra raised the issue of how should we keep the records of the past years of the SFA? What needs to be retained? Whose job is it to be historian? What should be done with original signed copies of the By-Laws, etc?
 1. Tyra, Ashok, and Theresa each have miscellaneous paper copies of meeting minutes, By-Laws, the Conflict of Interest Policy, monthly treasury reports, emails, etc.
 - a. We could not identify a place in the school where hard copy files can be kept securely for use for future years. There was some discussion about using the cage area near the commons where paper goods, etc. are stored, but that appears to be prime storage that Athletics also wants to use. We concluded that there was no space in the school to store records of the SFA and hard copies would need to be kept with individual board members.
 - b. Ashok has encouraged all board members to use a Google group online for posting records. Few of the board members have used this option. Deb also encouraged keeping an archive on the web.
 - c. The meeting minutes, By-Laws, and Conflict of Interest Policy are posted online on the SFA website.
 - d. There was no conclusion on who should be keeping the physical records or where they should be kept. This is an important issue for continuity since many of us will not be continuing as board members next year so that others can step forward while we are still available for information when our students are seniors.

III. Treasury Items

- A. Tyra started the discussion of treasury issues and Ashok joined in when he arrived.
- B. Credit Card – Tyra reported on the options for obtaining a credit card for use by the SFA.
 - 1. There are no fees for a credit card, but it has to be tied to an individual officer and this could negatively affect an individual's credit rating and would make the individual responsible for costs outside of their control. Under these constraints, this is not an option for any of us.
 - 2. SFA currently has a debit card. Although it does not function the same as a credit card since funds are immediately withdrawn from the account, it does offer the opportunity for making purchases online. The continued use of a debit card is our best option.
- C. Bank charges
 - 1. The SFA bank account has a 200 transaction limit per month before service fees are incurred. Each item deposited counts as a transaction, as well as debit card transactions. Although Ashok has tried various ways to time the transactions to avoid service fees, it appears that the volume of deposits is requiring service fees that are unavoidable.
 - 2. Tyra and Ashok have looked at the various options for business accounts. All have associated costs. It appears that the current account with a maximum service charge of \$25/month (when there are more than 200 transactions) is the least costly option.
 - a. Since we need a \$5000 minimum in this business account, it is not a realistic option to have two accounts as a way of increasing the transaction limit to 400, and the accounting would get more complicated with two accounts.
 - b. Deb verified that the PTO and Athletic Booster club have both researched this and concluded that service fees are unavoidable.
 - c. We concluded that incurring bank service fees is the cost of doing business.
 - 3. The proposal was made to increase the budget to \$500 for the cost of doing business, to cover the additional bank charges, proposed by Theresa, seconded by Rosemary, and all voted in favor.
- D. Taxes
 - 1. Ashok and Tyra are in the process of preparing the tax filing for the period from July 1, 2009 through June 30, 2010.
 - a. Bill Ebright (PTSO Treasurer) has been assisting them on the taxes.
 - b. Tyra sent in a request to the IRS for an extension until February 15th.
 - 2. We are unclear about possible tax implications for SFA for the time period September 2008 through July 2009. We incorporated as a non-profit in January 2010 and so our first tax year is for fiscal year July 1, 2009-June 30, 2010. We are aware that there were financial activities for SFA beginning in September 2008 (Skyline High opening). While the impression of the current set of SFA officers is that much of this financial activity consisted of operating as a conduit for student payments (ie. collection of uniform cleaning fees and then paying the cleaner) there may have been some funds raised/donated that could be subject to taxes. We are diligently looking into what implications and possible financial penalties there could be.
 - 3. Tyra is cautiously optimistic about the cost impact of any tax implications.
 - 4. Tyra will send a request to the pool of SFA parents to ask if there is a tax accountant or experienced tax preparer available for consultation help on preparing the taxes.
- E. Assistant Treasurer
 - 1. The SFA is in need of an assistant treasurer to assist Ashok.
- F. Software Needs
 - 1. Ashok has realized that using the Excel spreadsheets for deposits is helpful, but the entries still have to be individually entered into Quickbooks. This duplication of efforts

is getting cumbersome as Skyline grows. Ashok proposed the following two preliminary options that he will explore further:

- a. There is a software program available for \$89 that will avoid the need to duplicate the entries, which is a way to translate the Excel program into a Quickbooks program. This sounds like it is software under development and Ashok asked for permission to share our current blank forms with this company to test if this will work for the needs of the SFA. The board gave Ashok approval to share these blank forms for testing the interface between the programs.
- b. The Quickbooks program is available for \$19.95/month that would allow everyone access to entering the deposit data using the Quickbooks program. The cost of this is greater than the previous option, but may be worth the investment in the long run.
- c. Ashok will research these options further and present the pros and cons at the next meeting.

G. Laptop Purchase

1. Ashok is using his own laptop computer for storing the SFA Treasurer data. At some point when Ashok steps down, this information will need to be given to the next treasurer. The Athletic Boosters has purchased a laptop computer for their treasurer's use and it may make sense to purchase a laptop for the use of the SFA treasurer.
2. A laptop would cost approximately \$750. Another option would be online access through Intuit or elsewhere for approximately \$20/month. Three years of online access would cost approximately the same amount as purchasing a laptop, but a treasurer will still need a computer of their own to access the information or program stored online.
3. We will need to discuss this further at a future meeting.

H. Subaccount Reconciliation

1. Each division needs to reconcile their subaccounts and review the various subaccount categories carefully to edit these into useful categories.
2. Tyra has reconciled the uniform fee distribution between the various subaccounts.

General Board Meeting 7-8:15 PM

Members Present: As listed above on page 1 and including the following:

Robin Gruber	Orchestra financial representative
Anne Subotic	Band parent volunteer (Jazzistry)
Rita Hench	Choir parent

- IV. The meeting minutes from the October meeting were approved into record (Deb moved to approve, Anne seconded, all were in favor). Theresa will add the clarification regarding thank you notes to the minutes. Theresa will forward the October Minutes to Alan Jackson to post to the SFA web site.

V. Division Reports

A. Band – Jason Smith reported the following:

1. Pep Band will play at 3-4 basketball games. Pep band is a voluntary band group.
2. Pit orchestra auditions will be held Nov. 22-23 and the practice schedule will be posted prior to the auditions so the students will understand the commitment.
3. The reservations for Solo/Ensemble were sent in.
4. There will be an introductory meeting on Tuesday Nov. 16th for Winter Drumline.

B. Choir – Lyn CieChanski reported the following:

1. The A Capella Choir groups, Bel Canto and Skyline Blues, will be going to Clarkston for Festival on Friday Nov. 12th. In order to avoid the \$1000 cost of a bus, parent volunteers have been recruited.
 2. Lyn has received approval from the AAPS Administration for the Italy tour and a meeting will be held soon. The trip will be run by Educational Tours.
 - a. Robin recommended using Educational Tours to collect the money for this trip. Although there is a cost associated with this, it is far easier than collecting money via a parent volunteer. There may also be the opportunity to pay with a credit card, which may make the payment plan easier for some parents.
 3. Choir council did a leaf raking fundraiser and raised \$800 over 2 days.
- C. Orchestra – Andrea Cowper reported the following:
1. Students who auditioned for All-State had a positive experience.
 2. Orchestra is participating in the poster competition (SYS) at the PTSO Thrift Shop this month.
 3. Robin Gruber organized the “Stuff a Truck” fundraiser from the PTSO Thrift Shop which will bring in \$1000 for orchestra. She reported that this was fairly easy and she had people drop off items to her garage. There are not many dates available for this fundraising option.
 4. A string quartet did a performance at Lurie Terrace recently.
- D. Theatre: Anne-Marie Roberts reported the following:
1. The theatre group participated in “Trick or Treat so Kids can Eat”, a state and national can drive for food as a community service project and collected 623 pounds of food.
 2. Dress rehearsals start Nov. 15th for “A Piece of My Heart” and the play will be held on Nov. 19-21. Yard signs are available.
 3. The cast auditions for the MSU Festival are Nov. 9th.
 4. Pit auditions for the Hairspray (spring musical) will be held Nov. 22-23.

VI. Committee Reports

A. Fundraising

1. Music and a Meal
 - a. Tyra reported the net profit raised by Music and a Meal was just under \$4100 but the numbers are not final yet. 200 more meals were sold than last year.
 - b. Tyra will do a mass email to thank everyone, especially our sponsors.
 - c. The program was submitted to the PTSO Thrift Shop with their ad, which should bring in additional fundraising money.
 - d. The feedback about this event has been positive. Everyone has been enthusiastic about the music, the program, the length, etc.
 - e. Someone suggested holding a silent auction with this for future years, which will require a separate fundraising committee. This can be discussed at the June meeting.
 - f. Brigitte and Tyra will need new parents to shadow them at next year’s event to take on the fundraiser for the following year.
2. Entertainment Book Sales
 - a. Suzan Zick has organized this fundraiser and Robin Gruber is assisting her.
 - b. 500 books went out, which could raise \$8.75 each in profit for each book sold.
 - c. The regular deposit sheets will be used by each division to deposit the checks for books sold. The funds will be deposited into the general fund. After the total invoice is paid to the Entertainment group, the divisions will be reimbursed from the profit for each book sold by each student.
3. Poinsettia Sales
 - a. The flyer for the upcoming poinsettia sale was reviewed and there were no comments – the flyer looked good.
4. Fundraising Coordinator

- a. The SFA continues to need a parent volunteer to be the Fundraising Coordinator. Tyra has some ideas on who to contact.

- VII. Ashok presented the Treasurer's Report with the balances by Division. (Ashok noted at the meeting that he had a \$0.40 discrepancy that he wanted to reconcile. The amounts below are as they stand after he had reconciled the accounts.)
 - A. Closing balances as of October 31st are:
 - 1. Band = \$14,828.00
 - 2. Choir = \$7,488.95
 - 3. Orchestra = \$15,965.57
 - 4. Theatre = \$2,452.18
 - 5. General Fund = \$1,449.11
 - 6. Total = \$42,183.81

 - B. As per our previous discussions, Ashok asked each department to review their account and subaccount to check the reconciliation.

- VIII. New Business
 - A. Mileage reimbursement
 - 1. Lyn asked if she could reimburse parent volunteers for their mileage for driving to Clarkston for the upcoming Festival.
 - a. Ashok thought the current federal mileage reimbursement amount was \$0.40/mile. If parents were to be reimbursed for two round trip drives to Clarkston, the amount would be approximately \$80 per driver. When considering the total number of drivers, the cost of this would be nearly the same as hiring a bus. We would have to give all parents the opportunity for reimbursement.
 - b. The SFA appreciates the volunteer efforts of all parents, especially those driving students to events during the day, but we simply do not have the money to provide this reimbursement. The board could not vote in favor of reimbursing parent volunteers for mileage and could not set a precedent for this that could be applied to future situations.

 - B. Junko Powell had left before the end of the meeting. We need to find out if she is interested in being the Orchestra Parent Rep since that position is vacant.

- IX. Old Business
 - A. Jazzistry
 - 1. Anne Subotic reported that this program will probably not happen until May and the SFA will not be expected to contribute to this until after the final presentation in May.

 - B. Scholarship Applications
 - 1. Jason is working on this.

 - C. Visual Arts
 - 1. No one was present from Visual Arts.

The General SFA meeting ended around 8:10 PM.

The next meeting will be Monday January 10th, 2011 with the Executive Board meeting at 6 PM and the General Board meeting at 7 PM. (December 13th meeting cancelled due to snow.)

Meeting Minutes respectfully submitted by Theresa Angelini on December 13, 2010. Please send any corrections or clarifications to tangelini@angeliniarchitects.com