

TCOTC Board Meeting August 9th, 2016

Meeting called to order at 7:00 by Steve Dent

Members present: Kate Anders, Steve Dent, Judy Dove, Barb Yanish, Ben Rimbey, Corrie Barrows, Steve Voeller, Anne Schenk, Karen Radford

Absences: Nanette Malcomson, Mary Steinbauer, Carla Donovan-Burgess, Jane Jacobson

Officer & Staff Reports

Managing Director's Report:

Anne Schenk – Anne had her first day on August 1st and is getting settled, meeting key people, and learning the ropes.

Office Manager's Report:

Nanette Malcomson – absent

Treasurer's Report

Mary e-mailed it to board on 8/8

Steve v moves to approve Mary's July financials, Ben second, 6 – yea (all board members except Corrie who was out of the room), 0 -no, 0- abstain

New Member List

Kate Moves to approve new member list, Judy seconds. 7-yea, 0 – no, 0 - abstain

Staff Reports:

Anne Bentley - Absent

(Anne has hired two new instructors)

Jane Jacobson - Absent

New Business

Review the Managing Director's metrics

Steve D. lead a review of the metrics previously create during the managing director job creation process.

Action Item: Steve D will add to the December meeting agenda a note to review the strategic plan and come up with 2017-2018 goals.

Action Item: Steve D will update the org chart and send board for review and then to Anne S.

Reviewed the Strategic Goals for 2015-16

Reviewed SWOT Analysis

Prioritize the Strategic Goals for the balance of 2016:

Priorities for rest of year for Anne include: generating a 2017 budget, creating a marketing plan, developing an instructor evaluation plan so we can explore merit-based pay increases, and explore student evaluations and feedback

Action Item: Anne will seek input from department heads around exploring instructor credentialing and present back to board

Action Item: Judy is pulling together survey questions for inactive members and will send to Anne S

Action Item: Ben will send e-mail to Anne with survey for graduating students

Security at the Club

There was a theft of a laptop from the club during regular open hours. Anne S is working on updating the door key system to reassign personalized door codes.

Action Item: Anne S will ask Nanette to file an incident report if she has not done so already, and will also suggest she change her mind-body password.

Unfinished Business

Review Class Prices – Deferred - Ben Rimbey and Anne Schenk will coordinate
Merchandizing – In-Club / Online - Deferred

Business Item

Item Discussion

Actions Taken

Future action items

Kate moves to adjourn. Meeting adjourns at 8:50pm