

## TCOTC Board Meeting, February 10, 2015

Meeting called to order at 7:05: by Karen Radford

**Members present:** Steve Voeller, Julie Heatonn-Hill, Kate Anders, Corrie Barrows, Christina Pilon, Mary Steinbauer, Mary Verness, Karen Radford, Barb Yanish, Nanette Malcomson, Steve Dent

**Excused Absences:** Judy Dove, Carin Offerman

### Officer & Staff Reports

#### Office Manager Report - Nanette:

\* Desk has been doing awesome with applications/enrollment – Corrie has been doing an awesome job keeping up. Good work!

\* Tom and Gary have been doing a lot of extra work – replacing door, extra cleaning, etc.

#### Treasurer's report -

Membership is up from this time last year. Steve V. moves, Christina seconds. **9 – Yeas, 0 Nays – motion carries.**

#### Department Head Report -

None

**New Member List** – Christina moves, Mary V. seconded. **Motion carries**

### Unfinished Business

#### Vision/Mission – Steve D

Chose 3 goals to focus on for 2015:

- 1) Review and revise organizational structure
- 2) Achieve financial growth with a robust tracking and monitoring system
- 3) Improve training reputation/professionalism and increase membership draw

*Action: Julie will communicate to new newsletter team a request to publicize our top 3 goals.*

*Action: Steve D. will work with Nanette and Karen to review and align tactics to goal.*

*Action: Christina will e-mail department heads and Corrie with our top 3 goals and request that information be shared with staff and volunteers.*

#### Newsletter Editor - Julie

3 members willing to take it on – There will be a meeting with them to hand things over.

#### Membership Management Tool – Corrie, Steve, Kate

*Action: Karen and Kate will work with Janna to put together a timeline and some additional outlines for how the development and implantation process will work. Janna will work with key player as needed.*

### New Business

#### Annex Mat request – Mary S

Kate moves to approve Mary's test mat proposal to purchase 3 - 6' x 60' mat sections to try out possible mat replacement for the annex. Corrie seconds – **Motion carries: 9 yeas, 0 nays – motion carries**

#### Custodian wages – Mary S

Mary S. proposes a salary increase for Tom. Corrie moves and Steve V seconds. **8- yeas, 1 abstain. – motion carried.**  
*Action Item. Steve D. will put together a draft of an employee review process (Karen is interest in being included in draft review).*

#### Rescue Proposal Update - Karen

Kate Move to approve revisions to the rescue proposal to include language to represent the new class structure. Christina seconds. Amendment introduced by Steve V. to change the policy to include language that the partnering rescue groups be requested to put TCOTC on their webpage – Christina seconds. **Amendment vote: 7 yea, 1 nay, 1 abstain. Original vote- 8 yea, 1 nay. Both motions carry.**

*Christina moves to adjourn. Meeting adjourns at 9pm*