

## TCOTC Board Meeting, March 10, 2015

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

**Members present:** Kate Anders, Christina Pilon, Mary Verness, Karen Radford, Barb Yanish, Nanette Malcomson, Steve Dent, Judy Dove, Corrie Barrows

**Absences:** Steve Voeller, Julie Heatonn-Hill, Mary Steinbauer, Carin Offerman,

### Officer & Staff Reports

#### Office Manager Report:

Everything going well. Jane is doing well with communication remotely. Custodians are doing an amazing job of repairs (closet doors in meeting room, toilet work, etc). Meeting with Janna and MindBody folks on Thursday.

#### Treasurer's report –

Mary sick, Treasurers report will be distributed at a later date.

#### Department Head Report

None

#### New Member List

Christina moves to approve, Judy Second. Motion passes

### Unfinished Business

#### Goals and Tactics – Steve D

**Narrowed down the tactics to 1 or 3 tactics per goal for our 3 goals for 2015-16:**

1) Review and revise organizational structure

Tactic: a) Explore hiring Executive Director

2) Achieve financial growth with a robust tracking and monitoring system

Tactics: a) Establish a review and feedback process

b) Explore competitive wages for training staff based on expertise and credentialing

c) Bios on the website about instructors – their experience, etc.

3) Improve training reputation/professionalism and increase membership draw

Tactics: a) Develop marketing plan/strategy

b) Create and maintain financial model

c) Establish and adhere to monthly and annual department budgets

**Action Item: Steve will take our revisions back to prepare for a follow up step on producing action steps for each tactic.**

#### Membership Management Tool Update – Janna

Started Mindbody account today, will receive training on Thursday and will report at next meeting.

### New Business

#### Performance Review Tool – Steve D

Steve presented a 1 page, double-sided Staff Review Form draft. We provided feedback and suggestions for adjustments.

**Action Item: Steve will revise and bring updated draft back to the board.**

**Action Item: Karen will touch base with the department heads to make sure they are aware we are starting to do explore this path and why.**

Future action: At some point this document will be presented to staff for feedback before being finalized.

Future action: We will explore and consider developing a peer review process.

#### Incident Report Procedure - Karen

We've had several incident reports lately. Should we have a policy/procedure/SOP about this? Corrie suggests a small committee to explore this.

**Action Item: Corrie, Karen, and Mary V. will work together to outline a draft using input from key personal. Time frame will be 5-7 months.**

**State Fair Planning – Mary V.**

**TCOTC is always the Tuesday of the State Fair. Mary suggests we do marketing at the fair – specifically a giveaway item, perhaps a fan. Perhaps a drawing for a free class using facebook likes or the newsletter?**

**Action Item: Board member should submit ideas to Mary. Mary will talk with Steve V. to discuss possibility.**

*Christina moves to adjourn. Meeting adjourns at 9:05pm*