

TCOTC Board Meeting, May 12, 2015

Meeting called to order at 7:05 by Karen

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

Absences: Mary Verness

Officer & Staff Reports

Office Manager Report

Thrilled to have Jane back. Corrie held a desk meeting to get everyone on the same page. All is well.

Treasurer's Report

Kory's seminar went well. Basic class is up almost \$3500 from this time last year, overall up 12K from last year. *Kate moves to approve, Christina seconds. 9 yeas (everyone) – motion passes*

Department Head Report

All is good. No news.

New Member List

Christina moves to approve new member list, Kate seconds, 9 yeas (everyone)

Unfinished Business

Goals and Tactics – Steve D

Action Item: Steve will e-mail out updated tactics and activities and board will look at plan, e-mail feedback, updates, and ideas for further breaking down activities into do-able pieces. Please put measurement around your ideas (i.e. how do you tell if something has been successful)

Mindbody Integration Update – Janna, Kate, Corrie, Nanette

Kate moves to approve up to \$1000 for the purchase of 3 tablets, 2 stands, and 4 card readers. Christina seconds. Vote: 9 yeas (everyone), motion passes

Performance Review Tool – Steve D

Jane provided some feedback – would prefer system for collaborations and collective learning rather than evaluations (and an informal system to a formal evaluation process). Karen will discuss with other department heads to look for feedback.

Incident Report Procedure – Karen

Tabling until next meeting.

Financial Model Update - Karen

Discussed within the context of Goals & Tactics – considered updating the financial model Tom developed and also discussed that the MindBody system will have new reporting options and capacities that may integrate or replace Tom's model.

State Fair Planning – Mary V

Tabled – Mary V. absent

Lease Negotiations – Mary S

Steve and Mary met with Joe (building owner) about another 10 year lease. New lease would start at \$7,203 with 5% increase every 3 years. It appears that other comparable property listings are for a higher price per square foot and may have fewer feature. Discussed adding another level to the potty area – an estimate providing for this was for \$8,200 (but may include more than work than would be absolutely necessary). Not ready for consideration, still in exploratory phase.

Action Item: Mary would like input and ideas about potty area expansion options.

Agility foundation – Christina

Christina reached out to Anne and received a thoughtful and detailed response. 3 primary issues: Space, logistics of course setting, and instructors. Some additional points raised as well. We have 14 agility classes a week and 14

instructors currently. Karen looked at our competitors and there appear to be a variety of number of class offerings and style for offerings, but it does not appear there is anyone using a model similar to ours.

Action Item: Christina will look at writing something up to share with the rest of the front desk staff to help everyone better understand and respond to questions about the agility program and foundation classes.

Drinking Fountain – Christina

Explored options for water - a basic drinking fountain was the best choice in Christina's opinion and she believes materials and install should total about \$450.

Action Item: Christina will get some free quotes.

New Business

Business Item

Item Discussion

Actions Taken

Future action items

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