

TCOTC Board Meeting, September 8, 2015

Meeting called to order at 7:00 by Karen Radford

Members present: Barb Yanish, Christina Pilon, Jane Jacobson, Judy Dove, Julie Heaton-Hill, Kate Anders, Karen Radford, Mary Steinbauer, Mary Verness, Nanette Malcomson, Steve Dent, Steve Voeller

Members absent: Corrie Barrows, Carin Offerman

Officer & Staff Reports

Office Manager Report

Janna will be presenting later on the new system

Treasurer's Report

Judy moves to approve, Julie seconds. All 9 voting members vote in favor – motion carries

Department Head Report

Jane sent out the instructor review tool she pulled together. There were some classes in August that did not fill – we may need to remember for next year that August is a trickier month to fill and Jane will consider how to make improvements for next year.

Jane would like board to make a decision before the end of the year about if TCOTC should continue to participate in the state fair – she is not sure if it meets our vision and mission. We pay for half of the tickets for volunteers, we close classes that day, and we purchase advertising materials. It is not clear that we generate new clients from the fair and staff are struggling to find volunteers.

Action Item: Karen will add the state fair topic to the December meeting agenda.

New Member List

Christina Moved to approve, Steve D seconds. 9 votes in favor – motion passes

Unfinished Business

MindBody Integration Update – Janna, Kate, Corrie, Nanette

1. ISP/Internet issues: People are having trouble running transactions at the front desk on the new system because our internet connection is slow – not a little, but substantially. (Side - We can expand our wifi into the annex for under \$200). Comcast would give us a huge jump in service for approximately \$187 a month for a business grade package that would include internet and phone. Currently paying 130.14 per month currently. Comcast is not sure they can offer service in this area – they need to do a site survey and we need to agree to a package for them to do the survey. There may be a build out cost.

Kate move to approve Janna exploring the Comcast switch and sign the documents with Comcast so we can have a site survey. I move we authorize up to \$500 toward build out fees. Steve V seconds. 9 (all voting members) vote in favor – motion carries

2. Update on the new website: It's awesome and pretty! We could go live as soon as 1 month but there are some extra issue tied to the internet issues.

Action Item: Discuss new logo at a future meeting

Incident Report Procedure – Karen

No time

Review of private lesson policy - Karen

Reviewed and updated as a group.

Judy Moves, Mary S seconds. 8 (all except Mary V) vote in favor, Mary V opposes. Motion carries

Action Item: Add a follow up item to a future agenda

Drinking Fountain – Christina

The plumber we were working with declined to provide a bid.

Action Item: Christina and Steve D will work together to contact plumbers and get estimates

Non-Profit Life Stages Assessment/Power Map – Steve D

No time

Goals and Tactics Review – Steve D

We formed a committee to start to tackle the goal around hiring an executive director. Judy, Mary, Steve D, Karen, and/or Christina will coordinate schedules and meet.

New Business

Mobile Cart Request – Jane

Obedience would like to purchase two carts (one per two rings) to hold mats, perches, and other supplies. We also have a broken broad jump.. Each cart is \$160. Steve V. moves that we provide \$1300 to purchase 5 carts (one for each ring and the Star room) and \$500 to update the supplies/materials that go into the carts and are used by the obedience department. Christina seconds.

Steve D. moves to amend the motion to authorize Jane to spend up to \$1000 toward materials and equipment. Christina Second. All 9 voting members voted in favor – motion passes

Action Item: Jane will report back to the board with an update on what she purchased and the costs

Agility Matting – Mary S

Trail matting did not work as hoped so we are back to looking at getting comfort king. We can get close to ¾ of the room done for the \$15,000 that has already been approved.

Kate moves to approve Mary spending the \$15,000 approved at the membership meeting for agility matting. Judy seconds. 9 (all voting members) vote in favor – motion passes.

Business Item

Item Discussion

Actions Taken

Future action items

Christina moves to adjourn. Meeting adjourns at 9:00pm