

## 09/22/2016 Board Meeting Minutes

### Those Present:

Linda Voorhees, Barbara Ranous, Elisa McArthur, Cliff Hughes, Carolyn Filer, Doug Niebruegge (by phone).

### Minutes:

1. Approved current proposed changes to the Rules and Regulations as follows:
  - a. Reworded a few awkward wordings and incorrect spellings in the prior Rules and Regulations
  - b. Limited the number of required elected officers to Pres, Treas, VP1/Secretary
  - c. Added Optional non-elected officers, if they can be found: Secretary, VP2
  - d. Clarified the Monitor's Duties
  - e. Took out information relating to the creating of the club and it's initial membership meeting.
  - f. Took out the requirement that advanced classes have to be prepaid.
  - g. Require that Membership Applications be scanned.
2. Elisa has worked at locating a company who can print T-Shirt for our club. We also found a sale at Michaels for purchasing T-Shirts. The board approved a charge of \$10 for these shirts.
3. Covering the month of November while the President is absent.
  - a. It was decided that Monitor's will make the announcements at each class.
  - b. Did not determine who the monitor's should contact if they cannot make it to a class.
  - c. It was suggested that we have a class for monitors, so everyone is trained before they have to take over on their own.
4. Class Fees –
  - a. the board decided that we would no longer required advanced payments for the Section II and III classes.
  - b. The president will talk to Adam about whether we really need to have it for the 24 form class
5. Memberships and Renewals
  - a. The board decided that we will only accept new memberships as of October 1. The membership will be good from the time they join (after October 1) to Dec 31, 2017.
  - b. We will postpone renewals until Dec 1, so the President can deal with renewals when she returns.
6. Class Schedules - 2016
  - a. Talked about beginner students frequently dropping out, and that we needed to focus the teacher's attention on them. We might need to use assistant teachers, to help the teacher if a class has a spread of skills. This is especially true for beginner's students, so no student gets frustrated at being left to practice on their own.

- b. Discussed about a shortage of students at the end of Section I.
  - c. Board decided to make the Friday 11:30am class available for snowbirds. It will allow them time to review Section I and II, until they catch up. In 2017, they might want to move into whatever class is appropriate for them.
  - d. Talked about Franklin Woods offer to teach a Chair Tai Chi Class vs Adam's offer to teach a chair Tai Chi along with his 8 Form Tai Chi. Discussion brought up the fact our students would have a live teacher with Adam, and there is no benefit to the club to encourage students to take Franklin's class online instead of Adam's classes. So we will go ahead with Adam's Chair Tai Chi class.
7. Class Schedules – 2017
- a. Will re-review after Nov 1 if we want to make 24 Form be our predominant class in 2017. This would eliminated our problems with determining- how to advance people, and how to keep people at a similar level within a class, and the problems that some students cannot come on one day vs another day.
  - b. Will also re-review in the future if we want to discontinue the 108 classes for beginners, and then finish training those who have already started the 108 classes.
  - c. The 2017 schedule will need to be revised after the decision about 24 form Tai Chi, and to determine what to do with some unused time on Tuesday nights, and the previously scheduled 2<sup>nd</sup> Section III class (since we will only have one Section III class.)
  - d. Also we need to determine what to do with the Feb 2017 classes that will be cancelled because of special events.
8. Special Events
- a. The board approved all of the special events flyers for the 2016-2017 year.
  - b. It was agreed to cancel the open house special event, Nov 19, since we did not have anyone to finish planning it and handle it, while the President if absent.
  - c. There was a suggestion that we go out to dinner as a social event once a month or so. Carolyn was assigned to plan the first dinner.
  - d. Elisa was going to check into catering for the Christmas party. The board decided that it did not need to be Chinese food. We also discussed using a country club to host a party. But it was decided it was probably way too late in the year to schedule that.
9. Volunteer Program
- a. It was decided to implement a mandatory volunteer program. We will provide members with a listing of activities that they can volunteer for. They will then be assigned to the committee that activity is under. Committee chairmen will call as many people from their committee as they need to assist when needed. They will only call as many people as needed to complete the task, and then they will use the other committee members for a later task. If a member cannot perform the task at the time given, then they will be put at the top of the list for the next task. If the committee chairperson never calls them, then they have fulfilled their volunteer requirement.

Signed: Carolyn K. Filer, 10/1/2016