

## **Executive Board Meeting Minutes**

Sun City Center Yoga Club

### Meeting Minutes for January 9, 2019

#### Agenda I. Call to Order - Vice President

The meeting was called to order at 2 pm in The Sandpiper Room.

Attending: Mae Ellen Dowdy (Vice President), Sandra Kerezsi (Acting Treasurer & Membership Chairman), Anita Hill (Secretary), Coralease Ruff (Past President), Jan Libbey (Social Director), Pat Jones (Publicity Chairman), Ann Giuli (candidate for VP)

Absent: Lynne Sells (Education Chairman)

Mae-Ellen reiterated that the President Nancy Cottrell had resigned and offered her apologies to the board for her late December announcement.

#### Agenda II. Approval of Minutes from Last Board Meeting (11/14/2018) - Secretary

Approved.

#### Agenda III. Financial Report: Treasurer

Balance year end 2018: \$12,950.13.

a. Vacant Position – Treasurer position remains vacant and needs to be filled. Craig MacIntyre may be a possible candidate to fill the vacancy. Sandee stated she has been promoting the position and has had no volunteers.

#### Agenda IV. Membership Report: Membership Chairman

Sandee reported there are 223 members year to date for 2018.

#### Agenda V. Yoga Program Updates: Education Chairman

Sandee reported for Lynne that beginning in 2019, two new instructors will be starting. Debbie Frost (chair classes) and Susan Caputo (basic's class). Lynne will be updating the class schedule with the new instructors soon. Once this is complete, it will be sent to the Secretary who will submit copies to the CA (for posting on bulletin boards) and post to the website.

Mae-Ellen stated the following email approvals by the board have occurred since the last board meeting.

(1) Yes to purchase 40 additional blocks from Sunshine Yoga.

(2) Phyllis Laufer approved to complete Nancy's term as President.

Mae-Ellen stated that she is stepping down as Vice President due to personal reasons.

(3) Ann Giuli approved to complete Mae-Ellen's term as Vice President.

Teacher instructor ad has been cancelled per Pat.

Mae-Ellen will transfer files involving the instructors to Ann (insurance liability, certification, and contract forms need to be filled out by all instructors yearly).

#### Agenda VI. Secretary/Website Report

The website is updated frequently. The new class schedule shows the website address. Suggestion to make the email address larger on class schedule copy, in addition to the font size.

Anita reported that an updated “quiet – class in session” / “do not enter while door is closed” poster has been printed and is being used for yoga classes. The website has been updated with the January 17 Yoga Study Group

(6 Pillars of Health) to be presented by Teri Goszka from 2-3 pm followed by Yoga Nidra (Lynne).

#### Agenda VII. New Business

\*Policies and Procedures (draft) will be reworded & additional items need to be added when the new board is in place for 2019.

General Membership Meeting preparation: (in no particular order)

\*Quorum needs to be 20.

\*Pat will bring her camera and submit photos in the paper following the meeting. Mae-Ellen will supply names of the people in the photos and Pat will write the article to be submitted for the papers (News & Observer). Publicity Report to include FunFest.

\*Etiquette sheet is still forthcoming by Lynne. She plans to address it at the General Membership Meeting.

Education Committee Chairman Report.

\*Agenda and new officer verbiage will be addressed in another meeting by the incoming President and Mae-Ellen. Once the agenda is finalized, it will be sent to the Secretary.

\*Anita will bring a sign in sheet, name tags, and pens to the general meeting.

\*Anita will do a summary of the 2018 annual meeting and ask for a motion to approve the minutes.

\*Santee will next report on the Treasury & Membership.

\*Website Report: Anita will review web address / emphasize class schedule location.

\*Introduction of officers by Mae-Ellen; followed by acknowledgement; Jan Libbey – Social Director.

\*Discussion on room preparation; food & drinks. Room preparation sheet to be submitted to Claudia on Friday (Mae-Ellen & Jan).

\*Cora suggested that introduction of officers occur at the end of the meeting.

\*Santee's suggestion – Summary of board updates/accomplishments that occurred during 2018 (increased attendees & membership, hired two new teachers, increased the holiday gift fund, drafted a policies and procedures document, donated large-sized brick for the veteran's memorial fund, continual work on bylaws)

\*Pat's suggestion - Anita to print copies of website address for podium and class-room reminder

#### Agenda VIII. Other Business

Bylaw changes. Voting officers (4) with Cora as tie-breaker vote. President to work on bylaw updates in 2019 and be in place for voting on by the general membership at the next annual meeting in 2020.

#### Agenda IX. Schedule for Next Meeting

\*Discuss procedure to follow when class room maximum is reached.

\*Emergency contacts in the event of an on-site "911" situation.

\*Policies & procedures documents.

\*Bylaw updates/changes.

a. Board Meeting (4/10/2019) at 2-4 pm in the Ann Marie LeBlanc Room. **\*\*Note meeting location change!!!**

#### Agenda X. Adjournment

Meeting adjourned at 3:20 pm.

Submitted by Anita Hill – Secretary

For:

Mae-Ellen Dowdy – Vice President/Acting President in lieu of Nancy Cottrell's resignation (prior President)

Santee Kerezsi – Acting Treasurer