

## **Executive Board Meeting Minutes**

Sun City Center Yoga Club

### Meeting Minutes for September 11, 2019

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

The meeting was called to order at 2 pm in The Ann Marie LeBlanc Room.

**Attending:** Phyllis Laufer (President); Craig MacIntyre (Treasurer); Anita Hill (Secretary); Sandra Kerezsi (Membership Chairman); Lynne Sells (Education Chairman); Pat Jones (Publicity Chairman)

**Absent:** Ann Giuli (Vice President); Coralease Ruff (Past President); Jan Libbey (Social Director)

**Guest:** Teri Goszka (Instructor)

#### Agenda II. Approval of Minutes from Last Board Meeting (4/17/19) - Secretary

Approved.

#### Agenda III. Financial Report: Treasurer

Balance (8/31/19): \$17,821.88. Teachers paid quarterly. There is a new substitute instructor for Thursday nights. Her name is Brittany Mason. Ann has the Agreement with Independent Consultant/Instructor document. Anita asked for a report regarding financials with additional teachers being added to the program. Craig relayed that the cost of additional salaries has been offset by the increased membership (dues). We had equipment purchases and website renewals for expenses over the summer. In effect for 2020, Yoga Club members who are KP residents will be required to pay the SCC CA \$125/yearly to belong to any SCC Club. The fee must be paid directly to the SCC CA. Sandee will then check that the member is in compliance with the SCC CA (they will be issued a special ID card showing that their monies have been paid). Phyllis detailed that all the SCC CA requirements expected of the Yoga Club have been met. All paperwork has been documented and signed off by the SCC CA Club liaison Bob Sullivan. Tax status update. We had been asked to get a new separate TIN to be used for filing teacher 1099 tax forms and for using our bank account. The club had received several letter correspondences from the IRS raising questions regarding this new tax number. The CA resolved the issue by writing a letter clarifying that the Yoga Club operates under their tax number (as do all the clubs in the CA). Holiday fund will remain at \$500 to the CA for this year. Approved by board. It was mentioned that the floor cleaning has not been up to standards for a yoga class. Anita offered to check with maintenance to see what the current cleaning schedule is (**action item-Anita**). Lynne stated that she has asked for three mopping's a week. She stated that this is not enough. **Followup: Anita checked with Phillip Bennett (Chief Maintenance Engineer) after the meeting. He stated that the room is cleaned on a daily schedule. Anita reported back to the board with this information. It has been decided that if the room continues to be dirty, teachers will have Sandee put in work orders for additional cleanings. Phyllis will also get back to Bob Sullivan regarding the information that was relayed to Anita by Phillip.**

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

Sandee reported there are 230 members currently. (comparison with 223 members at the end of 2018). The Club is experiencing a growth of new members in the last year especially. Lynne stated that the new Tuesday class offering (advanced chair & barre) will help fill the program gaps for "new to yoga" members. This class will be the entry place for beginners. After taking this class, they can advance to a mat class.

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

Lynne detailed her new class – advanced chair and barre. It has been well attended already. The first class met on Tuesday, September 10. She is excited to offer this new class to the membership. Teri suggested that a new document be drafted that contains detailed descriptions of what each class offers and the requirements that students should have to attend (**action item for Lynne**). The document would be posted on the bulletin boards and on the website alongside the class schedule. (i.e. currently the schedule does not list the class requirements/descriptions). Lynne passed out the last teacher meeting minutes.

#### a. Room logistics:

Teri reported that the studio room capacity is capped at 54 people (sign posted in the room). Several times in the past year this number has been reached. This number is for standing only. It is not for practicing yoga – mats spread out on

the floor. Teri's classes have seen increasing numbers of attendees. The teachers met and a decision was made to help with overcrowding at certain class times. Member capacity will be 40 people. This was decided on for the safety and comfort of the members. The new program will roll out October 1 and will be in effect when the room capacity reaches 40 attendees. There will be a sign at the front door of the studio asking attendees to take a neon number (1-40), sign the attendance roster, roll your mat out and place your number at the edge of your mat. Once the number 40 has been reached, the instructor will place a sign up at the entrance stating that the class is full and no more people will be admitted. Please attend another class of your choosing at a later date/time.

#### Agenda VI. Secretary/Website Report

Anita reported that the response to her inquiry about if members would be interested in adding additional classes/instructors was well received. Lynne asked to receive further communication about the number/comments. The overall reaction was that members were not happy with the overcrowding situation of the room.

#### Agenda VII. Publicity

Teri has drafted a new class schedule which has been posted at the studio bulletin board, in the atrium bldg. and on the website. The document is easier to read. Thank you Teri.

#### Agenda VIII. Social Events

- a. Annual Meeting & Member party. (1/15/2020)
- b. Hi Neighbor. (Thursday, 11/7/19 – 6:30-8:30 pm). **Two volunteers needed** (down from 3 last year).

#### Agenda IX. New Business

- Identify candidates for board positions for ballot (if needed). Current members agreed to stay on board for upcoming terms.
- Church bid rejected by the CA.
- Teacher salary discussion. Board approved. Retroactive pay (last quarter).
- Bylaw changes/updates. The President & Lynne will continue to work on bylaw updates in 2020. They would have to be submitted to the CA first for draft approval. Once this is done, they must be approved by the membership at the next annual membership meeting. Minor updates only needed – (i.e. club officer position responsibilities, club dues & fees policy document).
- Fall yoga study group discussion led by Lynne. Ideas forthcoming are: Oct. (Dr. Gail Dudley- Lymphatic System); Nov. (Linda Eargle – Preventing Falls); Jan. (Rama Kosaraju – Spices as Medicine); Feb. (Surendra Kosaraju – Yoga Program with Proof of Health Benefits). Once the study group presentations are over, the topics will be shared via the website (**action item for Lynne – presenters need to be given Anita's contact information**)

#### Agenda X. Old Business

CPR training. Teachers will refresh skills learned at future meetings.

#### Agenda XI. Schedule for Next Meeting

- (1) Discuss agenda for Jan. 2020 annual general membership meeting (1/15/2020).
- (2) Review documents "Policies and Procedures of the SCC Yoga Club" and Proposed changes to the By Laws document "Article V: Club Officers and Executive Board". There will be **two** board meetings prior to the annual meeting (Nov. 20 & Jan 8).

- a. **Board Meeting (11/20/2019)** at 2-4 pm in the **Royal Room**.

#### Agenda XII. Adjournment

Meeting adjourned at 3:30 pm.

Submitted by Anita Hill – Secretary

For:

Phyllis Laufer - President

Ann Giuli – Vice President

Craig MacIntyre – Treasurer

